



*St Aloysius*

CATHOLIC PRIMARY SCHOOL  
CRONULLA



**2026 PARENT HANDBOOK**

## MESSAGE FROM THE PRINCIPAL

Dear Parents,

We welcome you to the St Aloysius Catholic Primary School community.

By accepting a place for your child at St Aloysius you are making a commitment to support the Catholic ethos of our school and work in partnership with the teachers to realise the full potential of your child.

St Aloysius is proud of its Catholic heritage dating back to 1918. As a Mercy school, in 2018 we celebrated 100 years of Catholic Education in Cronulla. Originally established by the sisters of St Joseph, the school after a few years was entrusted to the Sisters of Mercy. Our school is imbued with the charisma, culture and values of the Mercy Order - founded by Catherine McAuley.

We continue to work to provide a Christian education which enables the formation of the whole person, inspired by the Mercy Values of *Hospitality & Welcome, Excellence, Compassion, Stewardship, Dignity & Respect, Justice and Service*. These values are championed by each class from Kindergarten to Year 6.

At St Aloysius we offer our students an engaging and challenging academic program. Our teachers are dedicated, highly skilled and pastorally caring. We develop in our students the necessary skills needed for the 21<sup>st</sup> Century. As a STEM school our students are the best equipped in coding, robotics and engineering skills, which they apply to solve real world problems. These skills ensure students think creatively, work cooperatively, communicate and collaborate effectively and develop critical thinking skills for an ever changing and challenging world. We encourage our students to think globally and to have compassion, empathy and concern for others.

We strive to build quality relationships with our students. Our Religious Education and Pastoral Care programs are therefore an integral part of the way in which we develop social and emotional understanding. Our Mercy Values are the way in which we give practical expression and witness to social justice and outreach. St Aloysius aims to deliver excellent social and emotional learning opportunities to assist each student develop positive and respectful connections with their peers, teachers and the wider community. We encourage grit, perseverance and resilience.

Every child at St Aloysius receives access to learning programs that specifically cater for their individual learning needs, particularly in literacy and numeracy. Specialist teachers provide wonderfully enriching opportunities for our students in STEM, Music, Art and Sport as well as additional support for students with diverse learning needs, supporting them in achieving their potential.

We trust that your child will be very happy at St Aloysius Catholic Primary School and enjoy learning and growing each day. We look forward to working in partnership with you in providing the educational and social needs of your child.

Yours sincerely,

Sheree Rose

**Principal, St Aloysius Catholic Primary School, Cronulla**

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## General Information: School

School: St Aloysius Catholic Primary School  
Address: 7-17 Giddings Avenue Cronulla NSW 2230

Telephone: 9523 2593  
Email: [info@stacronulla.catholic.edu.au](mailto:info@stacronulla.catholic.edu.au)  
Web: [www.stacronulla.syd.catholic.edu.au](http://www.stacronulla.syd.catholic.edu.au)

## School Leadership Team:

Principal	Sheree Rose
Assistant Principal	Genevieve Dewberry
Religious Education Coordinator	Karin Cochrane
Instructional Specialist	Suzanne Young

## Administration, Learning Support and Family Educator:

Finance Secretary	Sandy Pietersz	
Administration Secretary	Tracey Tam	Office Hours: 8.30 am – 3.30 pm (Monday – Friday)
Family Educator	Louise Perrau	
Diverse Learning Teachers	Jo-Anne Kelly, Jayne Johnson	

## General Information:

### Parish

Parish: St Aloysius Gonzaga Catholic Parish of Cronulla  
Address: 18 Giddings Avenue Cronulla NSW 2230

Telephone: 8522 0300

Email: [admin@stalcron.org.au](mailto:admin@stalcron.org.au)  
Web: [www.stalcron.org.au](http://www.stalcron.org.au)

Parish Priest Father James McCarthy

Mass Times: Saturday Vigil: 5.00 pm  
Sunday: 8.00 am, 10.00 am, 6.00 pm

## Sydney Catholic Schools: Head Office

Level 23, 680 George Street Sydney NSW 2000 T: 9569 6111

## OUR MISSION, VISION AND PRINCIPLES

### Vision

***Innovative minds and merciful hearts contributing to a hope filled future.***

### Mission

At St Aloysius Catholic Primary School Cronulla, we practice the ideals captured in our mission statement – ***Nurturing faith, empowering minds, inspiring action.***

### Principles

Our principles are the guides that inform our teaching:

- nurturing spiritual and educational growth
- empowering students to think creatively
- work collaboratively, communicate effectively
- developing critical thinking skills
- inspiring students to drive positive change.

## ST ALOYSIUS MERCY VALUES

St Aloysius is proudly a Mercy School, inspired by the works of Catherine McAuley, founder of the Mercy Order of nuns. Each class has a focus Mercy value for the year.



Kindergarten *Hospitality and Welcome*  
Year 1 *Compassion*  
Year 2 *Excellence*  
Year 3 *Stewardship*

Year 4 *Dignity and Respect*  
Year 5 *Justice*  
Year 6 *Service*

## ST ALOYSIUS GONZAGA - PATRON SAINT OF YOUTH

St Aloysius Gonzaga, patron saint of youth, lived a short life dedicated to prayer, study, and the care of others. St Aloysius was born in 1568 into a wealthy family and, rather than become a nobleman and valiant soldier, he decided to become a Jesuit priest. Preferring a life of prayer and service, he loved to say, 'What God wants, He does; all we need to do is to trust Him'.

As a Jesuit novice, Aloysius was kind and always willing to help his fellow students. In Rome, Aloysius nursed the victims of a plague but before long he himself became ill. Aloysius never reached the priesthood. He died on June 21st, 1591. He was only 23 years old. Both parish and school are dedicated to St Aloysius. We celebrate his feast day on 21st June each year. He is the patron saint of Youth.

## ST ALOYSIUS PRIMARY SCHOOL CREST



Our school logo which includes the Mercy Cross and the shell represent our Mercy charism and the locality of Cronulla. The word Cronulla is derived from the Aboriginal name Kurranulla, place of pink seashells. St Aloysius the pilgrim is also represented in the symbol of the shell. The seven teal bands of the shell stand for our seven Mercy values.

### SCHOOL PRAYER

*Dear God, our Creator,*

*We ask you to keep our school community always under your protection.*

*May you be present with us in all that we do and say.*

*May our school always be a place of peace, love, friendship and learning, following in the spirit of Saint Aloysius.*

*May our brother Jesus give us the courage to make a difference in our world.*

*We pray this together, in the name of the Father, the Son and the Holy Spirit.*

*Amen.*

### 2026 TERM DATES

	Term 1	Term 2	Term 3	Term 4
Students Years 1-6	29 Jan 2026	20 Apr 2026	21 July 2026	12 Oct 2026
Kindergarten's First Day	30 Jan 2026			
Term Concludes	2 Apr 2026	3 Jul 2026	25 Sep 2026	15 Dec 2026

### DAILY SCHOOL ROUTINE

8.30 am Supervision begins

8.55 am First Bell - Class Rolls taken

11.00 am - Recess

11.30 am

1.30 pm - Lunch

2.10 pm

3.15 pm Dismissal

3.30 pm After school supervision finishes.

**Please note:** That there is no supervision of children who are at school before 8.30 am or after 3.30 pm.

## [A]

### Attendance

It is a legal requirement that all students attend school each day. Sydney Catholic Schools has released an updated [Student Attendance Policy](#) with the following guiding principles:

- Parents/carers of a child who is of compulsory school age (between the ages of 6 and 17) are **legally responsible** for the enrolment and attendance of their child at school.
- All students who are enrolled at an SCS school are **expected to attend the school each day**, unless they are unwell or unable to attend for an approved reason, or have been granted an exemption.
- SCS schools **will take appropriate action** to follow up student absences and respond promptly to any school attendance matter if there is a belief it threatens student welfare, wellbeing or safety.
- That an **absence must be explained within 7 days**. If it is not, the absence will be recorded as an unexplained absence.

If your child is absent from school, the absence must be promptly explained. The COMPASS Parent Portal should be used to document reasons for student full day absences.

