

# McAULEY

CATHOLIC CENTRAL SCHOOL

TUMUT

Kindergarten to Year 10

Parent & Student Handbook

2016



*Flowing Together Through  
Faith and Learning*



# McAuley Catholic Central School, Tumut

McAuley Catholic Central School caters for students from Kindergarten to Year 10 and is a School committed to Christian values and excellence in education. McAuley is part of the Archdiocese of Canberra and Goulburn and is administered by the Catholic Education Office situated in Manuka ACT. The Archdiocese is unique in its size and geographical location.

Those interested in a Christian and specifically Catholic education for their children are asked to contact the school office. Appointments can be made to visit the classrooms and meet staff and students, and a follow-up interview with the Principal will be arranged. Kindergarten enrolments are open to all children who turn five before April 30<sup>th</sup> the year of commencement. Applications for enrolment in 2016 classes are open and we welcome your interest in finding out more about McAuley.

## School Motto



The McAuley logo with the statement “*Believe, Strive, Achieve,*” underpins the teaching principles upon which all our teaching and learning is built.

In accepting a place at our school, students are given opportunities to reach their full potential in mind, body and spirit, so by striving to give their best in everything they do, they will reach their true potential.

## Exit Outcomes

It is expected that a student leaving McAuley Catholic Central School should have the knowledge, skills, understandings, values and attitudes necessary to maintain life-long relationships with God, others and the world around them.

By the time children leave McAuley, they should be able to:

### **Integrate their faith with life experience by:**

- \* Integrating religion with daily living
- \* Living by Gospel values
- \* Experiencing prayer
- \* Participate in Catholic liturgies

### **Achieve their personal best by:**

- \* Being self reliant and self directed through personal goal setting and a commitment to life long learning
- \* Having developed a positive attitude to self and others and a belief in their own worth
- \* Taking responsibility for their own actions and perceiving difficulties as challenges and steps to growth

### **Make a valuable contribution to the wider community by:**

- \* Demonstrating critical thinking skills and making informed decisions
- \* Being well informed about global issues and responding appropriately
- \* Having a knowledge of their own identity, heritage and cultural background
- \* Having the skills to access and use information and communication technology positively

### **Confident, optimistic and proud of their individuality by:**

- \* Being honest, trustworthy, fair and just
- \* Respecting the different social, emotional and economic backgrounds of others
- \* Being able to contribute to the wider community through various levels of involvement

## **McAuley School Prayer**

In everything that we think, say and do today,  
May others see that you live in each one of us.  
Please help all of us at McAuley  
to show care and concern for others.  
Mary our mother, look after us.

## **Staffing**

McAuley staff comprises six executive members who are part of a group of thirty six staff who are committed to the goals of Catholic education and who work in the best interests of the students and their families within our school and wider community.

## **School Community Council**

McAuley parents, staff and friends have a major role to play as a forum in helping to build a true spirit of community within the school. The School Community Council is made up on a number of interest groups and people are encouraged to participate in one or other of the groups. As a key working group within the school, the SCC provides a forum for parents to provide:

- input on parent priorities for McAuley
- adult education opportunities
- opportunities to work closely with, and support, the Principal and staff
- funds to provide improvements to the school
- student services through Canteen
- opportunities for social interaction and support groups
- opportunities for meetings once or twice each term

The Community Council Executive oversees the following interest groups or sub committees, which are formed as required and could, include groups such as:

- Building Maintenance/OH&S
- Public Relations, Promotion & Advertising
- Finance
- Social/Fundraising
- Parent School Services
- Ideas/Think Tank
- Canteen
- Uniform

New volunteer members are welcome anytime. If interested please talk with the Principal.

