

# ST FRANCIS XAVIER'S SCHOOL URANA

## ~ SCHOOL HANDBOOK ~



## *Acknowledgment of Country*

We acknowledge and pay our respects to the traditional custodians, past and present of this land of the Wiradjuri people who long before us lived, loved and raised their children on this land. We also acknowledge all the Aboriginal and Torres Strait Islander families in our community and acknowledge their deep physical and spiritual connections to their land. We come together today to learn, to share and to journey together.

## *Recognition of Founders*

We also recognise the contribution of the people who laid the foundations of our school. The Presentation Sisters who travelled to Australia from Ireland, on to Wagga Wagga and finally to Urana, have left an immeasurable legacy for our school. Without them, the Parish Priests, Staff, Students and Families who have been at St. Francis Xavier's Urana for over 75 years, we would not have the school we do today. It is our duty to remember them, celebrate all they have done and continue to follow in their footsteps.

As a school founded upon the Presentation Sisters heritage, today we are *"living the Gospel of Jesus in the Spirit of Nano Nagle"*.

Nano Nagle was the founder of the Presentation Sisters. Initially a group of young and daring women who brought education and care to the children of Ireland - and beyond - who were oppressed and denied opportunities. From humble beginnings, we are very conscious of the sacrifices made by subsequent Presentation Sisters as many left their homes and families to travel to many parts of the world. For our school, we are fortunate to say that they answered the call to come to Urana and we now have the school we do today.

## *St. Francis Xavier - "Lord, what would you have me do for you?"*

St. Francis Xavier was born in the Kingdom of Navarre, now part of present day Spain and France. He lived during the 1500s and as a young person, he was surrounded by war. Once it stopped, he was sent to university in Paris where he earned his masters degree in theology. Ignatius of Loyola (now St. Ignatius) heavily influenced him in his young adult years and he joined Loyola's group - The Jesuits.

Shortly after, St. Francis Xavier found himself sent to India to spread and promote Christian values. He spent much of the rest of his life in Goa, India and used there as his base to preach throughout Asia.

Pope Gregory XV canonized him on March 12, 1622 at the same ceremony as Ignatius of Loyola. He is the patron of Catholic missions and his feast day is on December 3. We are very proud to have St. Francis Xavier as our patron and we ask him to bless our community.

## Vision Statement

Think, Speak and Act like Christ

## Mission Statement

At St Francis Xavier's 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 the 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 a kingdom of God on Earth
- ❖ Demonstrating relevance of faith to life (in contemporary culture)

### ***BE A COMMUNITY OF LEARNING***

- ❖ Helping students to find and nurture their gifts
- ❖ Providing a quality comprehensive curriculum that promotes life long learning
- ❖ Valuing effort, achievement and excellence
- ❖ Respecting contributions of members of the school community
- ❖ Modelling integration of faith and learning
- ❖ Using ICT to enhance learning and teaching

### ***BE A COMMUNITY OF CARE***

- ❖ Welcoming students and families
- ❖ Promoting self esteem, respecting the dignity and uniqueness of each other
- ❖ Providing safe secure and stimulating learning environments
- ❖ Using discipline measures that are just and fair
- ❖ Promoting critical thinking

### ***BE A COMMUNITY OF SERVICE***

- ❖ Working in partnership with priest, parish and community
- ❖ Promoting outreach to poor and disadvantaged
- ❖ Encouraging attitude of stewardship to the land
- ❖ Working in partnership with parents
- ❖ Promoting use of gifts to benefit society

## Catholic Culture and the Religious Dimension

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 learning blocks as appropriate throughout the day.

Prayer and reflection articles specific to staff are shared at opportune moments.

#### Liturgical Celebration

The whole school attends regular Mass or Liturgy (formal prayer without a priest), and all students are involved in the preparation for these, taking on various responsibilities required (on a rostered basis) according to maturity and skills.

#### 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 as time permits within the school year.

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 addition for use within school. These are the minimum expectations. For students who reach beyond these, we have a dedicated classroom rewards system.

## Teaching & Learning

### Belief statement

St Francis Xavier's School, Urana staff members understand that "our collective purpose as educators is to promote, model and build communities of learners that experience engaging and purposeful learning and pedagogy within relationships which support and challenge learning growth."