Partial absences are processed via entry/exit through the office.

If your child is away for 3 days without explanation, the school will contact parents for an explanation. Unexplained absences are recorded as such in official class rolls. Days absent are recorded on School reports.

***Families are reminded that holidays should only be booked during school breaks. Students should be at school every day during school term.***

Leave absences of 1-4 days can be approved by the Principal upon receipt of an explanation by the parent/carer. This may be due to:

- Misadventure or unforeseen event.
- Participation in special events not related to the school.
- Domestic necessity such as serious illness of an immediate family member.
- Attendance at funerals.
- Travel in Australia and overseas.
- Recognised religious festivals or ceremonial occasions.

**Children absent for extended leave (5 or more school days):** Parents/carers may approach the school to seek permission for extended leave (5 or more days) for their child to travel during school term for the purpose of a family holiday, family business, bereavement or other reasons. Parents/carers **must complete and submit an Application for Extended Leave form at least one week prior to commencing leave**. Travel documentation, such as travel itinerary or e-ticket must be submitted with the application.

It is important to understand that extended leave will have an impact on a student's academic progress and possibly their social development. Please note that the leave may not be approved if the travel is not considered to be in the best interests of the student, academic or otherwise. If the student's attendance rate is under 90% at the time of the application, this will also be a consideration. Declined leave that is taken will be recorded as an unjustified absence on the class roll.

Please note that teachers are not expected to provide work for the student during the time of the extended leave.

#### ***Leaving School Early***

No child is permitted to leave the School grounds during school hours unless collected by a parent or other authorised person from the School Office.

**Parents are requested to make medical, dental or therapy appointments outside School hours where possible. This will ensure your child's learning and the learning of other students is not interrupted.**

In the rare case of children leaving early to attend medical or dental appointments, an email should be sent to the school office outlining the date, time and purpose of the appointment. This information is then entered into Compass.

Parents are required to collect their child from the office. The early departure will be recorded on the COMPASS Kiosk by the parent when they attend the office. Parents are not permitted to go directly to the classroom.

### Accidents and Sickness at School

If a child is reported to the office as being unwell the following procedures will be followed:

- The child will be assessed by office staff trained in first aid.
- If the child is deemed unfit to return to class, the parents will be contacted.
- If they cannot be contacted, the nominated emergency contact person will be contacted.
- If they cannot be contacted, the school will act in the best interest of the child.

In the event of a serious accident at School, the following procedures will be followed:

- Appropriate first aid will be administered.
- An ambulance will be called by the school.
- The school will phone the parents.
- If the parents are unavailable the school will phone the emergency contact person nominated by the parents.

### Arrival and Dismissal Procedures

#### **Arrival**

Parents are asked to ensure that their child is punctual, arriving at school before the morning bell at 8.55 am. Any child arriving after 8.55 am must report to the School Office with their parent/carer and have their late attendance recorded in Compass. No child should be at school prior to 8.30 am.

#### **Dismissal**

When the bells ring at 3.15 pm each afternoon, the children are dismissed in the following manner:

- Children catching a bus, train or ferry line up under the undercroft on our playground and are escorted to the bus stop opposite Cronulla station where students make their way to the ferry, train or public bus. Teachers then return to school for afternoon meetings and appointments.
- Children attending After School Care meet outside of the Year 1 classroom for a handover, where their names are marked off the roll.
- Children being picked up by parents are welcome to come onto the school playground. Parents are reminded that there is **no parking** in the Parish parking area outside the Presbytery or in the unit blocks across the road from the school.
- ***If it is raining at dismissal time a special announcement is made to parents to collect their child from the classroom. This announcement would also be made in extreme weather conditions.***

### Awards

**School Merit Awards** are earned by students and presented to them at our weekly assemblies.

The **Mercy Award** is earned by a student or member of our school community who by their actions have exemplified one of our Mercy Values in support of our school community. These awards are given at our weekly assemblies.

## [B]

### Before and After School Care

YOUNG GIANTS OOSHC provide before and after school care based at St Aloysius -Thornton Hall, Cronulla. Offering experienced and dedicated carers providing a warm and trusting relationship with your family. Young Giants has two booking types: casual or permanent. Please email enquiries to [staloysius@younggiants.com.au](mailto:staloysius@younggiants.com.au) or call 0460 300 706. To enrol, please follow this [link](#).

### Bus, Train & Ferry Student Travel

All children from Kindergarten, Year 1 and Year 2 are entitled to free bus travel to and from School regardless of where they live.

Children in Years 3 to 6 who live more than a 1.6km straight line distance or 2.3km walking distance from the School also receive free travel. Opal cards are issued to all eligible students on application and must be carried at all times and produced upon request.

Application for Opal Cards is on-line at [www.opal.com.au](http://www.opal.com.au). The School will be contacted by Opal for verification of your child's enrolment. Cards will be sent directly to you by Opal.

## [C]

### Canteen

We offer an e-canteen service [Welcomeasy](#) on Tuesdays and Fridays, as well as Sushi for Schools day on Thursdays. Sushi is ordered through the Flexischools App [www.flexischools.com.au](http://www.flexischools.com.au) and Welcomeasy orders are ordered online at [www.welcomeasy.com.au](http://www.welcomeasy.com.au).

### Car Parking

**Please note: There is no parking available on the School or Parish grounds or in the unit blocks near the school.**

We have great neighbours who are accepting of the movement of people around school at pick up and drop off times. Please consider our neighbours when you park your car to come into the school grounds.

Parents are asked, for the safety of the children, not to double-park in Giddings Avenue but to park and walk to collect children. Please adhere to the council time restrictions that apply to many parking spots around the school.

Local council rangers regularly patrol the streets surrounding the school – they will book cars that are parked illegally.

Parents walking their children into school should park off site in the streets surrounding the school. We also encourage our students to ride to school or walk home with parental permission.

### Carnivals – Athletics and Swimming

Children participate in a number of carnivals throughout the year, including our school swimming carnival for Years 2-6. These may vary from year to year but usually include Swimming and Athletics, as well as a number of other invitational and gala day events e.g. cross country, soccer, netball, and rugby league for Years 3- 6. St Aloysius has four colour teams: McAuley (Green), Anderson (Blue), Gonzaga (Red) and MacKillop (Gold).

If your child is in Kindergarten or a new student, he/she will be notified early in the year of his/her colour team. Where possible, children are placed in the Colour Team of their sibling/s. House competitions are conducted at the School Swimming Carnival and Athletics Carnivals.

## Change of Address and or Telephone Numbers

Please remember to inform the School if there is any change to your telephone number, address and/or email address.

Any change to the phone number of your Emergency Contact should also be communicated to the School via the office – [info@stacronulla.catholic.edu.au](mailto:info@stacronulla.catholic.edu.au). This enables us to maintain accurate records so that parents can be contacted promptly in the case of an emergency.

## Child Protection: Child Safe Communities

Our Catholic School System enables us to provide the safest possible environment for our students. As workers and helpers within our school you must be aware of your shared responsibility in this regard and demonstrate your commitment by meeting the legal obligations surrounding the care and protection of children and young people.

It is within this context that the Child Protection (Working with Children) Act 2012 and the Children and Young Persons (Care and Protection) Act 1998 are implemented in our school. This legislation endeavours to ensure that, as far as possible, people who may pose a risk to children are not employed or requested to complete tasks where they have direct, unsupervised contact with children.

**All parent volunteers must complete the Sydney Catholic Schools Child Safe Communities workshop and sign the 'Safe Schools Expectations (Undertaking)' form annually.**

It is essential that appropriate care and protection structures exist within to comply with the SCS Child Safe Schools system for volunteers every year.

Prior to them working as a volunteer, at the school or at an outside activity e.g. excursions, Parent Helpers need to sign in, and sign out, at the School Office for each visit.

## Children's Safety

Children should be instructed in safe ways to travel to and from school, e.g. follow a familiar route, travel with others, don't stop off to play alone in parks or lanes, avoid walking through car parks, always go straight home before going off to play, know the location of nearby homes, e.g. friends. The school strongly urges the support of parents in this most important task.