## **Communicating With Parents**

McAuley Catholic Central School prides itself on its open and friendly communication, which it fosters with its parents, parish and wider community. Communication is integral to people feeling valued and appreciated and therefore is a major priority for staff. Parents who wish to speak to a teacher are encouraged to phone for an appointment. Each staff member is responsible for following up on phone contacts or requests, from parents or community members, in a reasonable amount of time. Other than phone contact, the following opportunities exist for the parents at McAuley to be provided with information:

Opportunities	When
Arranged interview with parents	When required or requested
Parent Information Evening	Week 4 Term 1
Years 7-10, at teacher discretion or when requested by parents	Week 5 Term 1
Confirmation Information Evenings	Term 2
School Newsletter - website <a href="http://www.mcauleytumut.nsw.edu.au">www.mcauleytumut.nsw.edu.au</a>	Each Thursday
Eucharist Information Evenings	Term 2
Reconciliation Information Evenings	Term 3
OnTrack Reports K-6	End term 2 & 4
Semester Reports 7-10	End term 2 & 4
School Web site	Updated regularly

Staff members may also be contacted by email. All staff email addresses follow the format [firstname.surname@cq.catholic.edu.au](mailto:firstname.surname@cq.catholic.edu.au)

### Sacramental Program

At McAuley the following Sacraments are received in: -

**Year 2..... Reconciliation**

**Year 3..... First Eucharist**

**Year 6..... Confirmation**

Non-Catholic students participate in the Sacramental Programs and receive an appropriate certificate and blessing.



### Liturgy

Children of McAuley School participate in many Liturgical celebrations throughout the year. Special days are listed on the School Calendar. The participation of parents/carers and families is encouraged as it creates a sense of support for the spiritual development of the child.

### School Masses

Class Masses are rostered on a cyclic basis and celebrated on Tuesdays at 10.05am in the Church. For special celebrations K-10 celebrate as a whole school.

### Reconciliation

Once a term all students across Year 3 to Year 10 are rostered to have the opportunity for Reconciliation on a Wednesday at 10.05am in the Church.

### Commitment of Parents

All parents are expected to give a firm undertaking that they will accept and support the life, nature and identity of the Catholic School including the participation of their children in the School's Religious Education programs. To assist parents become aware of the characteristics of our Catholic School, new parents are invited to attend an interview with the Principal after the lodgment of their application form. When parents enroll their children at McAuley it is expected that they will support the policies of the School and their children remain at the school through to the completion of Year 10.

### Enrolment age

Children starting in Kindergarten should be five (5) years of age by the 30<sup>th</sup> April in the year of enrolment, although some exceptional circumstances can apply.

Parents of children enrolling at McAuley must complete the official enrolment form and return it to the school, after which an enrolment interview will take place with the students, parents (caregiver) and Principal.

Parents must be prepared to abide by the provisions on that form, especially in regard to how they promise to support the School with the Catholic Education of their children and with all matters relating to Pastoral Care and Student Welfare.

### Enrolment Period

Enrolment interviews are organised for parents and students once parents have submitted an Enrolment Form. The official Enrolment period commences Week 3 of Term 2, though applications will be taken throughout the year.

### Learning Support Teacher

McAuley has a Learning Support Teacher who works across both campuses. This teacher liaises with classroom teachers to support students who have language and/or learning difficulties. They work with teachers to plan accelerated programs for gifted students, assist in the planning of the Learning Support Assistants timetables and liaise with parents on a regular basis.

### School Houses

All students enrolled at McAuley are allocated to one of three houses when they start school at McAuley. Members of the same families are grouped in the same House. The current Houses have been named after three important people who have made significant contributions to education and the life and welfare of young people and their families, particularly those in rural areas.

Students are encouraged to gain points for their Houses in a number of ways - through academic achievement, involvement in community service, and through participation in the cultural, religious and sporting events of school life. Each staff member is familiar with the contribution of each of our House patrons and the students learn about their particular patron.

A strong House system allows McAuley community to consciously recognise *personal effort and achievement*, as well as recognising the *collective achievements* of the House groups. A House shield is presented to the winning House Captains at Speech Night each year.

The House patrons are Mary MacKillop, (blue house) Bishop John Therry (green house) and Caroline Chisholm (red house).

