Our School Prayer

Dear Lord,

Together we come to praise you

For the natural beauty you surround us with,

The families we belong to,

and the happiness in our lives.

We pray that you will always keep us close to you

Each and every day,

As we grow in faith and knowledge.

Help us to become "Alive in Christ",

Caring for others, doing our best,

And spreading the Good News

Just like St Brendan.

Bless us today with Your Spirit.

Amen.
PARENTS AS PARTNERS AT ST. BRENDAN’S CATHOLIC SCHOOL
The parents of St Brendan’s play a variety of roles in the school’s long-term planning and in its day-to-day routines and organisation. Parent voice is crucial to maintaining and nurturing the open and respectful relationships which form the foundation from which we work to ensure the best outcomes for all students.

This handbook is a summary of some of the policies and procedures which our school has developed. Complete versions of all school policies are available at the office upon request and are also available on the school’s website, www.sblmdbb.catholic.edu.au

Our aim at St. Brendan’s is to support and supplement the efforts of parents in providing a holistic education for all students. It is expected that the staff and the parents work in unison to encourage the children to express Christian values in all they do and say.

St Brendan’s community provides all children with opportunities to experience creativity, mutual help, sincerity and caring relationships with others. Each child is supported to fully develop their academic, physical and social abilities. The school provides a solid foundation in basic subjects, as well as offering activities that will extend and stimulate the children, guiding them towards self-directed learning.

VISION STATEMENT
St. Brendan’s School Community strives to:
* create an atmosphere where Christ is seen as the centre of our lives
* develop an understanding of the Catholic faith through its teaching, traditions and the Gospel values
* promote the growth of the whole person spiritually, socially, emotionally, intellectually and physically
* cultivate within the individual an awareness of developing and living in harmony with the environment
* foster within each person an awareness of their uniqueness and the dignity and worth of others
* encourage the family in its role as the primary educator of the child.
* provide a quality education and promote a desire for excellence within the individual.
HISTORY OF ST. BRENDAN’S SCHOOL
St. Brendan’s was founded on 30 January 1989. Currently, the school is made up of 18 classes with three streams across K-2 and two streams across Years 3-6. The school also has a K-2 composite class, the Hive, to support students with learning needs.

St. Brendan’s is one of two primary schools in the Catholic Community of Toukley/Lake Munmorah. The Parish Administrator is Father Stephen Wayoyi.

The school is staffed by dedicated lay teachers who provide quality education to the children in all the subject areas (now known as Key Learning Areas or KLAs). There are also a number of specialist staff members to provide quality education in Physical Education, Technology, Music and Library.

THE RELIGIOUS DIMENSION

RELIGIOUS EDUCATION (KLA)
Formal Religious Education lessons are taught in each class daily. The content of these lessons focuses on enhancing religious knowledge as well as affirming the transfer of this knowledge into everyday life.

The school aims to promote an active, conscious and genuine participation in the liturgical celebrations. At various times during the year the children celebrate as a whole school community through Masses and liturgies.

THE ACADEMIC DIMENSION

CURRICULUM
All Board of Studies Syllabus requirements are complied with at St Brendan’s. The Key Learning Areas of English, Mathematics, Human Society & Its Environment, Science & Technology, Creative Arts and Personal Development, Health & Physical Education are all taught across the twenty-five hours per week of formal instruction. Policies on each area are available for your perusal on the website.

HIGHER ABILITY STUDENTS
At St Brendan’s there is a highly valued culture of supporting students to perform to the best of their ability. To support those students who are highly capable of achieving outstanding results, a co-ordinator of higher ability programs works closely with classroom teachers to design programs to meet the student’s needs. There are also a number of competitions and initiatives advertised to these students.
LEARNING SUPPORT
The Learning Support team at St Brendan’s work together with class teachers to support individual student needs.

HOMEWORK
The school is currently reviewing the Homework Policy in light of the recent release of the extensive Victorian Study into the validity and learning gains of homework. Following community discussions, the school’s Homework Policy will be amended and placed on the website for your information. For Kindergarten students, the school supports early years learning via a YouTube site.

THE EMOTIONAL/ SOCIAL DIMENSION

BUDDY PROGRAM
This program is designed to assist Kindergarten students to settle into our community. Each Year 5 student is buddied with a Kindergarten student whom they support through their first two years at school.

FLO AND CLASS PARENTS
The St Brendan’s community is very fortunate to have the services of a Family Liaison Officer (FLO). The FLO supports, communicates and coordinates Class Parents whose main role is to assist class teachers with parent volunteer involvement eg. Reading, journal writing, sport, craft, excursions etc. They also welcome new families, acknowledge births, sickness and deaths etc. within our school community. Our FLO and Class Parents have been carefully chosen for their confidentiality, school familiarity, knowledge of P & F, accessibility to teacher and other parents, openness and understanding.