## Class Masses, Reconciliation and Assemblies

Children will participate in Masses and the Sacrament of Reconciliation as arranged between the Parish Priest, the Religious Education Coordinator and classroom teachers. These celebrations are planned according to the liturgical year and feasts. Parents, relatives and friends are welcome to attend. All school liturgical celebrations are advertised in the School Newsletter.

Each Semester, classes take turns in organising and running their class assembly. Parents are invited to attend through the newsletter and Compass. These assemblies highlight the work the students have been doing throughout the term.

## Collection of Money

Most of the fees and related charges are now collected on your child's school fee account. Fee Statement reminders are issued through Compass and via SMS to parents. Sometimes there are special collections. These might include specific events and events involving selected children. Parent consent and payment is managed through Compass.

Any money sent to school should be in a securely sealed envelope on which is written:

- the child's name
- class
- the reason for the money.

## Communication – Home and School

Each parent has an individual username and password to access Compass. Parents must login regularly to Compass - it is the school's primary method of communication with parents. The school communicates with parents in a variety of ways:

- Three-weekly school newsletters are posted on the Compass Newsfeed and a notification of the posting is sent to parents by email.
- Weekly overview of key events for parents.
- Event specific notes are posted on the Compass Newsfeed and a notification is sent to parents by email.
- Parents can contact the school on 9523 2593 or by email at [info@stacronulla.catholic.edu.au](mailto:info@stacronulla.catholic.edu.au).

The school offers a Parent Information Evening at the beginning of the school year, for each year level. The aim is for parents and teachers to meet so teachers can inform parents of the nature of the work to be covered during the year.

A Parent and Teacher Meeting ("*Meet and Greet*") is held in Term 1 each year, for parents to discuss their child with the class teacher.

At the commencement of each term parents receive a Curriculum Overview via Compass outlining the outcomes and content to be covered in each year level for the term.

Close communication between parent and teacher is vital in the development of your child, and is strongly encouraged by the staff of St Aloysius Catholic Primary School. It is vitally important for engagement and involvement with the school. This brings about positive learning outcomes for your child.

- To discuss your child's learning, experiences at school, or to raise a concern, parents/carers are asked first to contact the appropriate class teacher. If the appropriate teacher cannot resolve the issue or concern, the parent can contact the grade mentor, Assistant Principal or Principal. See [SCS Resolution of Complaints Policy](#).
- Parents/carers are to make an appointment with the class teacher to discuss any concerns, rather than catching teachers 'on the run'.
- All email communication is to be sent to [info@stacronulla.catholic.edu.au](mailto:info@stacronulla.catholic.edu.au), addressed to the relevant teacher. Teachers will respond as soon as possible and within 3 working days, usually via a phone call. Alternatively, the teacher may arrange a meeting with the parent to discuss the matter further. Email responses from teachers will come via Compass to ensure effective record keeping.
- Communication requiring a quicker response from the school should come through the school office as a phone call.
- Parents should not approach other students or parents to clarify any issues or concerns. All matters should be discussed with the appropriate teacher who can then discuss the matter with the relevant staff and students.

## Parent - Teacher Interviews

All parents will be requested to attend a three-way, parent, student and teacher interview mid-year, for an update of their child's progress. Bookings for these formal Interviews are done via Compass. Interviews are also available after the End of Year Report. Teachers offer a 'Meet and Greet' interview early in the year.

Teachers will endeavour to be available out of class times to meet with parents by appointment. A parent or teacher may request an interview at any appropriate time during the year. Should you have any concerns or wish to discuss your child's progress, simply contact the school to arrange a mutually convenient time.

## COMPASS

COMPASS is our student information management and communication system. This platform allows parents to access up to date meaningful information about our school, events, fees, events and your child's attendance record and progress.

You will be able to see any relevant news items, a school calendar, assessment dates, reports and documentation such as the Student Diary and past newsletters.

One of the features that will be most beneficial is the ability for parents to add an absence note and to inform teachers of periods of leave. (Note: Periods of absence greater than 5 days require Principal approval).

As parents you can monitor your child's attendance and have quick access to events such as excursions, incursions and the school community calendar.

Every parent has an individual login which was generated when you enrolled your child. You can login via the Compass App. It is important to keep your password confidential at all times as it provides access to your personal information.

<https://www.compass.education/compass-features/compass-for-parents/>

☐ Compass Parent Portal - Slideshow

If you are experiencing any problems accessing COMPASS please contact the school office.

## Computers

The school makes a large investment in information and communications technology. There are many varied educational programs appropriate to each year's level of skill and learning.

All children and their parents are expected to be aware of, and sign the school's Acceptable Use Policy. This policy outlines the responsibilities that go with the use of the school's information and communication technologies.

From Year 4 students will be required to engage in the Bring Your Own Device (BYOD) program whereby students are required to bring a Chromebook to school. No child will be disadvantaged in this program.

## Concerns and Complaints

Any parent has the right to raise a concern and have it responded promptly, fairly, without repercussions and according to procedural fairness. Most concerns will be resolved informally.

Any parent has the right to confidentiality in regard to concerns raised, however if others need to be informed, this will be explained to the parent raising the concern. Parents have a responsibility to maintain confidentiality in the best interests of their child and other persons involved.

Every endeavour will be made to address concerns within reasonable time frames and under mutual agreement. Any person raising a concern may have a support person present as an observer or by mutual agreement may take a more active role. Support persons must maintain confidentiality. The Principal is to be advised of the attendance of the support person prior to the meeting. Similarly the Principal will advise of any person he/she may invite to attend.

The Principal has the delegated authority to manage concerns and complaints at school. Where the matter involves child protection or other areas covered by specific legislation, the Principal is required to refer it to Sydney Catholic Schools head office and other channels e.g. Child Protection Hotline.

Generally issues involving an individual child should be raised first with the class teacher. If this is not possible or is uncomfortable the Assistant Principal is the appropriate person. When matters are still of concern then the Principal would be the appropriate person to address the concern. Where the concern involves the conduct of the Principal, please refer to the Resolution of Complaints Policy - Sydney Catholic Schools website.

## Custody of Children

The School needs a certified copy of a Court Order if you have sole custody of your child/children or specific orders. It is the parent's responsibility to communicate with each other regarding custody issues as the school remains neutral and does not have the power to enforce orders.

If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or a note from you advising us of this is needed. This saves us and your friends or relatives from an embarrassing situation.

## [D]

### Discipline – Student Management and Anti-Bullying

The school's expectations are:

We are respectful

We are safe

We are kind

We are empowered learners.

Student management is encompassed within the Pastoral Care Policy of the School and the SCS Anti-Bullying Policy and Guidelines. It is based on a dual Positive Behaviours for Learning (PBL) and a 'restorative practices' approach, which sets clear expectations and encourages children to take responsibility for their own behaviour. Teachers assist children to:

- reflect on the choices they make
- consider the impact and effect of their behaviour (words and actions) on others
- consider more appropriate ways of acting and behaving
- arrive at suitable consequences.

**Under no circumstances should a parent ever discipline other children in our school.** All issues and concerns should be brought to the teacher in the first instance or school leadership team for resolution. Parents should not contact other parents regarding children's behaviour, actions or learning.

### Dogs – Prohibited

Parents are asked not to bring dogs onto the school grounds. Legislation from the Companion Animals Act 1998 section S14 "Dogs prohibited in some public places" is reproduced below:

- Dogs are prohibited in the following places (whether or not they are leashed or otherwise controlled): School grounds (meaning any property occupied or used for the purpose connected with the conduct of a government school or non-government school under the *Education Act 1990* other than any property used for a residence).
- If a dog is in a place in which dogs are prohibited under this section: the owner of the dog, or if the owner is not present at the time of the offence and another person who is of or above the age of 16 years is in charge of the dog at that time – that other person, is guilty of an offence and this offence occurs a fine of \$330.00.

