
St Christopher's Catholic Primary School, Panania

Parent Information Handbook





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Introduction

Dear Parents and Carers,

This Handbook has been provided to bring together much of the procedural information of interest and value to all parents with children attending St Christopher's Catholic Primary School. It identifies the detail of many aspects of school life, which are of importance for parents.

This Handbook is a continually developing document. Please let us know what is particularly helpful, what is not helpful, what is not clear and what is missing. Your comments and suggestions will assist in the ongoing review and updating process.

My hope is that this Handbook will assist all parents in our school to better understand and apply the procedural dimensions of our work, so that our joint energy can then be available for continuing the mission of the Church and bringing the Good News of the Gospel more fully into our school community.

Jamie Wahab

PRINCIPAL

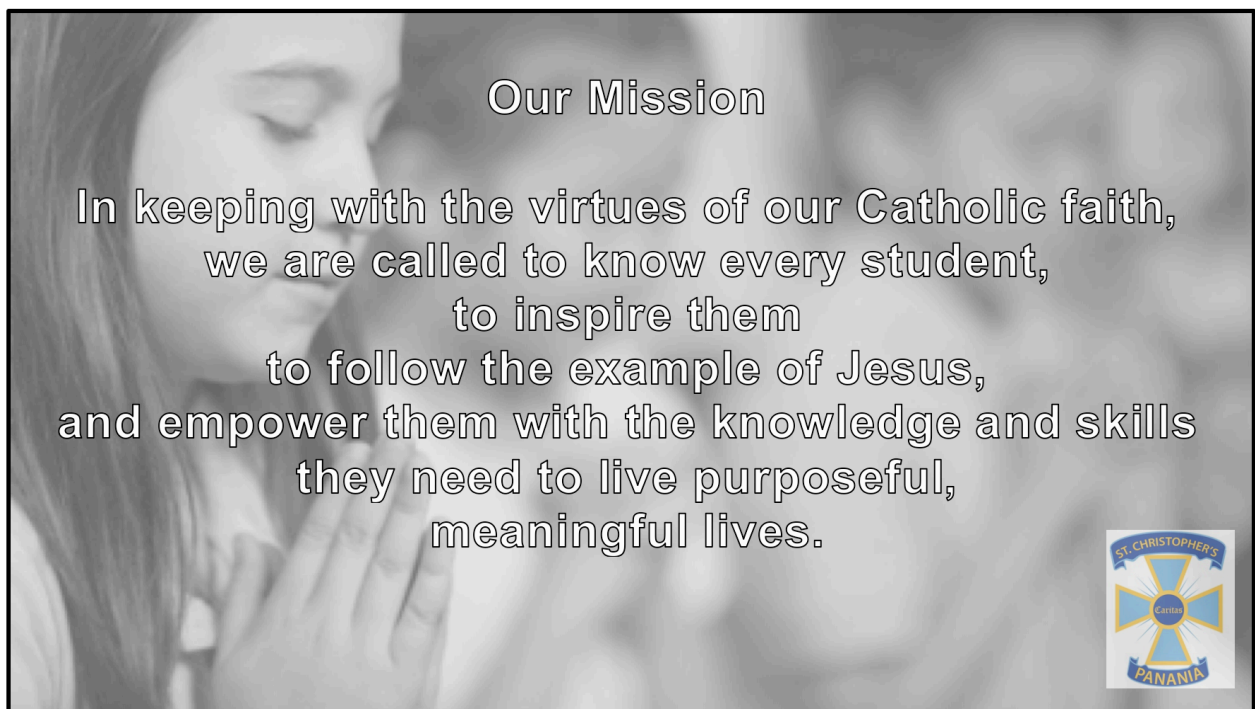
January, 2019

ST CHRISTOPHER'S CATHOLIC PRIMARY SCHOOL, PANANIA

The spirit and ideals of St Christopher's Catholic Primary School are expressed in *Our Vision*:


“Global Leaders in Learning and Innovation, Loving Like Christ”

And lived out in *Our Mission*:



Our Mission

In keeping with the virtues of our Catholic faith,
we are called to know every student,
to inspire them
to follow the example of Jesus,
and empower them with the knowledge and skills
they need to live purposeful,
meaningful lives.



ST CHRISTOPHER'S SCHOOL WIDE PEDAGOGY



Schoolwide Pedagogy

Learning at St Christopher's is:

- ☐ attentive to the learners' disposition
- ☐ rigorous and challenging
- ☐ forged in relationships

At St Christopher's we understand the importance of the learner disposition. The learning experience is rich with opportunities for every learner to use their imagination and develop a creative mindset. Considered risk taking is informed by a rich pool of current thinking and research, but we also allow our natural curiosity to guide us. Everyone has high expectations for their own learning and we all strive to become exceptional, resilient learners. At St Christopher's we believe that great learning will lead to a higher level of well-being.

Learning at St Christopher's is rigorous and challenging. Appropriate and timely data analysis and feedback guide teaching decisions. Learning and thinking is thoughtfully and intentionally designed so that experiences are worthy of our learners' time. Through a focus on real things we encourage deeper connections between the learner and what they are experiencing as well as what it takes to become a creative, reflective learner. Learning at St Christopher's encourages agency by focusing on choice, ownership and responsibility.

