ST FRANCIS XAVIER: “Lord, what would you have me do for you?”

VISION STATEMENT

Think, speak and act like Christ

MISSION STATEMENT

At St Francis Xavier Primary School, Urana we believe that “Christ is the foundation of the whole educational enterprise in a Catholic school” (par 34, The Catholic School) Therefore, we believe our Mission is to:

BE A COMMUNITY OF FAITH

- Centred on Christ and sacramental life of the Church
- Living Gospel values according to Church teaching
- Learning about and living our Catholic faith whilst respecting other faith traditions
- Building kingdom of God one earth
- Demonstrate relevance of faith to life (in contemporary culture)

BE A COMMUNITY OF LEARNING

- Helping students to find and nurture their gifts
- Provide a quality comprehensive curriculum that promotes life long learning
- Value effort and achievement and excellence
- Respect contributions of members of the school community
- Modelling integration of faith and learning
- Use ICT to enhance learning and teaching

BE A COMMUNITY OF CARE

- Welcoming students and families
- Promote self esteem, respect dignity and uniqueness of each other
- Provide safe secure and stimulating learning environment
- Use discipline measures that are just and fair
- Promote critical thinking

BE A COMMUNITY OF SERVICE

- Working in partnership with priest, parish and community
- Promote outreach to poor and disadvantaged
- Encourage attitude of stewardship to the land
- Working in partnership with parents
- Promote use of gifts to benefit society
Catholic Culture and the Religious Dimension

At St Francis Xavier's School, Urana we believe that “Christ is the foundation of the whole education enterprise in a Catholic School” (CS34). (Vision & Mission)

To ensure our school's life is based upon Christ and the teachings of his Church, aspects of our faith and Catholic tradition are integral to our daily program.

Prayer and Liturgical Celebration
Prayer
Customary daily practice for each person attending school is visitation to the church, situated in the school grounds, for personal prayer.
Every day commences with formal prayer for the whole school at morning assembly.
Prayer begins and closes each learning block throughout the day.
Prayer and reflection articles specific to staff are shared at opportune moments.
To promote prayer within the school community families, a school "Prayer Bag" has been assembled, containing sacramentals and prayer books. The “Prayer Bag” is shared throughout all families, and is taken home on a weekly basis.

Liturgical Celebration
The whole school attends weekly Mass, and all students are involved in the preparation for the liturgy, taking on various responsibilities required (on a rostered basis) according to maturity and skills.
Benediction is a regular liturgical celebration occurring two or three times throughout each term.
Spiritual Formation
Preparation for the sacraments of Reconciliation, Eucharist and Confirmation are included within the teaching of Religious Education.
Students and staff are given the opportunity to avail themselves of the sacrament of Reconciliation along a similar time schedule to that of Benediction.
The local parish priest is welcomed as part of the ongoing work in the spiritual formation of members of the school community, and as part of school life generally.
Social Justice/Mission
Our school continues a long-standing tradition of financial support of persons in need, particularly through Church agencies such as Catholic Missions, Caritas and St Vincent de Paul’s Society, providing opportunities for the school community to “put faith into action”.
School Expectations/Norms
Following the development of the school's “Vision and Mission” statement which involved staff, parents and students, staff and students worked together to establish the current “Our Expectations of One Another” as an adjunct for use within school.
**Supervision**

The School yard is supervised from **8.30am to 3.45pm each day**. If children are on the premises before or after the above mentioned times, **they are so at their own risk!** The playground equipment is to be utilized **only** during school hours not on evening or weekends.

**School Hours**

Throughout the year the classes, commence at 9.00am and conclude at 3.20pm.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.00am – 11.15am</td>
<td>Recess</td>
</tr>
<tr>
<td>1.00pm – 1.45pm</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

**Kindergarten Children**

The new children in Kindergarten may remain home on Wednesdays, at parents’ discretion, during the first term until Week 5. All new children are expected to supply their own art smock.

**Diary**

Every child has a diary which is to be sighted and signed daily by a parent or guardian. The diary is a means of communication between teachers and parents to inform each other whether a child has been sick, how much homework is to be/was done, school notices which are sent home, requests for interviews, etc.

**NOTIFICATION REQUIRED BY THE SCHOOL**

**Absences**

If any child is absent from the school a written explanation from parent or guardian is required to be collected and filed at the school. For extended absences application for exemption is required before leave date, to allow the permission process to be implemented and completed. **See our web page for the Policy & Procedures for the Management of Student Attendance.**

**Medication**

If you wish the staff to administer any medication we also require a signed form with instructions, (available from the School). **See our web page for the Medication & First Aid Policy.**

**Travel**

At the beginning of each school year parents will be asked to indicate the mode of travel children will use in departing from school. Parents are required to notify the school by note, by phone, or in person, about changed departure from school arrangements for their child/children.
Public Health (Amendment) Act 1992 – Immunisation

The Public Health (Amendment) Act 1992 requires parents of children starting in Kindergarten to provide the school with an Immunisation Certificate.