## [E]

### Excursions and Incursions

**Excursions, sporting carnivals and retreats** are a normal part of school life, and are planned from time to time. Students are expected to participate in order to fulfil the curriculum and the pastoral requirements of the educational program.

**An incursion** is a "within school" activity, which usually involves a visiting artist or guest coming to the school. This cost is included on the school fee account (Excursions/Incursions) and failure to pay this cost could mean exclusion of your child from participating.

The Excursion/Incursion costs are included in the Statement of Fees at the beginning of each term. Each excursion has an associated risk assessment undertaken before the request is approved by the Principal.

## [F]

### Family Records

As we need to maintain up to date records, we ask that you notify the school immediately of any change in address, telephone numbers, child's health, etc. Information in student files is strictly confidential.

It is for the benefit of your child, e.g. in case of sickness or accident, that you contact us concerning any change we need to make to our Family Records.

### Fees

#### Payment of Fees

Fees are divided into ten monthly payments for each calendar year (February to November). Invoices are emailed to parents from Sydney Catholic Schools within the first 10 business days of the month. We ask that these fees be paid as soon as possible. All fees must be finalised by 28 November of each calendar year. The school encourages parents to pay their fees by BPAY, Compass Pay or in person. Fees can be paid via credit card on a monthly debit system, please contact the office to organise this directly. A receipt will be issued when your payment is processed. If you are experiencing financial difficulties, please reach out to the school office for assistance.

#### School Tuition Fees

Sydney Catholic Schools Pty Ltd determines the school fees for Parish Schools in the Archdiocese of Sydney. Although government financial assistance is given to children attending non-government schools, this is well short of the financial needs of the school. The running costs of the school, salaries of staff and the administration of the Catholic Education System require that government assistance be supplemented by school fees.

For parents seeking enrolment for their first child or first attendance in a Sydney Systemic Catholic School the following information may be useful:

The primary tuition fees set by the Sydney Catholic Schools Pty Ltd are outlined. Other associated local fees are also added to these amounts. New families are scheduled to pay fees on a monthly basis i.e. 10 payments over 10 months from February to November. School fees are due on the 28th of the month and need to be finalised by the 28th November of the current year.

#### Payment of fees can be made via:

- Compass App
- Bpay - Details located on your statement
- Over the counter - EFTPOS or Cash
- Direct Debit - Credit Card Only (contact the office)

#### Building Levy

The levy applies across the Archdiocese; families with children attending more than one participating School will be billed on a pro-rata basis to ease the financial burden for families.

Over recent years, many Parishes have undertaken major building projects for their primary schools and encouraged their regional schools to provide for refurbished or new facilities. Increasingly, the funds to finance these major capital projects have been raised by the establishment of a Parish Building Levy. The levies are generally accepted as being an equitable way of ensuring that the debts that have been incurred can be serviced, and that provision is being made for meeting future needs.

**Administration Fee**

This levy covers costs such as; cleaning the school, maintaining the school grounds, utilities, contents insurance, fire services, security, waste collection and contributes to the purchasing of equipment to assist with students' learning.

**Technology Levy**

This levy covers such costs as ICT charges to schools for broadband access, licence fees, data charges and antivirus management; partial cost recovery for ICT primary technicians, computer purchases, ICT consumables and student programs purchased.

**Resource Fee K-6**

This levy covers the cost of all photocopying materials, exercise books, Religious Education resources and all other teaching resources used in the classroom.

**Excursion/Incursion Levy K-6**

This levy covers the cost of all excursions and incursions planned for the students.

**Sports Levy K-6**

This levy covers sporting programs and clinics throughout the year.

[Note: Tuition fees and Levies are subject to change.](#)

**Food: Recess and Lunch / Crunch & Sip**

When children bring their morning tea and lunch to school please ensure that it is in a container with your child's name clearly marked on the outside. It would be advisable to make sure the amount of food you give your child is appropriate to their appetite. We encourage "nude food" every day. This means the students are asked to bring food that is free from wrapping in their labelled lunch boxes and water in reusable drink bottles that are also labelled. We strongly discourage the use of plastic wrap and packets of processed foods in our school.

We encourage nutritious foods for lunches and request that parents keep treats for the weekend. Please check your child's lunch boxes when they return from school. This should assist you to gauge the right amount of food needed by your child. Water is encouraged as the only drink at school.

**Please do not send chips, chocolate bars or other unhealthy foods to school.** The importance of a nutritious lunch cannot be underestimated for sound academic progress.

**We are a nut aware school** and we would ask that you support us in regard to this matter. We are unable to monitor all products that have nuts in them but peanut butter and Nutella present a particular problem due to their sticky nature and the likelihood that they can remain on the skin for a long period of time. Unknowingly, contact could be made and the situation could rapidly become life threatening for anaphylactic students. We encourage the washing of hands after eating such products to protect others.

**Crunch and Sip**

Each day around 10 am the children are able to access their fruit and vegetables brought from home, to eat during their learning time. This gives them additional fibre and energy to work well during class. Water is also encouraged to be sipped during this time. It is part of a healthy eating regime that is conducted daily.

## Fundraising

St Aloysius Catholic Primary School relies greatly on fundraising for purchase of expensive equipment, programs and projects. The school and parent body provides support and energy towards this end. All parents are asked to support our fundraising efforts for the benefit of the whole school community. The Parent Social and Fundraising Group have a class representation who coordinates a team of parents in each grade to work together on one major activity per school year to raise funds for the school. These events provide great social interaction for parents and support for the school.

## [H]

### Harassment

The latest legislation concerning harassment focuses on the 'workplace' and those who work therein. Please take the time to be calm and respectful before speaking with teachers and support staff. It is within a 'calm' atmosphere that worthwhile discussion and exchanges of perceptions can be worked through.

Social Media such as Facebook, Twitter, Instagram or Email are not to be used for the communication of negative thoughts or perceptions about the school or teachers. Such issues need to be dealt with through personal communication usually at a prearranged interview time. Anonymous communication will not be acted upon unless of a legal or child protection nature.

### Hair Styles

Hair should be well-groomed, neat, clean and natural in colour. Untidy and attention seeking hairstyles will not be tolerated, for example mullet styles and radical cuts or lines. Hair needs to be in such a condition that it does not invite comment. Girls' long hair should be tied back with a dark blue or black elastic band or the school ribbons. Fringe hair must not obstruct eyesight.

Boys must wear their hair above the collar and must not hang over their face. Haircuts less than a number three are not permitted. Students returning to school from holidays with beads in their hair, must have them removed within 2 days of returning to school.

### Head Lice

Head lice can be a problem. Please cooperate by regularly checking your child's hair. If head lice or nits are found, your chemist will be able to assist you with the appropriate remedy. A note will be sent home to parents which they are asked to sign. Children cannot return to school until all eggs are removed from the hair. If you find head lice in your child's hair please inform the school so a note can be sent home to inform parents of the outbreak.

### Health Issues: Illness and Medication

Regular attendance is most important as it maintains continuity of learning experiences and helps social adjustment. However, it is crucial that sick children remain at home. If a child becomes ill at school, parents are contacted and asked to come and collect the child.

External treatment is given for cuts and bruises, but schools do not administer oral medication of any type without written permission from parents.

Some children attending school need medication to control illnesses such as asthma, epilepsy, and conditions relating to behaviour. The children's continued attendance at school is dependent on this therapy. Under these circumstances the school may be agreeable to administering medication. A separate form is to be completed by parents in this regard. Please collect this form from the school office.

If medication is required for such things as flu or gastric upset it is advisable that the child be kept at home until the course of medication has been completed.

## Asthma Management

Every student with asthma **must** have a standard Student Asthma Management Plan completed by their parents/guardians in conjunction with their family doctor or paediatrician. This should include an Action Plan for the student if an attack occurs whilst at school. These forms are available from your doctor and can be obtained at the school office. They require both doctors and parent's signatures.

Our student management system, Compass, is kept up to date as information is provided by parents.

**Under no circumstance should children be in possession of or administer their own medication at school.** After consultation with the teacher, an exception may be made for children with asthma who are able to administer their own Ventolin puffers.