Quality relationships, that are characterised by respect for the dignity of all, are the foundation of our learning community. True collaboration, creating something together, is a key feature of learning at St Christopher's. We improve our understanding, thinking and practice in the company of our peers. At St Christopher's relationships are important to everything we do.

St. Christopher's, Panania, School Song:

***Chorus: At our school, St Christopher's
 A place to be, a place to grow
 We follow in the steps of Christ
 In the spirit of Caritas
 In the spirit of Caritas***

***Learning new things everyday
Together in work, love and play
Celebrating the gifts we share
With courage and faith
We walk as one...***

***United in community
Saint Mary of the Cross we pray
to show compassion in all we do
When there's a need,
We trust in You***

***Those before us paved the way
Their spirit lives with us today
We dream our future for you and me,
With hope and in love
Together as one***

“Caritas”

The School Motto

Our motto “*Caritas*”, meaning love and service, is an expression of our purpose here at St Christopher’s. We are concerned with being an integral part of every child’s development and growth, within the context of the school community. By supporting and nurturing each child’s faith development, in conjunction with providing a comprehensive and sound educational program, we aim to assist each child in moving closer to her/his potential, in faith and love.

School Profile

St Christopher’s is a Catholic systemic primary school Kindergarten to Year 6, situated within the Southern Region of the Archdiocese of Sydney. St Christopher’s has a long tradition of education and those educated here speak highly of the school. There are approximately 560 students catering for boys and girls from Kindergarten to Year 6 across 21 classes.

From the time of its foundation as a Parish School, St Christopher’s has promoted the Christian values that prompted its establishment.

The school aims to provide a learning environment that is stimulating, appropriate and in line with current educational practices, while at the same time maintaining the best from the past.

The Catholic School

The Sydney Catholic School Board’s Vision for the Catholic School is built on four basic assumptions:

As partners in Catholic education, we commit ourselves to developing authentic Catholic schools which:

- are founded on the person of Jesus Christ and enlivened by the Gospel
- highlight the relevance of our faith to life and contemporary culture
- are embedded within the community of believers, and share in the evangelising mission of the Church
- are committed to the development of the whole person.

A System of Catholic Schools

St Christopher’s is part of a school system that operates under the leadership and coordination of the Sydney Catholic Schools Board and Sydney Catholic Schools. These organisations operate on behalf of Archbishop Anthony Fisher.

Spiritual Life of the School.

Meaningful and relevant lessons in Religious Education are part of the school day and Gospel values and attitudes permeate all aspects of school life. Children have the opportunity to celebrate liturgies, which reflect the liturgical year of the Church, and events in the life of the school. Children also participate in the Sacrament of Reconciliation. Prayer times are an important part of the school day.

The school has a commitment to teach the Archdiocesan Religious Education Curriculum developed Sydney Catholic Schools, Archdiocese of Sydney. With each Year Level there is a corresponding resource book 'To Know Worship and Love'.

As a school, the classrooms reflect the religious life through sacred spaces, religious symbols and rituals. All classroom teachers are qualified to teach Religious Education.

St Christopher's is a place of prayer and celebration. Classes lead the school Masses and other significant events are celebrated through prayer and ritual at class, grade and school level. The Parish-based Sacramental Programs are supported by the school's RE program.

The faith formation of staff is of great importance and strategic priorities are met through 3 Year Faith Formation Plans.

The Religious Dimension is evident through a high Pastoral Care focus. The Diverse Learning Needs team works closely with Class Teachers to cater for a diversity of needs. We are also a Newman accredited school recognised for our work in Gifted Education.

School Leadership

The School Executive Team is made up of the Principal, the Assistant Principal, the Religious Education Coordinator and five Coordinators. All members of the Executive Team play an important part in the leadership of the school.

The Executive Team is responsible for the religious and educational leadership of the school. It is also responsible for the overall direction in order to provide for the effective care and education of the students. This is carried out through facilitation of their spiritual, social, academic and personal development within resource and funding constraints.

This leadership and direction will be consistent with the:

- The Archbishop's Charter for Catholic Schools;
- Archdiocesan Vision and Mission Statements for Catholic Schools;
- Priorities contained in the Sydney Catholic Schools *'New Horizons: Inspiring Hearts and Minds'*

- The St Christopher's Vision and Mission Statements and Schoolwide Pedagogy
- Catholic teachings, principles and values;
- The school's strategic and annual improvement plans
- Knowledge of curriculum planning, development, program implementation and evaluation processes.

Student Leadership

Student School Leaders at St Christopher's strive to demonstrate the following:

- Active participation in the life of the Parish community
- Ability to show good example to the student community in areas such as wearing of the full school uniform, observing the school rules, appropriate courtesies and manners
- Ability to speak clearly and confidently, in a variety of settings and to a variety of audiences
- Initiative in many aspects of school life
- Respect of self and others at all times
- Willingness to be involved in areas of school life
- A sense of service to others
- Trustworthiness and honesty
- Ability to encourage and motivate the participation and interest of other students
- A positive and friendly approach to school life
- Good listening skills
- Courage, showing fairness and being prepared to stand up against wrong
- Tries hard and completes tasks well
- A good sense of humour

Student Representative Council at St Christopher's

The role of the Student Representative Council is to

- actively represent the student community and take responsibility for presenting and discussing ideas at Council Meetings, and reporting back to their buddy classes;
- help bring about changes to improve the student life at St Christopher's; and
- actively promote the values of St Christopher's Catholic School.