Immunisation Certificates can be issued by:

- Doctors (GP)
- Chief Health Surveyor of Local Councils
- Medical Officer of Health of the nearest Public Health Unit
- Community Health Staff

Illness

Each year we request that you list any special illness or allergies that your child/children may suffer.

Also if your child/children is involved in an accident during the school time, you are requested to give permission for the school authorities to

   a) Call a doctor OR

   b) Take your child/children to the Urana Hospital

The cost of the medical treatment is your responsibility.

*Children who are diagnosed by their doctors as “Asthmatics” are required to complete a special medical form.

Exclusion Periods – see our web page for the policy on Exclusion Periods for Specific Diseases and Infections.

Parent Involvement

Parents are expected to co-operate with the school in every way possible. Regular commitment to meetings of the school community, along with other activities, sporting days, library organization, ground/maintenance, working bees, duty rosters, sacramental programs, etc. are some of the main areas of involvement.

School Fees – Reviewed annually

Accounts for school fees are distributed in the early weeks of each term.

Fee Structure:

- Current fees are per family per term … $170.00………………
- Book fees per child per term ........... $ 20.00............... 
- Buildings Maintenance Levy per term $ 25.00............... 
- Fees to be reviewed annually.

Exemptions

Provisions can be made for full or partial fee exemption, either on a term or annual basis. Application for exemption can be made through the Parish Priest or the Principal.

ST FRANCIS XAVIER’S SCHOOL SEEKS TO ENSURE THAT NO CHILD IS EVER PRECLUDED FROM A CHRISTIAN EDUCATION BECAUSE OF FINANCE.

However it must be emphasized that it is the parent’s responsibility to notify the Parish Priest or Principal promptly, if difficulties are encountered meeting payment of school fees.
**Excursions**

Excursions are included within the yearly school program. Both day and current night excursions are related to the year’s Units of Work.

Major Overnight excursions are organised on the following cycle:-

1st Year – Ballarat- Year 4-6 (Combined with Local Schools)
2nd Year – Canberra – Year 4-6 (Combined with Local Schools)
3rd Year- Appropriate locality – Whole School (Usually with local region)

See school web page for Excursion Policy.

**School Uniform**

**Girls Summer Uniform**
- **Dress:** Blue and white check lightweight poly/cotton dress.
  - Available from ‘Lowes’ Wagga Wagga and ‘Heaven in Rags”, Lockhart
- **Material:** ‘Heaven in Rags’ Lockhart.
- **Shoes:** Black shoes, navy socks OR brown sandals, no socks.
- **Jumper:** Navy blue Windcheater or Navy polo fleece vest may be worn with summer uniform.
- **Hat:** Navy Legionnaire style, (available from the school).

**Girls Winter Uniform**
- Plain Navy Tracksuit (Action Brand), pale blue skivvy. Navy Polo Fleece Beanie.
- Black shoes and navy socks.

**Boys Summer Uniform**
- **Shorts:** Grey shorts, short sleeved blue shirt. ('Beareley' brand recommended as better quality)
- **Shoes:** Black shoes, grey socks OR brown sandals, no socks.
- **Jumper:** Navy blue Windcheater or grey woollen jumper or Navy polo fleece vest may be worn with summer uniform.
- **Hat:** Navy Legionnaire style, (available from the school).

**Boys Winter Uniform**
- Grey trousers, long sleeved blue shirt or blue skivvy. Navy/grey woollen jumper or Navy polo fleece vest or jumper.
- OR Plain Navy tracksuit (Action Brand) and pale blue skivvy. Navy Polo Fleece Beanie.
- Black shoes and grey socks.

**Sports Uniform**
- Green basket ball shorts. Yellow (Gold) polo T shirt.

*Track suits also available – Corowa Uniform Shop*

**Embroidery Creations – Young St, Albury – Emblem $5.50 per emblem**

*Under the CSO’s “Sun Smart Policy” children are required to wear hats throughout the year.*

Second hand Uniforms, which are stored at the school, (are available for students use).

**General Appearance**

The School uniform is to be worn in its entirety on all occasions. It is worn to school on all days unless otherwise indicated.

**Girls**
- Hair must be combed and tidy, and neither grown or groomed in an extreme or exaggerated fashion. Extremes in cut, dying, gel, mousse and sprays are NOT to be used. Hair should not obscure the face for health and safety reasons. Hair shoulder –length and longer needs to be tied back securely.