Therry (Green)	Father <b>John Joseph Therry</b> was ordained a priest in 1815 in Ireland. He arrived in Sydney in 1820 and for five years was the only priest on mainland Australia. In 1835 Fr Therry was willingly appointed by the Bishop to Campbelltown, with an area that extended beyond Yass.
Mackillop (Blue)	<b>Mary Mackillop</b> was born in Melbourne in 1842. Mary and Fr Woods started their own religious order "The Sisters of St Joseph". Mary took a vow of poverty, devoting her life to the poor. Mary Mackillop was Canonised on October 17, 2010 and proclaimed a Saint by Pope Benedict XVI. Mary is Australia's first Saint.
Chisholm (Red)	<b>Caroline Chisholm</b> was one of Australia's most outstanding women and was known as "the emigrant's friend". She earned this title for her work with poor migrants to Australia last century, especially women.

### Counsellor

The McAuley school counsellor is employed by Catholic Care Canberra. The school must have written permission from parents before a consultation with a Primary child can take place. The counsellor will ring parents first to discuss the needs of their child prior to speaking with the child. Parents are more than welcome to meet with the counsellor. The counsellor is also available to assist teachers with classroom practices, individual strategies and whole class discussions as a follow up to some referrals. Secondary students can self refer or be referred by a teacher who usually discusses the issue with the Assistant Principal or Principal.

## School Uniform

Enrolment at McAuley indicates that each child will strictly abide by our dress code. This code dictates that each child will wear full and correct uniform to school each day. The only exception to this is when the school holds an “out of uniform” day for a specific purpose. Parents are expected to support the uniform policy, making sure that all items are in accordance with our policy.

### McAuley Catholic Central School Uniform Policy

	BOYS	GIRLS
SUMMER	White cotton buttoned through shirt with <b>McAuley logo</b> . Grey summer shorts (NOT track pants or cargo style) Black <b>leather</b> shoes White socks (NOT anklets) Compulsory school hat/cap	Princess line summer dress with Peter Pan collar (primary), V neck summer dress (secondary) OR tartan skirt and white blouse ( <b>McAuley logo</b> ) with tailored band, worn over skirt White socks (NOT anklets) Black <b>leather</b> shoes Compulsory school hat/cap
WINTER	White cotton, long sleeve, buttoned through shirt with <b>McAuley logo</b> Long grey trousers (NOT track pants or cargo style) Navy V neck jumper with <b>McAuley logo</b> McAuley school jacket Black leather shoes White socks (NOT anklets) McAuley scarf – plain navy McAuley beanie – plain navy, no logo Compulsory school hat/cap	Tartan skirt, white blouse Navy V neck jumper with <b>McAuley logo</b> Primary – winter tartan pinafore with white blouse with <b>McAuley logo</b> Tailored navy slacks (primary and secondary) McAuley school jacket Navy tights – <b>NOT BLACK</b> White socks (NOT anklets) Black <b>leather</b> shoes McAuley scarf – plain navy McAuley beanie – plain navy, no logo Compulsory school hat/cap
SPORT	Navy shorts with <b>MCCS embroidery</b> Plain navy track pants McAuley polo sports shirt Navy V neck jumper with <b>McAuley logo</b> White socks (NOT anklets) Joggers Compulsory school hat/cap	Navy shorts with <b>MCCS embroidery OR</b> navy SKORT (with white piping and <b>MCCS embroidery</b> ) Plain navy track pants McAuley polo sports shirt White socks (NOT anklets) Joggers Compulsory school hat/cap
Necklace	A necklace may be worn only underneath clothing. It must have a religious medal or cross attached to be worn. They are <u>not</u> permitted during sporting activities.	
Bangles, Bracelets, Rings	A signet ring and plain silver or gold bangle is permitted.	
Piercing	No piercing of any body parts is permitted other than as described in section on earrings below.	
Earrings	<b>One</b> set of studs or sleepers is permitted. <b>NO</b> large or dangly earrings are permitted. Earrings should be removed during any sporting activities.	
Hair / Makeup	Children’s hair should be maintained in a clean and tidy	

	<p>condition.  Hair must be one natural hair colour. Sculptured haircuts are not permitted. <b>(Principal will have discretion)</b>.  Long hair (shoulder length or more) must be kept tied back at all times.  Hair accessories must be in school colours only, blue, green or red.  Makeup is <b>not</b> to be worn at any time.</p>
Accessories	<p>During Winter the McAuley scarf and beanie, gloves or mittens may be worn. No colours, other than <b>navy</b> are permitted. Long sleeve skivvies are <b>NOT</b> to be worn under short sleeve shirts or blouses. Hair ribbons/bands (in school colours) should be used to tie hair back. <i>Make-up and nail polish is <b>NOT</b> part of the McAuley School uniform. Diverse hairstyles and different hair colour is not acceptable.</i></p>