It is expected that the SRC representatives

- show good example to other students all the time eg. wearing full school uniform; observing the school rules etc
- encourage positive play and behaviour
- contribute in a positive way to the school community
- take an active role in maintaining the beautification of the school grounds eg. show example in maintaining a clean environment
- will occasionally share the responsibility of producing items for the school newsletter.

The work of the Student Representative Council may include:

- raising issues and bringing student suggestions to SRC meetings
- reporting back to classes after SRC meetings
- helping to coordinate fundraising activities
- promoting initiatives to classes and the wider school community
- represent the school's students on special occasions.

Election to the Student Council

- One student representative is elected by each class, in Term 1 and Term 3 from Years 3-6.
- Representatives hold their position for two (2) school terms.
- At the time of their commencement in the role they are presented with a Student Representative Council (SRC) badge, to be worn each day throughout their time as a SRC representative.
- The Student Representative Council also includes the School Captains and House Prefects.

General School Information

The following information is listed in alphabetical order. For a complete list of the topics within this section please refer to the table of contents at the beginning of this booklet.

A

Absences

For common illnesses a note must be sent to the class teacher upon return to the school. This note must be received by the school within 7 days of the students' return, otherwise it shall be officially recorded as an unexplained absence. As a courtesy you may also wish to notify the classroom teacher by phone or email to info@stcpanania.catholic.edu.au via the school office. Alternatively, parents can use Compass to inform the school of an illness. All unexplained absences will be recorded as such in official class rolls. Days absent will also be recorded on school reports.

Extended Absence

- ♦ through illness - the school office should be advised by email to info@stcpanania.catholic.edu.au
- ♦ any other reason – a written notice should be given to the Principal in advance via email or via completion of an Application for Exemption from Attendance at School form (for 10 days absence or more) which may be obtained from the school office.

Children absent for extended periods (eg overseas holidays) will continue to be charged fees.

Also refer to “Leaving School Early”

Anaphylaxis – see “Health Issues”

Assemblies

Each Monday morning there is a short whole School Assembly in the School Hall. This assembly usually includes acknowledgement of country, the raising of the Australian flag and the singing of the National Anthem, a prayer, birthday acknowledgements, weekly awards and special announcements. Just as we would expect from the students, parents are asked to remain quiet and to keep pre-schoolers quiet.

B

Before and After School Care

OSHClub are our current Before and After School Care facility. They operate from 7.00-8.30am and 3.15pm – 6.00pm every weekday in our School Hall. Contact the School Office for further details.

C

Carnivals

Children participate in a number of Sport Carnivals throughout the year. These may vary from year to year but usually include Swimming, Athletics and Cross Country and other invitational and Gala Day events. Parents are invited to assist at these events. Information relating to each carnival is published in the school newsletter.

The school consists of 4 Colour House teams; green, blue, gold and red. If your child is in Kindergarten, you will be notified prior to the beginning of the year, of his/her colour team. This will enable parents to purchase the School Sports shirt in the colour of the child's Colour House Team. Students will also require a representative shirt to be used for Sports lessons and Gala Days. Where possible children are usually placed in the colour team of their siblings.

Child Protection: Volunteer Inductions

Volunteers are an integral part of the learning at St Christopher's. We are grateful for the generosity and interest of those who support us as volunteers in our school.

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

Under Sydney Catholic Schools guidelines all persons wishing to volunteer need to apply, and undertake the appropriate induction process **annually**. This induction includes the completing of the *Safe Schools Expectations Undertaking form for Volunteers*.

Children's Safety

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

There is NO bike riding, roller skating / blading or skateboard riding permitted on School or Parish grounds. Children riding to and from school must wear a helmet.

All parents need to go to the office first, before they visit the classroom or attend an excursion, to sign in and receive a 'Visitors Pass' identifying who they are, to ensure the safety of the students in our care.

Class Masses / Reconciliations

Children will participate in Masses and the Sacrament of Reconciliation as arranged between the Parish Priest, Fr Maurice Thompson, the Religious Education Coordinator (REC) and classroom teachers. These celebrations are planned according to the liturgical year and feasts, and parents are invited to attend. Whole school liturgical celebrations are advertised in the parents' calendar and school newsletter.

Collection of Money

Most monies are now collected on your child's School Fee Account, issued in Term 1. Sometimes there are special collections. These might include specific events and events involving selected children. Money sent to school is collected by classroom teachers, recorded and then sent to the office for accounting.

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

- ◆ the child's name
- ◆ class; and
- ◆ what the money is for.

Communication

The School communicates with parents in a variety of multimodal ways. Through the School Newsletter; via email, via the St Christopher's Compass, the school website, Facebook, Twitter and through notes or flyers sent through the school.

Parents can contact the school via phone: 9771 5492, via fax: 9771 3010 or via email: info@stcpanania.catholic.edu.au.

Parents can view school information via the school website.

Computers

The school is well resourced in the area of technology. A wireless network is installed and the school has purchased ChromeBooks, Macbooks and ipads for students to use. Each classroom has access to ChromeBooks Macbooks and ipads. There are many varied educational programs appropriate to each year's level of skill and learning. Please refer to your child's Curriculum Overview, sent home at the beginning of each term, for further information.