Where it is necessary for children to take medication whilst at school, parents must ensure that the following procedures are followed:

- Medication must be supplied by parents in the original container, clearly marked with the student's name, the name of the drug, dosage, frequency of administration and prescribing doctor's name.
- Appropriate equipment for administration, e.g. Medication measure, spacer etc. should be supplied by parents.
- Medication is handed to the office staff at the commencement of the day.
- Parents must provide written permission for the office staff to administer the medication.

The Health Department publishes an "Exclusion Table" for contagious diseases like Chickenpox, Measles, Mumps, Ringworm etc. This table sets out the time the child is to be excluded from classes. Please notify the School if your child contracts an infectious disease.

### **Please keep your child at home if he or she has:**

- A temperature over 38.3°C (101°F) in the morning
- A severe cold (fever/sneezing, nasal discharge)
- Vomited or had loose bowel motions (diarrhoea) during the previous 24 hours
- Conjunctivitis (until all discharge from the eyes has stopped)
- Bronchitis
- Unidentified rashes (unless cleared by a doctor)
- Impetigo (infected sores)
- Head lice or Scabies
- Any contagious disease (measles, rubella, mumps, chicken pox, whooping cough).

## ANAPHYLAXIS – A Serious Health Issue

**Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. St Aloysius Catholic Primary School has a number of children with Anaphylaxis.**

Anaphylactic shock is a medical emergency that requires immediate treatment with adrenalin to prevent permanent injury or loss of life.

This allergic reaction can produce such severe swelling of the air passages that suffocation and death may occur within minutes. Food allergy, insect stings and medication can cause severe anaphylaxis.

People with allergies, asthma and eczema may be at increased risk of having an anaphylactic reaction. Peanuts, nuts, eggs, milk, soy, sesame and shellfish are the foods that commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions. Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis.

In order to support and protect children with Anaphylaxis, which is a potentially life threatening condition and other severe reactions to food products, the school encourages all children not to bring peanut butter, Nutella or other nut products or foods containing any advertised nut derivatives to school.

Children are discouraged from sharing their food to assist children and families who live with, and manage, this serious condition. When sending children with food to celebrate a birthday, please ensure that there are no nut products in the food being sent.

## Homework

Parents play a valuable role by supervising their child's homework and providing assistance when necessary, and by reading to them and listening to them read nightly.

At the commencement of each school year, teachers will outline expectations around homework for each particular year level. It is important that children see homework as a priority, especially when timetabling it around out-of-school hour activities.

### Homework Policy

Homework will be stated at parent meetings and in curriculum notes so that parents know how much time is required and the procedures regarding homework for that class.

Homework is generally given for the nights of Monday, Tuesday, Wednesday and Thursday. The time spent on homework varies according to the grade and generally should not be more than the following:

<b>Kindergarten</b>	15 minutes
<b>Years 1 and 2</b>	20 to 30 minutes
<b>Years 3 and 4</b>	30 to 40 minutes
<b>Years 5 and 6</b>	45 to 60 Minutes (depending on incomplete class work and specific projects)

Homework assigned consists of practice and enrichment work following classroom instruction or investigation and should always include nightly reading. **It is part of your child's education** and should be completed. Parents are asked to **sign their child's homework** as an indication of their interest. **All classes will have reading logs which should be signed by the parents.** Teachers recognise the importance of family life and leisure activities in the types and amounts of homework set.

[1]

## Immunisation

Parents are encouraged to ensure that their child is up to date with their immunisations and to provide an immunisation certificate from the Australian Immunisation Register (AIR) at time of enrolment.

Students can still be enrolled without having been immunised. These children will be considered unimmunised and may be excluded from school if there is an outbreak of a vaccine preventable disease at the school or if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the school.

## [J]

### Jewellery

Watches and signet rings may be worn, but no other form of jewellery is permitted. Children with pierced ears are to wear either studs or sleepers. Only one sleeper or stud per ear is permitted. Nail polish is not to be worn to school and school related activities.

## [K]

### Key Learning Areas

Instruction is given in Religious Education and in the six Key Learning Areas (KLAs) designated by the NSW Education Standards Authority (NESA): English, Mathematics, History, Geography, Science and Technology, Personal Development/Health/Physical Education and Creative Arts. The STEM program teaches the outcomes and content of the Science and Technology syllabus and the Amadeus Music Program in Years 3-6 aligns with the Creative Arts syllabus.

In addition St Aloysius offers a number of extra-curricular activities such as dance, music ensembles, choir, chess coaching, languages, library craft club, art club and environment club. We also offer sporting opportunities such as gymnastics, swimming and surfing, dance and a variety of sports at school and at representative level.

Wellbeing programs run by specialist teachers and the school counsellor, ensure that the students are well equipped for the social and emotional challenges that sometimes present themselves.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am to 11:00 am	Learning block				
11:00 am to 11:30 am	RECESS	RECESS	RECESS	RECESS	RECESS
11:30 am	Learning block				
1:30 pm to 2:10 pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:10 pm to 3:10 pm	Learning block				
3:15 pm	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

### STEM

All students K-6 participate in designated STEM (*Science, Technology, Engineering and Mathematics*) lessons each week with the specialist STEM teacher. STEM lessons use the design engineering process to engage students in an interdisciplinary, integrated approach, based on real-world problems, solutions and applications. New resources that have been purchased to enable the integration of new technologies include Pro-bots, drones, EV3 Robotics, a 3D printer, class sets of microbits, Ipads and movie making facilities.

### MUSIC

Amadeus is the biggest and most ambitious investment in music education ever undertaken in Sydney Schools and we are so excited that all our students can experience this ground-breaking program. Amadeus provides all students in Years 3-6 with a string, woodwind, or brass instrument to learn and gives every student across K-6 a continuous music education. This program is delivered by specialist music tutors.

The Amadeus Program enables access and equity to music education for our students, regardless of abilities and music backgrounds, and is underpinned by research that proves that learning an instrument and playing in a musical ensemble, strengthens neural pathways in the brain and can significantly improve academic success and student engagement.

You can find further information about the scale and ambition of this innovative program on the Amadeus page of the Sydney Catholic Schools' website.

## SPORT

Students participate in sporting activities each week conducted by the trained sport teacher. Children are to wear their Sport Uniform on days to be communicated by the class teacher early next year.

The Sport Program includes; fitness, gymnastics, athletics, ball skills, dance, swimming K-2, water safety, surfing and surf awareness Years 3-6. Athletics, cross-country and swimming carnivals are conducted annually with successful students representing the school at cluster carnivals progressing to Regional, Sydney, Mackillop and onto NSW PSSA events. Inter-school sporting competitions occur for all students in Years 3-6.

Kindergarten, Year 1 and 2 participate in a Water Safety and Water Confidence Program in Term 4. Years 3 to 6 participate in a Surfing and Fitness Program in Term 1.

## [L]

### Leaving School Early

No child is permitted to leave the school grounds during school hours unless collected by a parent or other authorised person from the school office. In the case of children leaving early to attend medical or dental appointments, a note needs to be written to the teacher outlining the date, time and purpose of the appointment. Parents are requested to make medical and dental appointments outside school hours.

If your child needs to be collected early, parents are required to attend the school office so the departure can be recorded in COMPASS.

If a person **not connected** with the school has your permission to pick up your child, please ask that person to introduce themselves to the school office, where some verification of that person's identity and your permission to take your child will be required before the child will be released.

No child is permitted to leave the school grounds during the day, without a parent or carer. All students departing the school during the day must inform their class teacher and sign out via the Compass Kiosk at the school office.

To ensure the safety of students all persons who visit St Aloysius Catholic Primary School must sign in at the school office and wear a badge whilst on the school grounds.

## Library

Children have a class borrowing opportunity weekly during the term. With over 6,000 books across a broad range of fiction and non-fiction topics in addition to an extension online library the students have plenty of excellent books to choose from. Children are provided with opportunities to use the library and borrow resources to help with school projects or take home reading material just for pleasure.