**Boys**
- Hair must be tidy and neither grown or groomed in an extreme or exaggerated fashion. The following are NOT allowed: Steps, undercuts, dying, layering. Colour variations, gels, hair obscuring the face.
- Hair shoulder-length and longer needs to be tied back securely.
- Body adornments are unacceptable other than girls wearing one set of suitable, safe ear studs.
COMPLIANCE MATTERS

Privacy Act

Under the Privacy Act schools are required to distribute the following “Collection Notice” which outlines the school's intentions regarding the collection of information and its disclosure, publication and retention.

See school web page for Privacy Policy.

Chemical Safety in Schools

Due to legislation requirements school communities need to be made aware of the mandatory requirements of the “Hazardous Substances Regulation 1996”. You also need to be aware of the appropriate training that all members of the school community need to complete in order to be allowed perform voluntary work involving fuels and chemicals.

Your training will be in three modules and will be covered throughout the year – by the use of booklets. When you have completed each training module you are asked to complete the front page of the booklet, and return to your Chemicals In Schools Co-ordinator.

Child Protection Legislation

The above Act requires employers obtain confirmation from employees that they are not a prohibited person. “Employees” for the purposes of the Act includes volunteers.

The Child Protection, (Prohibited Employment) Act, 1998 is one of several pieces of legislation enacted following the recommendations of the Wood Royal Commission. The purpose of this particular Act is to make sure that those people who are entrusted with the unsupervised care of children and young people have not been found guilty of serious sex offences in the past. The term “serious sex offence” includes sexual abuse of a child, assault of a child, carnal knowledge and some acts of indecency (including child pornography and child prostitution).

The Catholic Schools Office of Wagga Wagga value highly the work of volunteers in schools, and therefore we encourage you to comply with the legislation so that the community as a whole can continue to benefit from the work of volunteers.

PRIVACY ACT
ENROLMENT INFORMATION COLLECTION ADVICE

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, Catholic Education Office, the Catholic Education Commission, your local Diocese and the parish, Schools within other Catholic Dioceses. Also government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation. Information may also be collected and exchanged for the purposes of the NSW Board of Studies and ACARA. Information provided to the NSW Board of Studies and ACARA may be published in accordance with government requirements on the MySchool website.

8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the pupil, or where pupils have provided information in confidence.

10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website.

12. We may include your contact details in a class list and school directory.

13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
HOMEWORK POLICY

RATIONALE
Homework is an option and should be educationally beneficial for the students. Homework allows children to practise skills and revise work. It encourages discussion between parent and child about the learning experiences they have had. Homework or study time is recommended for stage 3 students who are about to transition to secondary school.

Due consideration for homework/study time should be given in light of:-

- Family life and life with the family is of prime importance to our children
- Children can experience wide variations in home/family conditions
- Positive encouragement should be given to children participating in leisure, hobby and sporting activities
- Work given is to be a natural outgrowth and development from the daily tasks of the classroom

Aims

- To consolidate work done during School time
- To encourage study/ research skills in children
- To involve and interest parents in their child’s progress
- To enhance organisational skills

Teachers are aware:-

- That tasks set are fully related to current classroom study.
- Any variation to the policy is to be communicated to the parents
- Tasks set are to be acknowledged either by correction or evaluation
- Of creating interest with homework by variations in tasks set and by incorporating different Key Learning Areas

Parents are asked to be aware of:-

- Providing an environment that encourages a positive approach to the tasks set
- The importance of being interested and support to the child/ren at all times
- Communicating with the class teacher if concerns arise
- Establishing a regular time for homework that complements the home routine

Implementation
Homework will involve reading and work study, as well as work sheets periodically which the classroom teacher deems appropriate.

Parents are invited to sign and date diaries, and comment regarding any aspects of celebration or concern.

*Homework is checked by the end of each week. Children are rewarded for effort made.*

Across all stages we encourage the development of reading within the home environment.
ENROLMENT POLICY

A Statement of Belief

“The Church establishes her own schools because she considers them as a privileged means of promoting the formation of the whole person since the school is a centre in which a specific of the world, of man, and of history is developed.”

(The Catholic School, 1977)

St Francis Xavier Urana was established to fulfil the educational needs of the Catholic community it serves.

Children of non Catholic and non Christian religions are entitled to enrolment provided there is room, and provided the enrolment is sanctioned by the Principal and Parish Priest.

Parents of non Catholic children are to be informed of their obligations and duties in relation to the religious education of their children prior to their enrolment.

All parents, on seeking enrolment for their children, will be given the appropriate enrolment form and additional policies related to enrolment are available on the school website.

Inability to pay schools fees does not prevent parents from enrolling their children at this School.

Diocesan policy is that enrolments are accepted for children turning five prior to 1st June. Parents wishing to enrol children whose birthday falls between 1st June and 31st July must be counselled by the Principal.

Parents are required to sign an acknowledgement recognising the increased difficulties younger children historically face during their schooling.