All children and their parents are expected to be aware of, and sign, the school's Acceptable Use Policy. This policy outlines the responsibilities that go with the use of the school's digital technologies. This policy is distributed to new students at the beginning of the school year.

Curriculum Overview

At the beginning of each term an outline of the curriculum (in terms of the indicators/outcomes to be addressed) for each Key Learning Area (subject) that your child will be studying is sent home. If you have any questions relating to the curriculum please make an appointment to speak with the class teacher.

D

Discipline - refer to 'Student Management'

Dismissal Procedures

Teacher supervision is provided for all dismissal areas in the school.

The main entrance for parents picking up their children in the afternoon is via the top on Tower Street or the side gate on Eddy Avenue.

The dismissal plan is as follows:

Parent Pick Up:

Students are walked onto the playground by the class teacher at 3.10pm each day. Parents meet their child on the main playground. Children are not allowed to meet parents at any gate or in the street.

The school front gate opens each day at 3:00pm so that parents can enter the school and wait on the top playground – area under the shade cloth – until the bell rings at 3:15pm. When the 3:15pm bell rings parents are able to move throughout the school to collect their child (ren). In this way teachers are able to get students out onto the main playground safely.

The Back gate near the hall remains closed on each day until 3:15pm.

Walking Alone:

Children who walk home from school unaccompanied or by an adult line up with the bus children and are walked to the gate by a teacher.

Bus:

Children going home by bus assemble under the shelter near the church and a teacher supervises them boarding the Bus at 3.20pm.

After School Care: ‘

Children walk down to the School Hall where they will be checked against an attendance roll. Kindergarten children will be collected by the after school provider from their classrooms.

These procedures have been put in place to ensure the safety of the students. It is important that all parents and any other adult who is picking a child up, knows and follows the correct procedure.

Bus Travel

Free bus passes are available to all children in Kindergarten, Year 1 and Year 2 irrespective of the distance travelled. Free bus passes are available for children in Years 3 to 6 provided they live beyond a radius of 1.6 kilometres from the school.

If you wish to apply for free bus travel for your child please see the School Secretary and complete the necessary form.

Please be aware that all of these measures are in place for the safety of your children. Parents are asked to advise all of their family and friends, who collect their children, of these arrangements.

Supervision

Adequate supervision of pupils is an important and demanding task of the school. While the child is at school, the Principal and staff assume a custodial role. The following rules and procedures apply:

- ♦ Teachers are rostered to supervise children from 8:30am in the playground and at recess and lunch times.
- ♦ The school accepts no responsibility for accidents before 8:30am or after 3:30pm.
- ♦ Children are not permitted to be in the school building unless supervised by a teacher.
- ♦ Children will remain in the classroom, under supervision, during recess and lunch times when it is raining, or in extreme hot weather conditions.

No child will be permitted to leave the school during school hours:

- (a) unless collected by an identified member of the family; and**
- (b) a note of permission is received from a parent.**

E

Email / Internet – refer to ‘Technology’

Excursions/Incursions

Excursions are a normal part of school life, and are planned from time to time to assist children in understanding the subject matter they are studying. Visits by guest speakers and performance artists are also arranged. The Excursion/Incursion costs are included in the Statement of Fees at the beginning of each term. When visiting artists/guests come into the school this is called an ‘Incursion.’

F

Family Support

Many agencies are available to support families and offer a variety of services. Some are listed below. If further assistance is needed please contact the school.

Catholic Care

Catholic Care Services	☎ (02) 9307 8100
Family Relationship Centre	☎ (02) 9707 8555
Children and Youth Services	☎ (02) 8700 3333
Employment Services	☎ (02) 8709 9333
Ageing and Disability Services	☎ (02) 8778 4222

Parish Programs / Services

Contact the Presbytery for more information on ☎ 9774 3662.

Fees

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

The table below contains a summary of the yearly fees for 2019. A description of each of the fees and the payment methods is outlined after the table.

Fee	Cost per year
School Tuition	1st Child - \$1234 2nd Child - \$ 1110.60 3rd Child - \$802.0
Building Levy	1 school - \$ 651.00 2 schools - \$ 326.00 3 schools - \$ 217.00
Admin Fee	\$ 96.00
ICT Levy K-6	\$ 175.00
Sport Levy K-6	\$ 116.00
Excursion/Incursion Levy K-4	\$ 130.00
Supplementary Excursion Levy Yr. 6	\$ 511.00
Supplementary Excursion Levy Yr. 5	\$ 344.00
Resource Fee K,1,2,4,5,6	\$ 283.00
Resource Fee 3 + bible	\$ 315.00
Swimming Fee K-4	\$ 117.00
Surf Fee Yrs. 5 & 6	\$ 81.00

All levies and fees are subject to change in line with current economic costs.

The fees other than the School Tuition Fees are local school fees charged for the following:

Service Levy: This levy contributes towards ground and garden maintenance, cleaning, utilities, insurance, repairs and maintenance, electricity, water and telephone charges.

Resource Fee- This fee contributes towards resource costs and now includes:

- All photocopiable materials, stationery, books, equipment, art/craft supplies, paper etc. that all children will use throughout the year.
- Music resources,
- Library collection and resources
- Extra \$31 in Year 3 for a specific bible which the students keep

Technology Levy: This fee contributes towards costs related to the acquisition, upgrade and maintenance of technology. This includes, but is not limited to, purchasing of staff and student computers, digital and photographic media, computer programs and accessories, repairs and maintenance of technologies, site licenses, internet usage, and accessories for security and mobility.