**All** uniform items are to be purchased from Swans of Tumut, located in Wynyard Street.

**Important:** Everything that comes to school should be clearly labeled, including uniforms.

## **YEARLY REQUIRED RESOURCES**

**(may be subject to small changes)**

### **KINDERGARTEN: PRE-STAGE 1**

Painting smock (not plastic)  
Lunch box and drink bottle  
Library bag – cloth or plastic  
2 box tissues  
5 X blank scrap books (96 pages) – Cover in brown paper  
1 X A4 Plastic envelope for home reader  
2 X A4 Cardboard document wallet

### **YEAR ONE AND YEAR TWO:-- STAGE 1**

2 Large box tissues  
Painting smock  
Library bag  
4 A4 plastic wallet/envelope  
2 plastic sleeved folder  
8 standard sized scrap books – 72 pg  
Textas  
Coloured pencils 12pk X 3 (no name labels please)  
Lead pencils 12pk X 1 (no name labels please)  
1 sharpener with catcher (no name labels please)  
Glue sticks 35g X 5

### **YEAR THREE & FOUR: STAGE 2**

\* *These items must be topped up each term as necessary.*

\* 2 red biros (if you have a pen licence)  
\* 4 blue biros (if you have a pen licence)  
\* 8 lead pencils (HB)  
\* Coloured pencils  
\* Glue 35g stick X 4  
\* 1 packet coloured textas  
\* 2 erasers  
\* 1 sharpener  
\* 1 wooden ruler  
2 Plastic envelope A4 button clip for Home reader  
1 library bag  
7 X A4 Exercise books 128 page (margins ruled)  
1 painting smock  
2 large box tissues  
2 cardboard wallet/envelopes  
NO liquid paper

### **YEAR FIVE AND YEAR SIX: STAGE 3**

\* *These items must be topped up each term as necessary.*

\* 5 red biros / 5 blue biros / 5 HB pencils  
\* 4 Glue (large) sticks  
\* 1 packet coloured textas  
\* 1 packet coloured pencils  
\* 2 erasers  
\* 1 sharpener  
\* 1 wooden ruler  
1 pair scissors  
1 USB Drive  
1 pencil case  
Compass and protractor  
3 plastic sleeve folders  
1 Dictionary and 1 Thesaurus  
1 library bag  
10 X A4 exercise books (128 page) 8mm  
1 plastic folder with metal fastener for homework  
1 calculator (*these may be purchased from school office for \$20.00. These are required in Year 7.*)  
1 painting smock  
2 large box tissues

**NO LIQUID PAPER**

### **YEARS 7 & 8 REQUIREMENTS - STAGE 4**

#### **YEAR 7:**

**RELIGION:** 1 X 128p book  
**ENGLISH:** 2 x 128p A4 book  
1 X A4 Display Folder  
Dictionary (small Collins or similar)

**HISTORY:** 1 x 192p A4 book

**MATHS:** 1 X 128p A4 book  
Geometry set

**SCIENCE:** 1 X 192p A4 book

**GEOGRAPHY:** 1 X 192p A4 book

**PDHPE:** 1 X 128p A4 book

**ART:** Visual Arts Process Diary A4 (Quill)

Art shirt

Art pencils (2B/4B)

**TECHNOLOGY:** 3 X A4 Display folders, apron and container

1 X 96p A4 book

**LOTE:** 1 X 192p A4 book

**MUSIC:** 1 X 128p A4 book

#### **YEAR 8:**

**RELIGION:** 1 X 128p book

**ENGLISH:** 2 x 128p A4 book

1 X A4 Display Folder

Dictionary (small Collins or similar)

**MATHS:** 1 X 128p A4 book

Geometry set

**SCIENCE:** 1 X 192p A4 book

**GEOGRAPHY:** 1 X 192p A4 book

**PDHPE:** 1 X 128p A4 book

**ART:** Visual Arts Process Diary A4 (Quill)

Art shirt

Art pencils (2B/4B)