Parent helpers are always welcome in our Library. If you would like to volunteer your time for an hour or two and work with our librarian Mrs Benham, please contact the school office on 9523 2593. Assistance by parent helpers is always appreciated within the library, especially in the covering of books! If you feel you could help with this important task, please contact the office via email [info@stacronulla.catholic.edu.au](mailto:info@stacronulla.catholic.edu.au). Books can be covered at home.

## Lost Property

Please ensure that all your child's clothing and belongings have their name clearly marked. It is extraordinary how much property, mainly clothing, lunch boxes and drink bottles, remains unmarked and unclaimed. Parents are invited to make regular checks and are reminded that all articles should be clearly and permanently marked with your child's name.

We discourage children from bringing valuables (including precious and/or expensive toys) to school as there is no guarantee of protection from breakage or loss. We seek parents' support in this regard.

## [M]

### Masses

The children will participate in Masses and the Sacrament of Reconciliation as arranged between the Parish Priest, the Religious Education Coordinator and classroom teachers. These celebrations are planned according to the liturgical year and feasts, and parents are invited to attend. Whole school liturgical celebrations are advertised in the school newsletter. Each class will attend a specific Mass on a designated morning once a term. Notification of this is through the school newsletter and Compass.

### Mini Vinnies

A Mini Vinnies representative is elected by the class (Years 3-6). The students meet weekly with the Family Educator to pray and discuss social justice issues as well as plan and implement fundraising initiatives.

### Mercy Market Day

A Market Day is held annually in Term 3. This day is led by the students whereby they make and sell their goods and all funds raised go to charity recommended by the Mini Vinnies Team. All members of the community are invited. It is one of the students' highlights of the year.

### Mobile Phones

The school requests that children from K-6 **not bring** mobile phones or smartwatches to school. If a student brings a mobile phone or smartwatch to school, it must be understood that it is with a parent's permission and is to be brought to the office on arrival at school and collected at home time. The child's name also needs to be on the phone.

**Mobile phones and smartwatches are banned from the classrooms and on the playground and will be confiscated if found in a child's possession.**

## [N]

### Newsletter

The school newsletter is a valuable means of communication between school and home. It is vital that parents read each edition of the newsletter to be informed about important matters and events in the school.

Parents will receive a notification via COMPASS that a newsletter has been posted to the Compass 'Newsfeed'. Newsletters are issued on a three-weekly cycle and are supplemented with a weekly "What's On This Week" summary for parents.

## [P]

### Parent Involvement

St Aloysius Catholic Primary School encourages and actively supports a positive, supportive partnership between home and school. The involvement of parents within the school is highly valued.

Parents are invited to volunteer in classrooms with activities such as Reading, Mathematics groups, gross motor skill development, art and craft activities as well as other group work. We also encourage parents to help in the running of our school library, covering and accessioning books, etc. Parents also play a crucial role in our athletics and swimming carnivals.

Parents are actively engaged at St Aloysius and are an invaluable resource to this community. Parents are partners in the learning process through involvement in welcoming and hospitality, workshops, classroom helpers, working bees, social justice and prayer groups, book covering, educational games, student support programs, parent groups, and committees.

In addition to this, there is a parent representative group in our school, in which parents are invited to participate each year. **The Parent Advisory Committee (PAC) and Social and Fundraising Group** meet once per term to discuss initiatives.

**Every parent who volunteers at our school is required to have completed a parent volunteer induction workshop annually.**

The Melbourne Declaration on Educational Goals for Young Australians makes partnerships with parents, families, carers and communities a national priority.

Why are family-school partnerships important?

- Families are the first educators
- Families continue to influence a young person's learning and development throughout their schooling
- Schools also play a vital role in development and education
- Strong relationships between home and school achieve better results
- Research indicates that effective schools (in terms of learning, attendance, behaviour, motivation, social and emotional outcomes) have high levels of parental/community involvement, regardless of socioeconomic factors
- Families that understand the decisions schools make, and the difficulties they face, are an invaluable source of support for schools

What are effective family-school partnerships based on?

- Mutual trust and respect
- Shared responsibility for young people at the school (common goal)

A good family-school partnership should focus on the following seven dimensions:

- Communicating
- Connecting learning at home and at school
- Building community and identity
- Recognising the role of the family
- Consultative decision-making
- Collaborating beyond the school (Community resources)
- Participating (family involvement).

What is the difference between **family involvement** and **family engagement**?

There is an important distinction to be made between 'involvement' and 'engagement'.

Involvement: often refers to such activities as: attending school events; volunteering as Parent Helpers (i.e. what parents do to support the school).

Engagement: beliefs, attitudes and activities to support children's learning at home and at school (i.e. what parents do to support children's learning)

What are useful ways St Aloysius provides for Parent Engagement?

- Parent engagement for learning involves providing opportunities for parents to connect with in-school learning (e.g parent workshops, curriculum nights)
- Parent engagement through learning: involves inquiry-based learning opportunities for parents (e.g. study groups, workshops, parental seminars)
- Parent engagement about learning: involves opportunities for parents to understand how children learn, how teachers teach, and what parents can do at home through regular features in the schools' newsletter.

### **Parent Advisory Council (PAC) / Parent Social & Fundraising Group**

Two parent representatives from each group form the Parent Advisory Council (PAC) and Social & Fundraising Committee. The agenda will be set by the Principal or their delegate.

- The PAC is designed to give parent representatives an active voice in the schools' strategic planning.
- The PAC meets once a term for approximately one hour. A light afternoon tea or refreshments are served and there is a spirit of collegiality and support for the school.
- The venue is the Library Hub or staffroom.
- Parents are invited by the Principal to ensure that each Year group is represented.
- Positions are held for two years.
- The Family Educator is invited to be part of this group.
- Nominations for this group are open at the **first parent information meeting** each year.

The Parent Social and Fundraising Group forms an integral group of parent volunteers that help coordinate the social and fundraising activities of the school for the year. They exist to support the school and its community and as such work in collaboration to support the Principal. In addition to providing material needs for the school, the parent group is a valuable means of uniting the school community and enhancing cooperation, collaboration and communication between family, parish, school and wider community.

## Pastoral Care

The school has a Pastoral Care Policy that outlines the values, procedures, rights and responsibilities that govern positive relationships, wellbeing and learning. It outlines the school's approach to:

- discipline
- bullying
- rights, rules and responsibilities
- consequences
- leadership
- The school employs the **Restorative Justice Process** in dealing with all matters of conflict between students.

## Privacy

In line with privacy legislation, at enrolment time and beginning of the year a 'Standard Collection Notice' will be issued to parents. This outlines what the school does with this information. The 'Standard Collection Notice' provided to you by the school specifically itemises the reasons for collecting information about students and families and the way in which that information will be used by the school.

## Punctuality

A role of the school is to promote in children attitudes and habits associated with responsible citizenship. Punctuality is one such habit. Lateness in arriving at school means a poor start to the day, and disrupts the class, teacher and lesson. We seek the support of all parents in ensuring their child arrives at school by 8.50 am in time for the first bell that rings at 8.55 am.

## [R]

### Reading Intervention - Year 1

The literacy intervention teacher implements a reading intervention program in Year 1. This is an early intervention program which targets individuals and small groups who are experiencing delay in their reading progress. Students are regularly monitored in their reading progress.

### Release from face-to-face teaching and Executive Release

Executive staff in every school are provided with release from classroom teaching. The amount of time given varies with the degree of responsibility. In addition to this time, as part of the Award, each full time classroom teacher is provided with release from face-to-face teaching for the equivalent of two hours per week. This time is used by the staff to plan, program, find appropriate resources, conduct individual assessments and observe other teachers with their classes. This time can be taken on a weekly, fortnightly or term basis. Part-time teachers receive release time on a pro rata basis. Programs of learning are planned and conducted in these times and may include specialist teachers.

### Relief Teachers

When teachers are absent due to in-service, illness, long service leave or for pressing domestic necessity, 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.

## Riding to school

Sydney Catholic Schools and Transport for NSW (TfNSW) recommends that children under 10 years of age **DO NOT** ride bicycles to or from school unless accompanied by an adult.