Sports Levy: This fee covers expenses related to Sport. It includes but is not limited to:

- sporting equipment,
- a contribution towards transport costs to and from school carnivals and hire of grounds and venues for these events.
- the gym program in Term 2 and dance tuition for Term 3 and contributes towards performance costs associated with this program
- the opportunity to participate in gala days

Excursion/Incursion Levy: This fee covers the costs associated with on-site incursions (i.e guest speakers and performers) and entry fees and transport costs associated with off-site excursions.

Year 5 and 6 Supplementary Excursion Levy: This fee covers the costs associated with additional off-site excursions including entry fees and transport costs associated with specific Year 5 and 6 excursions.

School Building Levy: Many parishes have undertaken major building projects for their primary schools and encouraged their regional schools to provide for refurbished or new facilities. Increasingly the funds to finance these major capital projects have been raised by the establishment of a School Building Levy. The levies are generally accepted as being an equitable way of ensuring that the debts that have been incurred can be serviced, and that provision is being made for meeting future needs. The levy applies across the Archdiocese. Families with children attending more than one participating school will be billed on a pro-rata basis to ease the financial burden for families.

Payment of Fees

All Schools in the Archdiocese of Sydney are billed on an annual basis. Parents can opt to pay their account in one of the following time frames: Annually – one payment due by end of March; Term – 3 instalments due Term 1, Term 2 and Term 3 or Monthly – 10 instalments due on the 15th of each month February – November. A Statement of Fees will be sent home via email during the first or second week of Term 1. We ask that these fees be paid as soon as possible and by the due date. Please return the Statement with your payment in an envelope clearly marked with your child's name and class. The school encourages parents to pay their fees by BPay, as a convenient way to make regular payments. Alternatively, fees can be paid by cash, credit card or via Eftpos. A receipt will be issued when your payment is processed.

If you are paying by cheque please make the cheque payable to St Christopher's Catholic Primary School.

School Tuition Fees for 2019

For parents seeking enrolment for their first child or first attendance in a Sydney Systemic Catholic School the following information may be useful. Fees can be paid annually in Term 1, or as 3 instalments during Terms 1, 2 and 3. Below are the primary tuition fees set by the Sydney Archdiocesan Catholic Schools Board for 2017.

Per Annum

The annual tuition fees for children at Catholic Systemic schools are:

First child \$1234.00 Second child \$1110.60 Third child \$802.10

Please contact the school office for further information about how school fees can be paid.



Note

Families who already have three children attending Catholic systemic schools will not be charged tuition fees at Parochial Primary and Regional schools for their fourth child and subsequent children.



Note

All levies and fees are subject to change in line with current economic costs.

Fundraising

As St Christopher's is a parochial school it relies on fundraising for much needed extra equipment. The Parents and Friends provide support and energy towards this end. All parents are warmly invited to be a part of the fundraising efforts of the school community.

G

Grades

St Christopher's School will have 21 classes in 2017 across the 7 year levels K-6.

H

Head Lice

Periodically the presence of head lice is found on individual children. (Head lice enjoy both clean and not-so-clean hair!!) If lice or nits are found parents are contacted to collect their child from school. Head lice should be treated quickly to prevent them from spreading. Children must not attend school until the hair has been treated.

It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice on treatment can be obtained at any time from the school office. As a precaution any items, which may harbour lice such as bed linen, towels and combs/brushes, should be washed in hot soapy water.

Health Issues: illness and medications

Regular attendance is most important during these first years as it maintains continuity of learning experiences and helps social adjustment.

Home, however is the place for a sick child. If in any doubt about your children's health it is wise to keep them at home.

If a child becomes ill at school, parents are contacted and asked to come and collect the child.

External treatment is given for cuts and bruises, but schools do not administer oral medication of any kind without written permission from parents. Some children attending school need medication to control illnesses such as asthma, epilepsy and conditions relating to behaviour. The children's continued attendance at school and benefit from education is dependent on this therapy. Under these circumstances the school may be agreeable to administering medication. A request in writing should be made stating the name of the medication, the time it is to be taken and the dosage. The Support Staff member will then provide you with a form to be completed which is kept in medical records in the school office.

An alternative is for parents to come to school to administer the medication themselves. If medication is required for such things as flu or gastric upset it is advisable that the child be kept home until the course of medication has been completed.

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

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

For information on Infectious Diseases - Isolation and Exclusion please refer to Appendix A.

Keep your child at home if he or she has:

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

Anaphylaxis – a serious health issue

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. St Christopher's has a number of children at the school with anaphylaxis.

Anaphylactic shock is a medical emergency that requires immediate treatment with adrenalin to prevent permanent injury or loss of life. Perhaps there is no cause of sudden death as distressing as that due to anaphylaxis.

This allergic reaction can produce such severe swelling of the air passages that suffocation and death may occur within minutes. Food allergy, insect stings and medication can cause severe anaphylaxis. People with allergies, asthma and eczema may be at increased risk of having an anaphylactic reaction. Peanuts, nuts, seeds (sesame), eggs, milk, soy, latex and shellfish are the foods that commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions. Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis.