**TECHNOLOGY:** 3 X A4 Display folders

**MUSIC:** 1 x 128p A4 book

### **YEARS 9 & 10 REQUIREMENTS STAGE 5**

**RELIGION:** 1 X 128p A4 book

**ENGLISH:** 2 X 128p A4 book

Dictionary (small Collins or similar)

**MATHS:** 1 X 128p A4 book

Geometry set

**SCIENCE:** 1 X 192p A4 book

**GEOGRAPHY:** 1 X 192p A4 book

**HISTORY:** 1 X 192p A4 book

**PDHPE:** 1 x 128p A4 book

#### **ELECTIVES:**

Timber: 1 x A4 display folder

Commerce: 1 x 192p A4 book

Photo/Digital Media: 1 Visual Arts Process Diary A4 (Quill)

Digital camera (optional but highly recommended)

Physical Act. & Sports Studies: 1 x 192p A4 book

1 x A4 display folder

Visual Art: Visual Arts Process Diary A3 (Quill)

Pencils 2B/4B

Visual Design: Visual Arts Process Diary A3 (Quill)

Pencils 2B/4B

Textiles Tech: Visual Arts Process Diary A3 (Quill)

Pencils 2B/4B (Basic sewing kit)

Agriculture Technology: A4 128 p book

A4 Display Folder

Food Technology: Apron, container, tea-towel

A4 128 pg exercise book and Display Folder

#### **General Requirements for Years 9 and 10**

Thumb Drive (2 GB minimum), glue stick, scissors, eraser and ruler, red and black biros, coloured pencils/coloured textas, highlighters, HB pencils.

## **School Fees**

All school fees are set by the Finance Sub-committee of the School Community Council and communicated to parents when seeking enrolment. Payment of school fees are necessary to Catholic schools as we do not receive the same level of funding from the Government, as do State schools. Therefore we are dependant on school fees and other fundraising activities to cover the shortfall in running costs.

## **Newsletter – to receive - please provide your family email address to the office**

Newsletters, as well as being posted on the school's website, are presently being sent out each Thursday with the youngest in the family. It is hoped that in the future newsletters will only be accessed electronically. Regular school news is also reported in the Tumut and Adelong Times.

## **School Banking**

The Commonwealth Bank conducts banking through the school, normally on a Friday. Enquiries may be made through the School Office.

## **School Buses**

All children assemble near the Catholic Church on the Primary Campus and are supervised by a staff member until the buses have departed. The school is serviced by Goode's Bus Company. Primary children who live more than 1.6km from the school are eligible for free bus travel, secondary students who live more than 2km from the school are eligible for free bus travel. Kindergarten, Year 1 and Year 2 students are eligible for free travel regardless of the distance. Children living outside the town, where a bus service does not operate, may be eligible for a subsidy from the government. Forms are available at the Secondary School Office, though families are encouraged to collect forms from the bus companies.

## **Bus Code of Conduct (set down by the NSW Department of Transport)**

To ensure your safety and the comfort of other passengers:-

### **Students will:**

- \* Behave safely at all times
- \* Respect the needs and comfort of other passengers
- \* Respect bus property by not marking or damaging it
- \* Always follow instructions about safety on the bus
- \* Show their bus pass or ticket to the driver on boarding and when requested

### **Students will not:**

- \* Distract the driver except in an emergency
- \* Smoke, eat or drink on the bus
- \* Allow any part of their body to protrude from the bus
- \* Fight, spit, use offensive language or place their feet on the seats
- \* Throw any article inside, or out of, the bus
- \* Alter, deface, misuse or fraudulently obtain a bus pass
- \* Give, lend or transfer their bus pass to another student

Students who misbehave on a school bus can lose their free travel pass.

## **Library Learning Resource Centre**

The Library Resource areas are located on each campus and are a very important part of our school where teachers and students have access to books, periodicals, current information and communication technology e.g. internet. Students are encouraged and assisted to borrow books each week for educational and recreational reasons. Parents are asked to encourage their children to use the Library fully and respect Library regulations. If a Library book is lost or damaged while on loan, the parent will be asked to pay for the cost of the replacement. A student can forfeit use of the internet if he/she fails to comply with the School's safe internet policy.