WELLBEING

KIDSMATTER
St Brendan’s prides itself on being a KidsMatter school. KidsMatter is a government initiative designed to promote and support student mental health and wellbeing. Several staff along with three parent representatives make up the KidsMatter Team. This team meets on a regular basis and plans initiatives to encourage and deepen awareness of mental health and wellbeing in students and families.
POSITIVE BEHAVIOUR for LEARNING (PBL)
It is expected that all children at St Brendan’s will exhibit good behaviours at all times. Christian attitudes, courtesy and good manners have a high priority at the school. All members of the community are expected to “Respect Others, Self and the Environment” (ROSE).

St Brendan’s follows the POSITIVE BEHAVIOUR for LEARNING (PBL) framework. This is a research-based program that encourages positive behaviour that helps children to become better learners. The essential elements of the program are that all children can be taught to behave appropriately and such appropriate behaviour is acknowledged. To this end formal lessons are taught to the children based on the school’s ROSE rules. ROSE is an acronym for Respect Others, Self and the Environment. There is a weekly acknowledgement given as an award during Friday assembly to a student from each class who has worked hard to follow the fortnightly ROSE rule.

The school has the right to suspend or exclude students from the classroom program following the procedures outlined in the school’s Pastoral Care Policy and the Diocesan Student Discipline Policy.

Corporal punishment is not allowed at St Brendan’s School. Parents, staff and visitors to the school are strictly forbidden from administering any corporal punishment.

THE PHYSICAL DIMENSION

There are many and varied opportunities for students to compete in a range of sports. All classes have a weekly PE lesson which is taught by a specialist teacher. In addition, all classes have a Sports lesson weekly. There are whole school sport carnivals including athletics and cross country running. There are four colour houses at St Brendan’s.

Year 2 students participate in a ‘learn to swim’ program which is a week long program offered in term 4.

Year 3-6 participate in Gala Days and can opt to be involved in cricket and rugby league teams.

There is also a Diocesan competitive pathway for those exhibiting excellence in sports like, but not limited to, running, netball, soccer etc.
THE FINANCIAL DIMENSION

SCHOOL FEES
A tax invoice for the whole year will be sent home at the beginning of the year. The standard arrangement for payment of fees is in three instalments - once each in Terms 1, 2 and 3. Upon application to the principal, alternative arrangements may be made. All fee payments should be completed by November each year.

The Diocesan Schools Board of the Diocese of Broken Bay has set school fees for 2015 as follows:

TUITION FEE 2015
First Child $1462.50 per annum
Second Child $1170.00 per annum
Third Child $731.25 per annum
Fourth Child nil

DIOCESAN BUILDING FUND 2015
Billed to the eldest child in a Diocesan school, this fee will be included on your school fees account. The fee for the Diocesan Building Fund is:

Per Family $880.00 per annum

EDUCATION FEE 2015
This fee is billed to each child and covers all school related expenses, e.g. excursions and incursions; sport levies and general sport expenses; curriculum resources; cleaning of the school and associated grounds maintenance and security. The only expenses this fee will not cover will be the Year 6 Canberra Excursion ($290); Year 6 T-shirt & Graduation (incl. gst) $69; the Year 5 Leadership Camp ($102) and Year 2 Swimming ($40).

Kindergarten - Year 6 $432.00
STUDENT VOICE

STUDENT LEADERSHIP TEAM
The official student leadership team consists of two Year 6 students who are elected as School Captains and two Year 6 students who are elected as Vice Captains. Four Year 6 students are elected to lead the colour houses. These students represent the school at a variety of functions and liaise with the community about important leadership initiatives.

STUDENT COUNCIL (SRC)
Students are selected to represent other students on the School’s Student Representative Council. The purpose of the SRC is to ensure that student voice is valued here at St Brendan’s. Generally, the Student Councillors and School Captains make formal speeches, discuss social awareness activities, promote the Positive Behaviours for Learning (PBL) framework and participate in other ceremonial activities.

OTHER

ABSENTEE NOTES
All absences should be telephoned through to the school and then followed up with a written note explaining the absence.

BAPTISMAL AND BIRTH CERTIFICATES
Baptismal and Birth Certificates must be sighted on enrolment and will be returned directly to the parents on the transfer of relevant information to the enrolment form.

CANTEEN
Our school canteen is fully operational 5 days a week. The Canteen is operated by the Canteen Manager. Price lists will be available at the beginning of each school year.

CHANGE OF ADDRESS AND CONTACT DETAILS
The school is obliged to keep accurate records of all pupils and therefore should you change your address, telephone number, etc. you are requested to notify the school immediately.
CHILD PROTECTION
All visitors to the school are required to sign in at the Office area before entering other areas of the school. Child Protection legislation requires a declaration prior to any contact with children on the site.