### Learning statement

We have a passionate belief that engagement with a framework for learning builds community, capacity, connection, collaboration, community and creativity. These learning dimensions underpin our system-wide community of learners. (CEDWW 2011).

### Community

#### Learning Belief

***We believe that a community of learners creates a Community, sharing common values, attitudes, interests and goals.***

Therefore, we commit to

- *being active in the faith life of the community*
- *helping one another to appreciate and value each person and his/her diversity*
- *helping one another develop as principled, ethical beings who display values such as respect, fairness, courtesy, responsibility and kindness.*

### Capacity

#### Learning Belief

***We believe that a community of learners develops Capacity which refines sustainable skills for learning.***

Therefore, we commit to

- *gathering accurate data and effectively using tools to target students' needs*
- *the allocation of adequate time for discussion regarding learning and teaching*
- *setting up strategies to celebrate successes and challenges*

### Connection

#### Learning Beliefs

***We believe that a community of learners makes Connection through forming relationships.***

Therefore, we commit to:

- *building relationships based on trust and openness within and beyond the classroom*
- *engaging in meaningful dialogue*
- *using research-based data to inform and guide steps in learning*

### Collaboration

#### Learning Belief

***We believe that a community of learners builds Collaboration by working together to achieve a common goal of learning growth and wellbeing.***

Therefore, we commit to:

- *making explicit the benefits of working together*
- *embedding teamwork principles and developing a range of collaborative skills*
- *matching collaborative groupings (team size, membership and duration) to needs and purposes*

## **Curriculum**

### **Learning Belief**

***We believe that a community of learners delivers a Curriculum, which inspires, informs and engages students in their learning.***

Therefore, we commit to:

- *making explicit the skills, purposes and goals of learning*
- *providing varied learning experiences, strategies and resources to meet the diverse needs of students*
- *the effective use of feedback in analysing learning achievement, and in planning learning experiences to achieve outcomes*

## **Creativity**

### **Learning Belief**

**We believe that a community of learners engages in CREATIVITY through thinking, innovation and problem solving in an imaginative and critical manner.**

Therefore, we commit to:

- promoting the imaginative and confident use and understanding of digital technologies
- an inquiry approach in generating and evaluating knowledge and ideas
- differentiated learning and teaching
- effective communication of new ideas, possibilities, models and thoughts

## Information

### 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, ground/maintenance, working bees, duty rosters, Sacramental programs, fundraising, etc. are some of the main areas of involvement.

### Supervision

The Schoolyard is supervised from **8.30am to 3.30pm each day**. If children are on the premises before or after the above mentioned times, **they are so at parents' own risk**. The playground equipment is to be utilised only during school hours, not on evenings or weekends.

### School Hours

Throughout the year, the classes commence at 9.00am and conclude at 3.20pm. In order for students to be suitably prepared to begin the day, they should arrive at school no later than **8:55am**.

Physical Activity	10:00am - 10:10am
(generally OR at an appropriate time during the morning session)	
Recess	11.10am - 11.35am
Lunch	1.10pm - 1.50pm

### Kindergarten Children

The new children in Kindergarten may remain home on Wednesdays, at parents' discretion, during the first term, until Week 5. This is to allow them the opportunity to adapt to five days a week at school slowly.

## **School Attendance**

The Compass School Organisation App is available for most internet compatible mobile devices and is also accessible via a regular computer with internet access.

This app provides parents with a suite of tools to manage their child/ren's administrative school tasks.

Kindergarten parents will receive detailed steps and information on how this works as a part of the enrolment process. Existing families who have any questions are asked to contact the office.

Primarily, families will use the app to communicate student absences and access school reports. As time progresses, additional features will come online.

The absentee note function on Compass should only be used when a student will be absent for a whole day/s. In the event of ANY partial absence, planned or unplanned, the parent/guardian who is picking up or dropping off the student must do so via the kiosk in the Secretary's office. **THIS INCLUDES DROPPING A STUDENT/S TO SCHOOL AFTER 9AM.** Pre-populating partial absences in the system interferes with its operation.

If connecting online is difficult for any reason, please contact the school to make alternative attendance procedures.