## **Library Hours**

In addition to class visits, which are booked by teachers, the School Library is open daily during the following time slots:

### Secondary Campus:

Monday, Tuesday, Wednesday, Thursday and Friday - 1.20pm to 1.40pm

### Primary Campus:

Wednesday, Thursday, Friday - 1.20pm to 1.40pm

## **Retreats/Reflection opportunities**

All children (both Catholic and non-Catholic) participate in School retreats as part of their spiritual development. These important reflective opportunities to develop positive relationships within their peer groups and to build a relationship with God.

## **End of Term Assemblies**

End of term assemblies are held to highlight student effort and achievement. The final assembly at the end of Term 4 is incorporated into the Annual Speech Night Presentation.

## **Student Reports**

At the end of Semesters 1 and 2 the official On Track School Report is issued to each student K-6. The Reports provide an A-E grading using a "Common Grade Scale" for each student. In the secondary School, RRR reports follow formal mid-year and final exams. Student Led Conferences are held in Term 1 for all primary students. During these conferences goals are set by students, teacher and parents for future academic direction.

Secondary Parent teacher interviews are normally conducted in the last week of Term 2 after Semester 1 Reports have gone home. All teachers are available at this time to discuss student academic achievement. Parents are encouraged to book a meeting through the front office.

## **Interviews and contact with school**

Parents and/or staff are encouraged to arrange an interview at a mutually convenient time with any staff member/s to discuss matters causing them concern in terms of a child's schooling. This interview can be arranged by either writing to or phoning the school. It is helpful for the staff to be told the purpose of the interview, so that relevant materials and information can be brought to the discussion. Contact with the school staff should be made within school hours. Staff are generally available from 8.30am before school and after school by appointment. Staff can also be contacted via Email using the following suffix: [firstname.surname@cg.catholic.edu.au](mailto:firstname.surname@cg.catholic.edu.au)

## **What Parents Should Know About School Attendance**

### *Do I Have To Send My Child To School?*

YES. All children are required by law to attend school between the ages of six (6) and seventeen (17) years. Some children begin school below the age of six. Once a child is enrolled it is expected that he/she will regularly attend school.

### *What If Your Child Is Absent From School?*

A phone message explaining a child's absence is required, followed by a note signed by the parent explaining the absence when the child returns to school. It is a legal requirement that absences be confirmed in writing.

## **Letters/Notes from School**

From time to time staff may write to parents about a particular matter concerning their child. These letters are helpful to parents as they keep them informed as to a child's progress and behaviour at School. Some of these notes will indicate a need for the parent to sign and return the note as an indication of having received the note. This is most important as the partnership between the school and family is the foundation for a child's success at school.

## Late Note System

When students arrive late for school or need to leave the school during school hours, **parents must write a note of explanation**. This is regarded as a “partial absence” and is a legal requirement. Pastoral/class teachers must record it and therefore require the note of explanation from parents or guardians.

## Work Experience

Year 10 students are involved in two weeks of Work Experience and are expected to arrange this early in the year. Students and employers are required to submit an evaluation of their Work Experience. This is a valuable learning opportunity for students and on occasions has resulted in future employment for students. Work Experience in the family business is not an option.

## Visitors to the School

All visitors to the school **must be shown to the front office**, without going straight to classrooms or areas around the school.

## Volunteers

All volunteers, parents or others, must fill in the sign-on book at the front office, before going to any classroom or around the school. Any parent or volunteer working in or around the school **must sign the Prohibited Employment Declaration form** before assisting in the classroom and must wear a visitor’s badge whilst on the school premises.

## Website

McAuley’s website address is <http://www.mcauleytumut.nsw.edu.au> and contains relevant information about the school. This site is updated on a regular basis.

## Textbook Policy

Textbooks are issued to students at the beginning of each year through the Library and are to be returned at the end of semester or year. Students are expected to take responsibility for the books they are issued. They may be required to replace a text if it is lost or damaged. This decision will be negotiated in the first instance by the Librarian.