The items below are well known triggers of anaphylaxis for children:

NUTS - all varieties	FISH - raw & shellfish	SEEDS - sesame
eggs	latex	

In light of the above, parents are asked not to send any of the above foods or items to school with your child, nor provide such foods at school events. The school does not allow peanut butter, nutella or other nut products or foods containing any advertised nut derivatives. Parents are asked to avoid sending their children with peanut butter sandwiches etc. Children are discouraged from sharing food/lunches to assist children and families who live with, and manage, this serious condition.

Homework / Home Readers

Parents can play a valuable role by supervising their children's homework and providing assistance when necessary, and in the case of the younger children, by reading to them frequently.

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

Teachers in the younger grades greatly appreciate the assistance of parents in the return and exchange of Home Readers with the children. If you have some time that you could give in an ongoing way (once a week/fortnight) to signing back and signing out home readers to children within the Infants school (Kinder – Year 2) please see your classroom teacher! You will be warmly welcomed!

I

Immunisation

Before starting school, children are due for booster doses of the Sabin vaccine and the combined diphtherial tetanus vaccine. Children should also be immunised against measles, mumps and rubella. An Immunisation Certificate must be obtained from your doctor or other immunising authority and given to the school, where it will be kept for the duration of your child's enrolment. Children not fully immunised will be excluded from school during any outbreaks of a disease for which he/she is not immunised. This is a Health Department regulation, and no exceptions can be made.

Incursion

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

Infectious Diseases

For information on Infectious Diseases - Isolation and Exclusion please refer to Appendix A.

K

Key Learning Areas

Instruction is given in Religious Education and in the six Key Learning Areas (KLAs) designated by the NSW Board of Studies:

English, Mathematics, History, Geography, Science and Technology, Personal Development/Health/Physical Education, Creative Arts.

L

Late Collection of Children

Playground supervision ceases at 3.35pm. Between 3.15pm – 3.35pm children **must** wait in the designated areas of the playground if they are being picked up by their parents/guardians. If, for unforeseen circumstances, parents know they are not able to collect their children by 3.35pm on a particular day please contact the Office as early as possible.

Leaving School Early

No child is permitted to leave the school grounds during school hours unless collected by a parent or other authorised person from the School Office. In the case of children leaving early to attend medical or dental appointments, a note / email should be written to the teacher outlining date, time and purpose of the appointment. Parents are requested to make medical or dental appointments outside school hours where possible, rather than disrupt their child's school routine.

If your child needs to be collected early, parents are required to complete an 'early leave pass' available via Kiosk from the office and collect the child from the School Office. Parents are not permitted to go directly to the classroom.

Library

Children have a class borrowing opportunity once a week. For this purpose they need a cloth bag to transport library books to and from school. Library bags are available for sale from the school. Children across K-6 also have scheduled lessons in the library throughout the year.

Lost Property

The lost property baskets can be found inside next to the uniform shop. It is extraordinary how much property, mainly clothing, remains unmarked and unclaimed and is eventually sold through the Uniform Shop. Parents are invited to make regular checks and are reminded that all articles should be clearly and permanently marked

with the child's name. A permanent marker pen costs less than a new school jumper!

Lunch Orders

We are lucky to have a wonderful canteen who can provide a wide variety of lunches for students. Please contact the school office for a menu or for further information. The school canteen is open for recess and lunch each day and is outsourced and operated by The Well Being Canteen. Children who want to order lunch must place an order at the canteen by 9:30am. Their name, class and room number is to be written on a lunch bag, with their order. The money must be placed inside the lunch bag. The order needs to be put into the class order basket each morning. Price lists are sent home regularly. In addition to the lunch order children are only allowed to bring a maximum of \$5 per child for each recess break. Children are only to buy for themselves. If buying for their siblings the siblings must accompany them to the canteen. Children are not to buy for their friends.

As we promote healthy eating habits parents are requested to pack students a nutritious lunch or order from the canteen. Children are encouraged not to bring chips, chocolate biscuits or lollies for snacks. Under no circumstances are parents to bring McDonalds, KFC and Hungry Jacks etc to school for lunch.

M

Mobile Phones

If children bring mobile phones to school it must be understood that the school is NOT RESPONSIBLE for them. If they are used to harass, interfere with the privacy of others or intentionally or unintentionally distract the teaching and learning environment the phones will be confiscated and then returned to parents. Mobile phones are not to be taken on the playground. Recess and lunch times are for personal social interaction and games. The school has two telephone lines and messages can be left with the Office Staff who in turn will pass the messages on.

Mufti Days

Mufti Days are days on which children wear clothes other than their school uniform. These days are normally held as fundraisers either in connection with charities or for school projects. These days usually number a maximum of one per term. Parents are requested to ensure that children's dress is suitable for school, ie no "open" shoes, no inappropriate logos on shirts etc.

N

Newsletters - See 'School Newsletter'

P

Parent Charter

The Parent Charter for Sydney Catholic Schools provides parents with the principles and expectations that underpin the partnership between parents and schools. It is an important touchstone for all partners in Catholic education, to help build school communities based on the enduring values of faith, hope and love.

Sydney Catholic schools strive to be welcoming communities of faith, hope and love, where communication takes place in an environment of openness, trust, mutual respect and in the interests of all students.

Schools provide many opportunities to communicate and meet with parents through regular school newsletters, mobile alerts and formal meetings, such as parent teacher interviews and information nights.