Children must at all times wear a Standards Australia approved bicycle helmet that is correctly fitted and fastened on the rider's head. They should check for the AS/NZS2063 approval sticker.

Children under 12 years should ride away from busy roads. They may ride bikes on the footpath unless there are signs that specifically prohibit cycling. Riders must keep to the left, take responsibility for avoiding other footpath users, give way to pedestrians and ensure they do not encroach on the rights of other users.

At driveways where a vehicle may be entering or leaving, the rider needs to check carefully for vehicles before proceeding across the driveway. At intersections, children and adults must dismount and use safe pedestrian behaviour as they wheel the bike across the road.

Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided. Adult assistance is required for a child to perform a safety check every time the bike is ridden- bell, brakes, reflectors, chain, tyres and pedals.

Bicycle riders are expected to use the available pedestrian entry point. This is the main entry on Giddings Avenue.

Children are to dismount before entering Giddings Avenue grounds and walk their bicycles whilst on site.

Bicycles are to be stored in the bike rack provided in front of the office area. Bicycles should be locked with a chain and padlock supplied by the bicycle owner. E-Bikes are not permitted and will not be stored. Bicycles and helmets are bought and stored on school grounds at the owner's risk.

Parents will be notified if students do not adhere to the School's Bicycle Management Plan and permission will be withdrawn until the issues identified have been satisfactorily addressed.

No riding of bicycles, scooters, rollerblades or skateboards is permitted in school grounds during and after hours.

**Note:** E-bikes, skateboards, scooters and rollerblades are not permitted at St Aloysius Catholic Primary School under any circumstances, unless directed by the Principal. If the Principal does allow it, riders should wear an approved helmet and protective gear such as knee and elbow pads.

## [S]

### Sacramental Program

Sacraments are signs of God's love in our lives and a way for us to receive spiritual grace. They also celebrate and mark important milestones in our faith journey. The sacramental program at St Aloysius is family-centred and parish-based. Families share an active role in their child's preparation for the Sacraments and attend group sessions with their child. The school works with the Parish Sacramental Team and also supports the student's sacramental preparation through the Religious Education program.

***Generally students prepare and receive sacraments in the following grades:***

Year 3 Sacrament of Penance (Reconciliation)

Year 4 Sacrament of Eucharist (First Communion)

Year 6 Sacrament of Confirmation

The students regularly attend Reconciliation and Eucharist throughout the year. We also celebrate whole school Masses on special days. Prayer Mornings and Meditation run by the students, which parents are often involved with are also ways we express our spirituality.

## School Photographs

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

## School Rules - School-Wide Positive Behaviours for Learning (PBL)

We hope that our behaviour management plan will assist in developing in our students an awareness of the presence of Christ in each person. In doing this, we expect the students will behave in a way that reflects Gospel and our Mercy values.

As an PBL school, we set clear and consistent expectations:

- We are respectful
- We are safe
- We are kind
- We are empowered learners.

We aim to promote a cooperative environment where all people are valued and respected. By encouraging our students to take ownership of their behaviour and acknowledging that all behaviour entails a consequence of some form, we hope that students will be equipped with the skills they need to play an informed role in society in the future. At St Aloysius we believe that any attempts to 'discipline' children should be done in a positive rather than a punitive way. A 'time out' system is applied in the classroom and on the playground to manage inappropriate behaviour allowing time for consequences and future action to be reflected upon.

Persistent or serious inappropriate behaviour is often dealt with on a one to one basis with either the teacher, Assistant Principal or Principal. Parents are kept informed via a reflection note that their child has completed, in which the child reflects on the inappropriate choices made, who was affected and how, and what needs to happen to make things right. The emphasis of a 'restorative justice' approach is on learning from the situation.

Reflection notes are sent home, signed by the parent and returned the next day. Essentially, all school procedures and rules revolve around the following:

- Everyone has the right to be and feel safe
- Everyone has the right to be treated with respect and fairness (including possessions)
- Everyone has the right to learn within their ability range.

## School Uniform

St Aloysius engages Midford for the manufacture and sale of school uniforms. Our school uniform is one important way the school is publicly differentiated in the community. It is important that all children wear their uniform correctly each day. The school expects students to wear their uniform with pride to and from school, and during the school day. It is important to label all your child's clothing and other school items with either a permanent marker or name tag.

Any child found to persistently wear their uniform incorrectly will have a note sent home. Parents are asked to support the school in maintaining high standards in this area. The sport uniform is worn on sport days and the regular school uniform must be worn at all other times. No other style or colours are permitted.

All children must wear the school hat, as it is an essential part of the school uniform. A strict "NO HAT – NO PLAY" policy operates all year. The school hat is to be worn to and from school and for all outdoor activities.

The school uniform is available from Midford Miranda

Address: 96A Kiora Road Miranda NSW 2228

Website: [www.midford.com.au](http://www.midford.com.au)

Phone: 02 9524 6386

Store Hours: Monday 8 am - 4 pm, Wednesday 8 am - 4 pm, Thursday 10 am - 5 pm

Girls' Summer Uniform	Girls' Winter Uniform	Girls' Sport Uniform
School Summer dress	Winter tunic White Long Sleeve Shirt School jumper with teal trim and school crest Navy rain jacket with crest	Sport shorts (with school crest) Sport polo shirt (with school crest) Navy jacket with crest and matching track pants
Navy short socks with teal trim	Long navy socks with teal trim OR Navy tights	School Sport Socks (white ankle style – no low cut)
Shoes (black lace up)	Shoes (black lace up)	Shoes (sports shoes are to be white with white laces)
School Hat (with School crest)	School Hat (with School crest)	School Hat (with School crest)

\* Jumper - 80% wool with stripe collar and embroidery

Jumper - Poly cotton available on special order for students with wool allergy



Boys' Summer Uniform	Boys' Winter Uniform	Boys' Sport Uniform
Boys summer ice short sleeve shirt  Boys summer half elastic back navy shorts	Boys Winter Ice Long Sleeve Shirt  Boys Half Elastic Back Navy Blue Winter Trousers  Boys Winter School Tie  School jumper with teal trim and school crest  Navy rain jacket with crest	Sport shorts (with school crest)  Sport polo shirt (with school crest)  Navy jacket with crest and matching track pants
Correct Navy school short socks with teal trim	Navy short socks with teal trim	School Sport Socks (white ankle style – no low cut)
Shoes (black lace up) no jogger types	Shoes (black lace up)	Shoes (sports shoes are white with white laces)
School Hat (with School emblem)	School Hat (with School emblem)	School Hat (with School emblem)

\* Jumper - 80% wool with stripe collar and embroidery

Jumper - Poly cotton available on special order for students with wool allergy



- Year 6 students may have their own sports top which is organised by the school and purchased for the start of Year 6.
- All students must have a school excursion bag for school excursions. No other bag is permitted.
- All students are to bring their Library Bag to school on borrowing days for the protection of library books.

The following items are available from the school office: School Bag /Library Bag / School Bucket hat or cap / Excursion Bag / School ties/ Winter and Summer unisex socks / School ribbon

## Staff Development Days

The Staff will participate in nine Staff Development days in 2026 due to the implementation of the new curriculum. These days are pupil free days. The first day and the last day of each year are allocated days. Notice of these days is given in the school newsletter at least 4 weeks in advance of the day. If you require supervision for your children on these days please contact the school office in advance.

## Staff Meetings

Teachers, like all professionals, need to continue their development and understanding of the learning process and appropriate content as determined by the NSW Educational Standards Authority (NESA). Whilst teachers spend many hours engaged in planning and professional development, there are set items that are planned for the whole staff. This takes place every Tuesday afternoon and Wednesday morning in the staff room. From time to time teachers will be released from class, to participate in professional development related to aspects of children's learning.

## Student Representative Council

A Student Representative Council is elected by the students. The Student Council meets with the Leadership Coordinator regularly to discuss student issues.

## Sun Protection

Our sun policy requires each child to wear a hat at all times when outdoors. This means at morning tea and lunch, as well as before and after school, excursions and Physical Education lessons etc.