CHILD PROTECTION: COMPLAINT MANAGEMENT
St. Brendan’s Catholic School is committed to providing a safe and supportive environment for both students and staff. All staff in our school are expected to strive to work together to create a culture and environment characterised by mutual respect, justice and life-giving relationships.

However, where a member of staff, a student, a parent or any other member of the wider school community is concerned about something happening at school, they have a right to make a complaint. The Diocesan Schools Complaints Handling Policy sets out procedures to resolve such concerns while upholding the dignity of each person involved.

COUNSELLING SERVICE
To access this service, parents complete a confidential request for Counselling form which is sent to the Catholic Schools Office. Once processed, the School Counsellor will contact the parent to discuss how they can be of assistance. They are also a great source of knowledge regarding other community services. The counselling service provides a confidential environment where students can talk about difficulties they face. The Counsellor helps students develop problem-solving and coping strategies that can be used to deal with difficult situations and help them get back on track when things aren’t going so well. Please contact the school office if you wish to find out more about this service.
DAILY TIMETABLE

7:50 am      Teacher supervision begins
              (No student to be dropped at school prior to 7.50 am)
8:20 am - 10:20 am    Morning classes
10:20 am - 10:50 am    Recess
10:50 am - 12:50 pm    Mid-morning classes
12:50 pm - 1:30 pm    Lunch/Play
1:30 pm - 2:30 pm    Afternoon classes
2:30 pm      Dismissal

EXCURSIONS/CAMPS
Parents are required to complete and sign a permission form when children are going on excursions and camps.

GRIEVANCE PROCEDURE
Diocesan Policy states that members of staff with a complaint about a student should first raise the issue with the principal.
If you are a parent with a complaint about a student other than your own, discuss the issue with your child’s class teacher. Under no circumstances is the parent to approach the child directly.
If you are a parent with a complaint about a member of staff, discuss the issue with the relevant teacher or the principal.
Please refer to the Diocesan Complaints Policy and Procedures available on the CSO website at

IMMUNISATION
It is important that your child is fully immunised before commencing school. We have been advised by the NSW Public Health Department that, "changes to the NSW Public Health Act 1991 mean that parents with children starting school in the Kindergarten class, must present an Immunisation Certificate at the time of school enrolment".
MEDICATION
Teachers are not permitted to dispense medication to children. Any necessary medication will be administered via the School Office but only after relevant medical forms have been completed by the parent/carer and doctor. Administration of Medication Forms are available from the school office. Medications need to be in their original containers, clearly labelled. All sick and injured children are to be referred to the first aid officer in the office.

MOBILE PHONES
Valuable items are not to be brought to school, however if a parent chooses to send a mobile phone to school for emergency contact purposes out of hours, the following rules apply:
   i) a letter from the parent, explaining the need for the phone and accepting the school’s conditions, is to be sent to school for student records
   ii) the phone is not seen or used during school hours. Phones will be confiscated if this occurs
   iii) the school takes no responsibility for loss or damage to the phone.

NEWSLETTER / ON-LINE
The fortnightly newsletter is our means of communication with you. Please note that the newsletter is available on-line. You can access it through the school website, have it sent to you via email or choose to receive a hard copy.

OUT OF SCHOOL SUPERVISION
Normal school supervision commences at 7:50 am and concludes at 3:00 pm. Parents are advised that children are not supervised outside these hours. The Catholic Care Outside of Hours School Care operates on the school site. Contact: 4358 8157.

PARENTS/TEACHERS
We encourage parent engagement with and involvement in the school. Parent/teacher interviews and information sessions are held each year and, if required, parents may obtain interviews at other times with class teachers at a time convenient to both. Appointments may also be made with the Principal. Written reports are sent home twice during the year.

St. Brendan's has a very active Parents and Friends Association who help with all aspects of the school. At times their support may include fundraising, hospitality and organising social functions.
Meeting times are advertised in the School Newsletter which is sent via email every second Tuesday. All parents are most welcome to be involved in the P and F. Parents are also notified of coming events in the School Newsletter and the P and F newsletter.

**SCHOOL BANKING**
School banking is available through the school each Tuesday. New account forms can be obtained on request. We have banking arrangements with the Commonwealth Bank, and all school banking is done through our computer terminal. Our school receives a commission for each account opened.