## Staff Development Days

The Catholic Education Office grants pupil-free days each year to all NSW schools across our Archdiocese. The purpose of these days is for staff to engage in upgrading and professional development that will benefit themselves and the students. Parents will be informed of these days through the newsletter and calendar.

## Sport

### Sports conducted within the School may include:

Basketball	Rugby League	Soccer	Volleyball
Netball	Cricket	Swimming	Orienteering
Athletics	Hockey	Dance	Touch Football
Lacrosse	Abseiling	Snow skiing	Lawn Bowls
Softball	Tennis	Minor Games	Golf
Aerobics	T-ball	Walking	Cross Country
Aussie Rules			

Sporting activities in the School are organised by a Primary and a Secondary Sports Organizer supported by interested parents. Parents who feel that they can assist with the sports program are welcome to indicate this to the teacher responsible for Sport organisation.

All secondary students have weekly PE-sports sessions as part of the Physical Education, Health and Personal Development Program. A dance program runs for one term each year and is part of the PDHPE program across K-6.

## **Sports Carnivals**

McAuley holds carnivals for Athletics, Swimming and Cross Country which gives the students the opportunity to participate in a variety of events. From these carnivals, students can qualify for further competition at various levels.

## **Accidents**

In the event of minor injuries, students are cared for by a First Aid Officer. In the case of a serious accident, an ambulance is called and families contacted.

## **Students On Medication**

Parents of students who are on medication must inform the Office in writing so that medication can be held in the school safe on both campuses and be administered by the First Aid Officers.

All medication must be in a clearly labelled container from which they are dispensed.

This must include:

- \* The name of the child
- \* The name of the medication
- \* The dosage and frequency
- \* The prescribing doctor's name
- \* A valid expiry date

The First Aid Officer must keep a written record of when any medication is dispensed.

School staff are NOT permitted to dispense any substance for pain relief.

## **Phone and Office Hours**

The Secondary and Primary school office hours are from 8.30am until 3.30pm. Teachers are not called away from classes to take calls. The school secretary will take a written message for a staff member if the matter is a medical or urgent matter.

## **School Canteen**

The school canteen is operated on Monday, Wednesday and Fridays and is managed by a canteen supervisor who is supported by parent volunteers. The canteen operates on both campuses, with some variation to what is available between the two sites. A price list is sent home each term. Canteen volunteers are always welcomed and offers to help can be made through the office or by contacting the Canteen Supervisor. Canteen volunteers need to sign the Prohibited Employment Declaration.

## **Lunch ordering procedures**

Lunch orders must be written on the "outside" of a bag with the following information clearly stated:

- \* Child's name and class
- \* List of requirements
- \* Correct money enclosed

## **Student Welfare and Behaviour**

The Welfare Policy aims to support teachers, parents and students in the development of positive student behaviour. It clearly outlines the positive benefits of responsible behaviour and consequences of inappropriate behaviour. The school acknowledges that the parents are the first educators of their children and seek to build a strong partnership with them. The policy is aimed at promoting positive behaviour. It is important for the students to realise that inappropriate behaviours will not be accepted or tolerated. Parents can be assured that effective two-way communication will be established and is essential in dealing with student issues.

Discipline is based on learning to accept responsibility for one's own actions, being sensitive to others and respectful of other people and their property. As committed members of the school community, students learn to understand and accept the consequences of their actions.

Students are encouraged to develop self-discipline, responsibility and empathy in their interaction with teachers, peers and the wider community. Students are expected to demonstrate a sense of pride and commitment to McAuley at all times. Students come to recognize that, although they have specific rights as individuals, they are contributing members of a wider community, which

entails the acceptance of obligations and responsibilities. The school's policy is based on Restorative Justice.

The Pastoral Care and Welfare Policies can be found on the Schools website.

### **Mobile phones and Personal Entertainment devices i.e. Ipods**

As members of the McAuley community we must be open to communicate with each other and also to recognize that learning and teaching are our core business. Therefore, the use of mobile phones and personal entertainment items e.g. Ipods are not permitted at school. These items are distractions from learning and do not encourage positive student interaction. The use of these items in a school context has the capacity to isolate an individual and have an anti-social impact on the community. If contact needs to be made by phone the office will facilitate this. Mobile phones and ipods are not banned but may not be used at school socially.