It is natural that there will be other times that parents will need to speak with their child's school teacher or members of the school leadership team to discuss and resolve any issues, misunderstandings or concerns. For everyone's wellbeing, these matters should be carried out in the spirit of the Parent Charter where all people are treated with courtesy and respect.

As welcoming and inclusive communities, Sydney Catholic schools encourage two-way communication with parents. So that this communication can take place in a respectful and meaningful way, parents are asked to observe a number of guidelines when communicating with their child's school:

- Teachers are the first point of contact
- Members of the school leadership team are also available
- Parents should not approach other students or parents to clarify any issues or concerns involving their own child
- Please be patient.

Parents & Friends Association

The Parents & Friends Association (P & F) are a group of parent volunteers who join together to promote a sense of community, and support and assist the school in helping to meet the educational needs of the children.

St Christopher's has a very active P & F Association, which is an important part of our total school community. The Association is set up so parents may become more actively involved in the life of the school. Meetings are held on the Monday of Week 4 each term commencing at 7.00pm, and are advertised in the school newsletter.

New members are most welcome and we look forward to seeing you at our meetings.

Parent Information Evenings

During these sessions the classroom teachers set out expectations and programs for the year. They are held within the first weeks of Term 1 for each year level. The school will provide more intimate 'getting to know your child' sessions which parents and students attend.

Parental Involvement

St Christopher's encourages and actively supports a positive, supportive partnership between home and school. The involvement of parents within the school is highly valued.

Parents are invited to help in classrooms with activities such as Reading, Maths groups, exchange of Home Readers, group work, digital technologies, and art and craft activities. We also encourage parents to help in our school library to return, shelve and cover books.

Parent / Teacher Communication

Close communication between parent and teacher is vital in the development of your child, and is strongly encouraged by the staff of St Christopher's.

At the beginning of each term, parents receive a *Curriculum Overview* for that term, outlining the outcomes and content to be covered in each Year level.

School Reports are provided in Terms 2 and 4. An opportunity for a Parent/Teacher Interview is offered formally mid-year, and with an option for an end-of-year interview if required. Teachers and/or parents may request an interview at any other time should the need arise.

A *Mid-Year Report* and *End-of-Year Report* formally report the child's achievements throughout the year.

Parent / Teacher Interviews

All parents will be requested to attend a parent/teacher interview mid-year, to be informed of their child's progress.

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

Privacy

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

Punctuality

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

Any child arriving after 9.00am must go directly to the school office to receive a 'Late Note'. ***Parents must also accompany their children to Office to sign the 'Late Note'.*** The 'Late Note' is passed on to the classroom teacher and remains on file as part of the attendance register. Parents need to be aware that each time a child arrives at school after 9.00am a **part absence** must be recorded on the class roll for that particular child and will also appear on the Semester Student Report.

R

Reading Recovery

A trained Reading Recovery teacher implements Reading Recovery, an early intervention program which targets individual Year One children who are experiencing delay in their reading progress. The criteria for eligibility for Reading Recovery follows strict guidelines.

Release from face-to-face teaching

Executive staff in every school are provided with release from classroom teaching. The amount of time given varies with the degree of responsibility. In addition to this time, as part of the Award, each full-time classroom teacher is provided with

release from face-to-face for the equivalent of 120 minutes per week. Part-time teachers receive release time on a pro rata basis.

Relief Teachers

When teachers are absent due to professional development, illness, long service leave or for pressing domestic necessity, qualified relief staff are employed to teach the children. Where possible the aim is to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

S

School Assembly – see Assembly

School Hours

8.30am	Playground supervision commences
8.55am	Assembly bell - children line up on playground
9.00am	School commences
11.00am – 11.30am	Recess
1.30pm – 1.45pm	Students eat lunch
1.45pm – 2.15pm	Lunchtime play
3.15pm	School dismissed
3.15pm – 3.35pm	After school supervision

School Newsletter

The Newsletter is the major communication between school and home. It is vital that parents read each edition of the newsletter to be informed about important matters / events in the school. Where possible all other notes are distributed with the Newsletter. The newsletter is sent out via email to every family fortnightly on Friday, on even weeks (Weeks 2, 4, 6, 8, 10).

School Photographs

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

School Programs

St Christopher's will have 21 classes in 2019 from Kindergarten to Year 6. We aim to address individual needs amongst our children through the provision of special programs. These programs are outlined in Appendix B.

School Rules: Behaviour Management Plan

At St Christopher's our primary goal is for all of our students to challenge themselves to learn to the very best of their ability in an environment where they feel safe, happy and respected.

In our school environment we structure our behaviour management around a rights and responsibilities framework. We all have the right to be safe, happy and respected and therefore we all have the responsibility to act in a way that ensures that others do too. By virtue of our humanity, there will be times where we all make errors of judgement and fail to be the best we can be. Our Behaviour Management Plan aims to provide fair, clear and consistent guidelines for appropriate behaviour at school. It seeks to very clearly state the consequences and follow up for behaviours at school that are inappropriate or affect the ability of other members of the community to feel safe, happy or respected.

This clarity and shared common knowledge operates within a restorative approach to discipline where students are always asked to consider their actions in light of their effect on others and in a manner which is forward thinking and solution focused to aim to do better next time.