Children with Additional Needs

Parents of children with additional needs may be required to participate in an ascertainment procedure prior to enrolment. See school web page for guidelines.
WELLBEING POLICY

Rationale

The purpose of a behaviour management policy is to establish agreed guidelines that aim to develop the most conducive atmosphere for teaching, learning and personal growth. As teachers and educators we have been charged with the responsibility for making children aware of our community’s attitudes and values which are reflected by acceptable standards of behaviour.

Therefore we hope to provide an atmosphere where children learn:

- Everything we think, say and do is based on faith in Jesus, and we help each other to be trustworthy members of our School team.
- We work together to be good Christians who recognise that everyone is special and has talents, and with our help will grow in confidence in developing these skills.
- Our School is a happy, pleasant place where everyone is treated fairly, with kindness and respect.
- In all School activities we work in an environment of respect and trust for one another.
- Learn by word and example to care for each other and through a co-operative attitude.

Aims

Through our examples as teachers with positive reinforcement which is firm, just and consistent, we hope to foster in the children:

- A sense of justice and kindness towards each other
- A respect for personal and School property
- The use of commonly accepted courtesies and good manners
- A sense of responsibility for a just and safe environment at St Francis Xavier, Urana both in the classroom and on the playground.
- A sense of pride in their appearance

Parents’ Role

- To support the school and staff in implementing a discipline policy.

Children’s Role

- To follow school and classroom rules.
- To develop a responsibility for their actions.
**Expectations**

**As a student of St. Francis Xavier’s you are expected to: -**

* Abide by "Our Expectations of One Another"- see Attachment

**As a student of St. Francis Xavier’s you are expected, at home time, to: -**

* Move promptly to designated area when dismissed.
* Move off in a sensible and orderly manner when dismissed by teacher.
* Walk your bike on all footpaths.
* Share the footpath with others.
* Walk quietly out of school grounds with your parent/minder.
* Walk to buses and get on carefully and sensibly.

**As a student of St. Francis Xavier’s you are expected upon arrival at school to: -**

* Walk your bike through the school grounds area.
* Place your bike in the bike rack.
* Place your bag neatly in designated area.
* Go quietly to designated play areas and play sensibly until bell time.

**Children at St. Francis Xavier’s know that they: -**

* Wear with pride the correct uniform (See School Handbook)
* Knock and enter classroom, addressing teacher.
* Keep table, totebox, pigeon-hole tidy
* Assist in keeping the school environment tidy individually, and as a member of a duties team.
* Take pride in their work environment and tasks

**Children at St. Francis Xavier’s know when using the Sport Room they:**

* Are responsible for the sports equipment they borrow.
* Use sports equipment as intended.
* Respect the equipment.

**Consequences of inappropriate behaviour:**

* Cautions - at the discretion of the teacher (1-2-3 Magic may be utilised)
* Time out
* Loss of privileges ie. borrowing sports equipment, etc. as deemed appropriate.
* Loss of right to attend excursions when applicable.
* Time-out may spread over consecutive days for serious infringements but no more than half of a play session.
* Parent/child/Principal interviews for persistent or very serious behaviour problems.
* A record will be kept of serious misdemeanours when school expectations are not met.
* Suspension will be implemented in extreme cases after consultation with Parish Priest, School Counsellor, Principal and Parents as recommended by the Catholic Schools Office.

Student management policies do not allow corporal punishment of students attending this School.
OUR EXPECTATIONS OF ONE ANOTHER

1. Treat one another the way I like to be treated.

2. Help others, play fairly.

3. Speak and listen to others with respect.

4. Recognise that everyone is special.

5. Value another's opinion.

6. Welcome visitors to our school.

7. Care for own, others', and school property.

8. Be in the right place at the right time.

9. Complete work on time.

10. Keep hands and feet to self.

11. “Freeze” when a vehicle is driven onto the grounds.

12. Walk in the classrooms, and on concrete areas.

13. Sit to eat lunch, wait for dismissal.

14. Wear a hat at sport and at play.

15. If there’s a problem, speak with the teacher on duty.
St Francis Xavier’s School Urana
Complaints & Grievances Procedure

In order to resolve any complaints or grievances effectively, St Francis Xavier’s School expects the following steps to be taken:-

- To resolve any classroom grievance the complainant must first advise the Principal of the grievance, after which permission may be given to make an appointment with the classroom teacher at a mutually acceptable time
  - No person is to enter a classroom to discuss a grievance during teaching time
  - No person is to enter the playground to approach a teacher or child regarding a grievance

- Grievances related to administration or management are to be addressed to the Principal. Similarly, an appointment at a mutually acceptable time will be arranged.

- Grievances related to staff matters are to be resolved according to diocesan policy

- Persons involved in any grievance or complaint will work together to resolve the problem.