For extended absences, application for exemption is required before the 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.*

## **Information Update Form**

At the beginning of each year, the school will send home a variety of forms requesting updated information. Returning these to school promptly is much appreciated.

## **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.

## **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:-

1<sup>st</sup> Year - Ballarat (Primary students dependent on numbers - combined with local schools)

2<sup>nd</sup> Year - Canberra (Primary students dependent on numbers - combined with local schools)

3<sup>rd</sup> Year- Appropriate locality - Whole School (Usually within local region)

*See school web page for Excursion Policy.*

Transportation of students by parents and/or teachers now has an intricate level of child protection compliance paperwork. This process was introduced in 2019 and will continue until the policy changes.

### **Sporting Excursions / Representation**

Throughout each year there are numerous opportunities for students to undertake sporting activities. Participation in any held school level carnivals, Deanery Cross Country & Athletics Carnivals and the Savernake Athletics Carnival is expected. From these, students have the opportunity to represent our school at further Deanery & Diocesan Carnivals as well as state events.

Students who are particularly talented in a sport outside of Athletics, Swimming or Cross-Country are also catered for with a number of other representation options available. If you believe there may be an opportunity for your child in one of these other sports, please contact the school.

### **Medication**

If you wish the staff to administer any medication, we require a signed form with instructions, (available from the School). Students are not to administer their own medication and if they are found to be in possession of any medication, it will be confiscated and contact to home will be made.

*See our web page for the Medication & First Aid Policy.*

### **Illness**

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

In addition, 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 **OR**
- c) Call an ambulance

The cost of the medical treatment is your responsibility.

\*Parents of children who are diagnosed by their doctors as "Asthmatics" are required to complete a special medical form and provide the school with an Asthma Plan and appropriate medical equipment. This needs to be updated and expiry dates checked yearly.

Further medical plans - IE Anaphylaxis Plans - must also be provided to the school. Current copies of these and any accompanying medication need to be updated yearly or as expiry states.

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

### **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

### **School Fees - Reviewed annually**

Accounts for school fees are distributed in the early weeks of Term One with accompanying information regarding payment. If you have any questions once you receive the school fees, please don't hesitate to contact the school. School fees are reviewed annually and adjusted if need be.

<b>Fee Structure:</b>	Current fees are per family per term	\$TBC
	Book fees per child per term	\$TBC
	Buildings Maintenance Levy per term	\$TBC

\*Each year the school maintenance levy increases by \$5 in alignment with the decision made by the school council.

### **Exemptions**

Provisions can be made for full or partial fee exemption, on either 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 emphasised that it is the parent's responsibility to notify the Parish Priest or Principal **promptly**, if difficulties are encountered meeting payment of school fees.

## **School Uniform**

### ***Girls Summer Uniform***

- Dress:** Blue and white check lightweight poly/cotton dress.  
Available from 'Lowes' Wagga Wagga.
- Shoes:** Black shoes, navy socks.
- Jumper:** Navy blue windcheater or Navy polo fleece vest may be worn with summer uniform.
- Hat:** Navy Bucket hat, (available from the school).

### ***Girls Winter Uniform***

- Pant:** Plain Navy Tracksuit (Unbranded)
- Shirt:** Pale blue polo/skivvy
- Shoes:** Black shoes, navy socks.
- Jumper:** Navy blue windcheater or Navy polo fleece vest may be worn with summer uniform.
- Hat:** Navy Bucket hat or Navy Polo Fleece Beanie (available from school)

### ***Boys Summer Uniform***

- Shorts:** Grey shorts ('Beare & Ley' brand recommended as better quality)
- Shirt:** Short sleeved light blue shirt ('Beare & Ley' brand recommended as better quality)
- Shoes:** Black shoes, grey socks.
- Jumper:** Navy blue Windcheater or Navy/grey woollen jumper or Navy polo fleece vest may be worn with summer uniform.
- Hat:** Navy Bucket hat, (available from the school).