### **Peer Support Program**

A K-6 program focusing on peer support and development exists to assist all students on the Primary Campus. A comprehensive program educating students as leaders is organised annually. Regular meetings are held with the various peer groups. Each session aims at helping each student develop resilience, self-esteem, cooperation and empathy and a connectedness to their peers, teachers and school.

A Peer Support Program runs on the secondary campus, with Year 9 being trained as leaders, so that as Year 10 students, they support each Year 7 student entering high school.

### **School hours and supervision of pupils**

Lessons at McAuley commence each morning at 9.00am (on both campuses). Primary classes conclude at 3.15pm and secondary classes at 3.20pm. The school grounds are open to pupils from 8.30am each morning and remain open to pupils until 3.50pm each afternoon. At all times outside this period, no supervision will be provided and no responsibility will be taken by the school.

Permission must be sought in writing from the Principal to conduct out of school activities involving the use of school facilities.

### **Primary Bell Times**

8.30am - 8.57am	Playground duty (warning bell 8.57am)
9.00am – 10.50am	Assembly, prayer, classes
10.50am – 11.20am	Recess (warning bell 11.17am)
11.20am - 1.00pm	Classes
1.00pm - 1.15pm	Eat lunch in allocated areas
1.15pm – 1.40pm	Play Time (warning ball 1.47pm)
1.40pm - 3.10pm	Afternoon Classes
3.10pm - 3.15pm	Students move to Blacktop for dismissal

### **Secondary Bell Times**

8.30am - 8.57am	Playground duty (warning ball 8.57am)
9.00am - 9.10am	Pastoral roll call
9.10am - 10.00am	Period 1
10.00am - 11.50am	Period 2
10.50am - 11.20am	Recess (warning ball 11.17am)
11.20am - 12.10pm	Period 3
12.10pm - 1.00pm	Period 4
1.00pm - 1.40pm	Lunch (warning ball 1.37pm)
1.40pm - 2.30pm	Period 5
2.30pm – 3.20pm	Period 6
3.20pm onwards	Bus Duty until the last student is collected

Students are not to be on the school ground outside of school hours.

## Structure of the Curriculum:

The NSW Board of Studies divides the School Curriculum into 8 Key Learning Areas (KLA's). These Key Learning Areas are:

- English
- Mathematics
- Science
- Human Society and Its Environment (HSIE)
- Languages Other Than English (LOTE)
- Technological and Applied Studies (TAS)
- Creative Arts (CA)
- Personal Development, Health and Physical Education (PDHPE)

Within a Catholic School, *Religious Education* is considered as the ninth Key Learning Area and whilst being a specific subject, the values and attitudes inherent with the RE Program permeate the whole curriculum.

At McAuley Catholic Central School all courses, planned activities and outcomes are determined by the NSW Board of Studies. Our Archdiocesan Religious Education Guidelines 'Treasures New and Old' are the basis of our RE Program across K-10.

## K-10 Curriculum Framework

This is a document prepared by the Board of Studies to provide *a set of broad learning outcomes*. These outcomes summarise the knowledge, understanding, skills, values and attitudes essential for all students to have in order to succeed in and beyond their schooling. The learning principles established in the Framework support sustained, sequential, high quality learning.

The Framework can be accessed on the Board's website at:

[http://www.boardofstudies.nsw.edu.au/manuals/pdf\\_doc/curriculum\\_fw\\_W10.pdf](http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/curriculum_fw_W10.pdf)

The compulsory years of education, Kindergarten to Year 10 are listed below.

Early Stage 1, Stage 1 and Stage 2 cater for the educational needs of the primary component at McAuley.

Stages 4 and 5 outlines the secondary component offered at McAuley.

Early Stage 1	Kindergarten
Stage 1	Years 1 and 2
Stage 2	Years 3 & 4
Stage 3	Years 5 & 6
Stage 4	Years 7 & 8
Stage 5	Years 9 & 10

McAuley, like other schools across Australia are in the consultation phase prior to the introduction of a *National Curriculum*. As with other changes in education there will be preparation and Professional Development for staff so as to address the change of focus in Mathematics, English, Science and History firstly; then followed by the other curriculum areas.