**SCHOOL INFORMATION**

Principal: Mrs Luanna Fletcher

Assistant Principal: Mr Craig McNee

Religious Education Co-ordinator: Mr Kell York

School Address: St. Brendan’s Catholic School
Carters Road (PO Box 6202)
Lake Munmorah  NSW  2259

School Telephone: 02 4358 1501
School Fax: 02 4358 1799

Email Address: sblm@dbb.catholic.edu.au

Website: www.sblmdbb.catholic.edu.au

Parish Priest: Father Stephen Wayoiy
Main Road
Noraville  NSW  2263

Parish Phone: 02 4396 4455
Parish Fax: 02 4397 2853
**SCHOOL UNIFORM**  
Available from Cowan & Lewis 9449 9777  
School Colours Grey/Lemon

**Summer Uniform**  
**Girls**  
Grey / Lemon check material (Style Pattern 488)  
Black polishable leather shoes & white socks  
(not anklets)  
**Boys**  
Grey shorts (not corduroy or cargo style)  
Lemon short sleeve shirt  
Black polishable leather shoes & grey socks  
(not anklets)  
**Both**  
*Grey School Hat

**Winter Uniform**  
**Girls**  
Grey / Lemon check pinafore  
(Year 6 girls only may wear a matching check skirt)  
Or grey “Blocker” style trousers  
Lemon long sleeve blouse  
Tie - ribbon type  
Grey ribbed stockings/long grey socks  
Black polishable leather shoes  
College grey cardigan/jumper  
**Boys**  
Grey trousers/shorts (not corduroy)  
Lemon long sleeve shirt  
Tie (lemon/grey check)  
College grey jumper  
Black polishable leather shoes & Grey socks  
**Both**  
*Grey School Hat

**Sports Uniform**  
**Both Girls & Boys**  
Worn on Sports Day  
Gold polo Shirt  
Unisex School Sports Shorts  
Track Suit - College Grey  
White socks (not anklets) and white sandshoes

*Hats and school bags can be purchased through the school.*

It is expected that every child will wear their correct school uniform each day.
CLOTHING POOL
The P&F operate a Clothing Pool which sells second hand uniforms. The date of its operation will be advertised in the fortnightly newsletter.

JEWELLERY
Children are allowed to wear one pair of sleepers/studs only. No other visible jewellery is allowed. Any necklaces/chains must be worn under the school uniform.

HAIR
Hair should be neat, tidy and natural in colour. Hair below collar length is to be tied up at all times. All hair accessories, including hair ties, must be in school colours.

SICKNESS
If your child is sick before leaving for school please don’t send him/her to school. This is especially important if they have heavy colds, flu, etc. as germs from such are easily spread. If your child is sick or has an accident at school you will be notified immediately. The school has Ambulance Cover with the N.S.W. Ambulance Service. If your child needs to be transported by Ambulance for any reason whilst at school or on a school excursion, you are covered for the costs. Unless we have a written request from both a doctor and parent, medication will NOT be administered.

STAFF DEVELOPMENT DAYS
The Catholic Schools Office of the Diocese of Broken Bay allows each school five Staff Development Days per year, in addition to the first day of the school year before children resume. These days allow the staff to work on various areas of the school’s curriculum, faith development and professional development. Dates will be advertised well in advance in the School Newsletter and children will not attend school on these days.

SUN SMART
St Brendan’s is a Sun Smart School. The children must wear a hat to play in the sun. “No hat, play in the shade” rule applies.
VOLUNTEER HELPERS
Volunteers assisting in schools or with school activities are required to complete a Volunteer/Student Worker Declaration which is retained at the school and entered onto a database. School staff should ensure that volunteers engaged to provide a service in the school environment have completed the declaration and receive appropriate induction regarding what is expected of them in their management of students.

MEDICAL INFORMATION
The normal isolation periods for common illnesses are set out below. These are prescribed by the NSW Health Authority.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Length of Exclusion From School</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered. In chicken pox some remaining scabs are not an indication for continued exclusion. Contacts not excluded from school.</td>
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<tr>
<td>German Measles (Rubella)</td>
<td>Exclude until fully recovered. Contacts not excluded. Females of childbearing age should ensure that their immune status against Rubella is adequate.</td>
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<tr>
<td>Measles</td>
<td>At least 7 days from appearance of the rash or until a medical certificate or recovery is produced. Contacts not excluded from school.</td>
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<tr>
<td>Mumps</td>
<td>Exclude until fully recovered, contacts not excluded from school.</td>
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<tr>
<td>Impetigo (School Sores)</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings. Contacts not excluded from school.</td>
</tr>
<tr>
<td>Lice</td>
<td>Re-admit when appropriate treatment has commenced. Contacts not excluded.</td>
</tr>
<tr>
<td>Ringworms</td>
<td>Close contacts should be inspected regularly for signs of infestation.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased. Contacts not excluded from school.</td>
</tr>
<tr>
<td>Glandular</td>
<td>Exclusion is not necessary.</td>
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<tr>
<td>Fever</td>
<td>Contacts not excluded from school.</td>
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</tbody>
</table>

Updated July 2015/School Administration.Policies