### ***Boys Winter Uniform***

- Pant:** Grey trousers, OR Plain Navy tracksuit.
- Shirt:** Long sleeved light blue shirt or blue skivvy.
- Jumper:** Navy/grey woollen jumper or Navy polo fleece vest or jumper.
- Shoes:** Black shoes, grey socks
- Hat:** Navy Bucket hat or Navy Polo Fleece Beanie

### ***Sports Uniform***

- Shorts** Green sports shorts.
- Polo:** Green Logo Sports Polo (available from the school).
- Tracksuit:** Available from the Corowa Uniform Shop
- Shoes:** Sporting shoes/runners, white socks.

***The school logo can be embroidered on Light Blue Shirts, Navy Windcheater or jumper at Embroidery Creations - 426 Wilson Street, Albury Ph. (02) 6041 2998 - Emblem \$6.00 per emblem (subject to change)***

Second hand uniforms, which are stored at the school, are available for students' use.

*Under the CEDWW's "Sun Smart Policy" children are required to wear hats throughout the year.*

## **General Appearance**

The School uniform is to be worn in its entirety on all occasions. It is to be worn to school on all days, unless otherwise indicated. Body adornments are unacceptable other than watches and girls wearing one set of suitable, safe ear studs.

### ***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, and layering. Colour variations, gels, hair obscuring the face. Hair shoulder length and longer needs to be tied back securely.

## 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 to perform voluntary work involving fuels and chemicals.

Training will be in three modules and will be covered throughout the year - by the use of booklets. When each training module is completed, the front page of the booklet is to be completed, and returned to your Chemicals In Schools Co-ordinator. **(This entire process is currently under review by Catholic Education Diocese of Wagga Wagga and is likely to be altered).**

### Child Protection Legislation

The above Act requires employers to 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).

Catholic Education Diocese of Wagga Wagga highly value 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.

*See school web page for Child Protection Code of Professional Standards.*

### **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.

### **Photo Permissions**

At the beginning of each year, as a part of the updated information package, a photo permissions form will be included. This is in regard to the use of students' photos. Although you sign it at the beginning of the year, these parameters can be discussed at any time you wish.

## Homework Policy

### Rationale

Homework is an option and should be educationally beneficial for the students. Homework allows children to practice skills and revise work. It encourages discussion between parent and child about the learning experiences they have had. Further study time, in a limited form, is recommended for Stage 3 (Year 6) students who are about to transition to secondary school. Further information can be found below.

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

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 supportive of 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

In order to prepare Year 6 students for the homework/study routines of high school, these students will be expected to complete;

- Daily reading of not less than 10 minutes (some of which must be out aloud)
- Activities as required by the classroom teachers. IE Spelling or Literacy Box

In Semester Two, Year 6 students are required to complete an investigation of their own choice. This is worked towards across the whole of Term 3 and the first half of Term 4. Towards the end of Term 2, Year 6 students are asked to choose what their topic of interest will be.

In the past students have completed;

- A recipe book
- A collection of their favourite Bible stories
- A collection of their favourite works from Year 6.
- An exercise program
- A report on farming

These have been presented using Google Docs/Slides, a project book or handwritten. A poster or video could also be another option.

The total across the whole week should not exceed 30 minutes per night.

### **Implementation**

Homework will involve reading and word study, and/or opportunities to participate in online learning activities. The classroom teacher will clarify this at the beginning of each year. The option of Mathematics homework is available to parents and should you wish to take this up, please contact the school.

Parents are invited to sign and date books or diaries (depending on which is used for the particular year) and comment regarding any aspects of celebration or concern.

*Homework is checked at the end of each week.*

**Across all stages, we encourage the development of reading within the home environment. Including reading aloud to children of all ages.**

## 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's 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 1<sup>st</sup> June. Parents wishing to enrol children whose birthday falls between 1<sup>st</sup> June and 31<sup>st</sup> 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 every one 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's, 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 over page.

### 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.
- Prepare your books/equipment necessary for lessons.
- Visit the Church to pray, 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 page 12/13 of this Handbook)
- Knock and enter classroom, addressing teacher.
- Keep table, totebox, pigeon-hole tidy.
- Assist in keeping the school environment tidy.
- 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

- 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 Education Diocese of Wagga Wagga.
- 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.

To support our expectations of one another, the school has developed an active rewards program, whereby students receive instant acknowledgement for positive behaviour that also

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contributes towards an end of term reward. These two initiatives are known as the Class Dojo points system and our Think, Speak and Act Like Christ awards.

## **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.