The school rule is 'No School Hat – No Play'. If a child does not have a school hat they must sit down in the designated shade area during morning tea and lunch and will also miss other planned outdoor activities. When children are in the sun for any length of time, like sports days and swimming carnivals parents should provide sunscreen.

## [T]

## Technology

Our school has access to the internet and email through the Google Suite. From the classroom, and from any computer connected to the network, teachers and students can access their folder, internet and email. We have a number of networked ipads and laptops in classrooms, the library, administration area and staff room. There are also up to date large Interactive Touch Screens in each classroom. The student's login has filters to prevent access to unsuitable websites, however, should students deliberately access inappropriate material on screen and not inform the teacher, they will be denied access to the internet at school.

St Aloysius has an *IT Acceptable Use Policy* which must be sighted and signed by the parents, and explained to the student by the parent before the student will be permitted to use or access the service provided at the school.

Students will be required to sign an **Acceptable Use Agreement form** to ensure that they are using the computer technology safely. Students regularly undertake online sessions in Cyber Safety and Cyberbullying.

We ask that you minimise your child's screen time at home and always monitor their online activities for safety purposes.

## Telephone Calls

In case of an emergency, we ask that any messages regarding change of travel arrangements for going home, please be made **before 2.00 pm** so that there is sufficient time to transfer the message to the class teacher and the students involved. Teachers are not available for telephone calls during class time or whilst on supervision duty.

## Appendices

### Appendix A: Infectious Diseases

#### Chicken Pox

**Time from exposure to illness:** 2 to 3 weeks.

**Symptoms:** Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.

Can be more severe in pregnant women and newborns.

**Do I need to keep my child home?** Yes, for 5 days from the onset of the rash and the blisters have dried. **How can I help prevent spread?** Immunise your child at 18 months of age. Immunisation is recommended for children at 12 years if they are not immune.

#### Conjunctivitis

**Time from exposure to illness:** 1-3 days.

**Symptoms:** The eye feels scratchy, is red and may water. Lids may stick together on waking.

**Do I need to keep my child home?** Yes, while there is discharge from the eye. **How can I help prevent spread?** Careful hand washing; avoid sharing towels. Antibiotics may be needed.

#### COVID-19

**Time from exposure to illness:** 1- 7 days; Up to 14 days **Symptoms:** Sore throat, fever, blocked or runny nose, coughing and sneezing, muscle or body aches, tiredness, difficulty breathing, loss of taste and smell, headache, diarrhoea, nausea and vomiting, and loss of appetite. **Do I need to keep my child home?** Yes, until symptoms resolve.

**How can I help prevent spread?** Careful hand washing; covering coughs and sneezes.

#### Gastroenteritis

**Time from exposure to illness:** Depends on the cause: several hours to several days. **Symptoms:** A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

**Do I need to keep my child home?** Yes, at least for 24 hours after diarrhoea stops.

**How can I prevent spread?** Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

#### German Measles (Rubella)

**Time from exposure to illness:** 2 to 3 weeks.

**Symptoms:** Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

**Do I need to keep my child home?** Yes, for at least 4 days after the rash appears.

**How can I help prevent spread?** Immunisation (MMR) at 12 months and 4 years of age.

#### Glandular Fever

**Time from exposure to illness:** 2 to 3 weeks.

**Symptoms:** Fever, headache, sore throat, tiredness, swollen nodes.

**Do I need to keep my child home?** No, unless sick.

**How can I help prevent spread?** Careful hand washing, avoid sharing drinks, food and utensils, and kissing.

### Hand Foot and Mouth Disease

**Time from exposure to illness:** 3 to 7 days.

**Symptoms:** Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

**Do I need to keep my child home?** Yes, until the blisters have dried.

**How can I help prevent spread?** Careful hand washing especially after wiping nose, using the toilet and changing nappies.

### Head Lice

**Time from infestation to eggs hatching:** Usually 5 to 7 days.

**Symptoms:** Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

**Do I need to keep my child home?** No, provided head lice management is ongoing.

**How can I prevent it from spreading?** Family, friends and classroom contacts should be examined and managed if infested.

### Hepatitis A

**Time from exposure to illness:** About 2 to 6 weeks.

**Symptoms:** Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

**Do I need to keep my child home?** Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

**How can I help prevent spread?** Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation is recommended for some people.

### Impetigo

**Time from exposure to illness:** 1 to 3 days.

**Symptoms:** Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.

**Do I need to keep my child home?** Yes, until treatment starts. Sores should be covered with watertight dressings.

**How can I prevent it from spreading?** Careful hand washing.

### Influenza

**Time from exposure to illness:** 1 to 3 days.

**Symptoms:** Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.

**Do I need to keep my child home?** Yes, until they look and feel better.

**How can I prevent it from spreading?** Careful hand washing especially after coughing, sneezing or nose wiping. Immunisation is recommended for the elderly and people with chronic illnesses.

### Measles

**Time from exposure:** About 10 to 12 days until first symptoms, and 14 days until the rash develops.

**Symptoms:** Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

**Do I need to keep my child home?** Yes, for at least 4 days after the rash appears.

**How can I prevent it from spreading?** Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune may be excluded for 14 days after onset in the last case at the facility.

### Meningococcal Disease

**Time from exposure to illness:** 2 to 7 days.

**Symptoms:** Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness or rash.

**Do I need to keep my child home?** Seek medical attention immediately. The patient will need hospital treatment.

**How can I help prevent spread?** Close contacts should see their doctors urgently if symptoms develop, and may need to have a special antibiotic. Immunisation with **Meningococcal C vaccine at 12 months of age.**

### Molluscum Contagiosum

**Time from exposure to illness:** 1 to 6 months.

**Symptoms:** Multiple small lumps (2-5 mm) on the skin that are smooth, firm and round, with dimples in the middle. Lumps in children are mostly on the face, trunk, and upper arms and legs. Symptoms can last 6 months to 2 years.

**Do I need to keep my child at home?** No.

**How can I help prevent spread?** Avoid contact sports when a child has uncovered lumps.

### Mumps

**Time from exposure to illness:** 14 to 25 days.

**Symptoms:** Fever, swollen and tender glands around the jaw.

**Do I need to keep my child home?** Yes, for 9 days after the onset of swelling.

**How can I prevent it from spreading?** Immunisation (MMR) at 12 months and 4 years of age.

### Ringworm

**Time from exposure to illness:** Varies (may be several days).

**Symptoms:** Small scaly patch on the skin surrounded by a pink ring.

**Do I need to keep my child home?** Yes, until the day after fungal treatment has begun.

**How can I help prevent spread?** Wash hands thoroughly

### Scabies

**Time from exposure to illness:** New infections: 2 to 6 weeks; reinfection: 1 to 4 days.

**Symptoms:** Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

**Do I need to keep my child home?** Yes, until the day after the treatment has begun.

**How can I prevent it from spreading?** Close contacts should be examined for infestation and be treated if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

### Scarlet Fever

**Time from exposure to illness:** 1 to 3 days.

**Symptoms:** Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

**Do I need to keep my child home?** Yes, until at least 24 hours of treatment has begun and the child is feeling better.

**How can I prevent it from spreading?** Careful hand washing. Sick contacts should see their doctor.

### Slapped Cheek

**Time from exposure to illness:** 1 to 2 weeks.

**Symptoms:** Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women if they have not been previously infected.

**Do I need to keep my child home?** No, as it is most infectious before the rash appears.

**How can I prevent it from spreading?** Careful hand washing; avoid sharing drinks.

### Whooping Cough

**Time from exposure to illness:** 7 to 20 days.

**Symptoms:** Starts with a running nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.

**Do I need to keep my child home?** Yes, until the first 5 days of a special antibiotic have been taken.

**How can I help prevent spread?** Immunisation at 2, 4, 6 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Case should be excluded from childcare and School until 5 days after treatment begins. Unimmunised contacts may be excluded from childcare unless they take the special antibiotic.

NSW Department of Health

See full details of Public Health Units at

[www.health.nsw.gov.au/publichealth/infectious/phus.asp](http://www.health.nsw.gov.au/publichealth/infectious/phus.asp)