School Terms 2019

TERM	SCHOOL RESUMES	SCHOOL CLOSES
1	Staff: Tuesday 29 th January Students Years 1 - 6 Wednesday 30 th January Kindergarten: As detailed in a separate note. Full days from Friday 4 th February	Friday 12 th April
2	Wednesday 29 th April	Friday 5 th July
3	Monday 22 nd July	Friday 27 th September
4	Monday 14 th October	Friday 20 th December

School Uniform

Children are expected to wear **the full school uniform at all times**. The Sports uniform is only worn on the child's class sport day each week. Sports shoes are not part of the general school uniform and are only to be worn on sports days.

The regular school uniform must be worn at all other times. No other styles or colours are permitted without prior arrangement with the Principal.

Jewellery must not be worn while in school uniform. Watches may be worn. Plain sleepers or studs for pierced ears are permitted. Children with pierced ears must wear earrings in both ears. Only one earring in each ear is permitted.

Parents are asked to co-operate in ensuring that boys and girls have **appropriate hairstyles** for school (appropriateness to be determined by the Principal).

Boys' hair should: be clean, neat and short; be of its natural colour; be free from extremes of length or fashion; be free from undercuts, scalp designs, rat tails or number one blades.

Girls' hair should: be clean and neat; be of its natural colour; be free from extremes of fashion; be kept tied back once it reaches shoulder length. Hair ribbons, headbands, scrunchies, clips etc. must match the uniform colours ie blue.

All children must wear the **school hat**, as it is an essential part of the school uniform. The rule regarding hats is **No hat, play in the shade**. The school hat can be purchased from the school uniform shop.

Note:



It is important to permanently label all your child's clothes and other school items.

Note



Most of the school uniform can be purchased from at Lowes at Bankstown or MUE in Panania. The school uniform list is outlined below and this list is also available from the school office. Parents are asked to pay particular attention to colours and styles.

UNIFORMS

Please make sure that your child wears the correct uniform to school every day and that all items are clearly marked with his / her name (hats, sloppy joes, jackets etc.)

Girls' Summer Uniform	Girls' Winter Uniform
<ul style="list-style-type: none"> ➤ Black shoes ➤ Blue hat with school logo ➤ Royal Blue & Gold check dress ➤ Royal ankle style socks 	<ul style="list-style-type: none"> ➤ Navy tunic ➤ Blue long sleeve blouse with Peter Pan collar and button down tie ➤ Navy slacks ➤ Navy jumper or sloppy joe ➤ Royal ankle style socks ➤ Navy tights ➤ Black shoes ➤ Blue hat with school logo
Boys' Summer Uniform	Boys' Winter Uniform
<ul style="list-style-type: none"> ➤ Grey shorts ➤ Mid blue short sleeved shirt ➤ Grey socks ➤ Black shoes (No boots) ➤ Blue hat with school logo 	<ul style="list-style-type: none"> ➤ Grey long pants ➤ Mid blue long sleeved shirt ➤ Grey socks ➤ Black school shoes (No boots) ➤ Navy jumper with school logo ➤ School tie ➤ Blue hat with school logo ➤ Navy school jacket ➤ Winter jacket (optional)
Sports Uniform – Boys and Girls	
<ul style="list-style-type: none"> ➤ Blue panelled Polo Shirt with school logo ➤ blue knit shorts ➤ Predominantly White joggers 	<ul style="list-style-type: none"> ➤ School sports socks ➤ Blue Panelled tracksuit with school logo ➤ Blue hat with school logo

The following are available from the office or clothing pool.

SCHOOL HATS:	\$ 15.00
SCHOOL SCRUNCHIE:	\$ 3.50
SCHOOL BAGS:	\$ 40 (large)
WINTER JACKET:	\$75.00

By 2019, every student should have a St Christopher's School Bag .

Smoking

The School is a Smoke Free Zone. Smoking is not permitted anywhere on the school premises.

Social Events

Social events occur throughout the year and they are advertised in the school Newsletter.

Special Education

Children have different abilities and needs. At St Christopher's we aim to cater for their differences. We, therefore, have the professional services of two Diverse Learning Needs Teachers, Learning Support Officers and a Diverse Learning Needs Team who meet regularly to discuss individual cases in order to plan for children's needs.

Special Needs in the Mainstream Classroom

The special needs of children are catered for in many ways. The classroom teacher establishes learning groups based on children's instructional level. Other strategies involve enrichment and/or remedial activities, providing rich learning tasks related to higher level thinking or modifying work for the child who needs such an approach.

Staff Development Days (Pupil Free Days)

In accordance with the Board of Studies requirements, the Staff participates in five Staff Development days each year. These days are pupil free days. The first day and the last two days of each year are part of the allocated days. Notice of these days is given in the School Newsletter at least 4 weeks in advance of the day.

Student Management

Student Management is encompassed within the Pastoral Care Policy of the school. It is based on a positive approach, which encourages children to take responsibility for their own behaviour. Teachers assist children to:

- reflect on the choices they make
- consider the impact / effect of their behaviour (word and action) on others
- consider more appropriate ways of acting/behaving

- arrive at suitable consequences.
- The Student Management Policy and Procedures are available on the school website.

Student / Parent Information (Validation) Forms

These forms are issued each year. Please fill in all particulars and return the form to the school. It is important to inform us of any physical, medical or emotional problems which your child may have. Please inform us of any alterations to the Student / Parent (Validation) Information forms, which may occur from time to time, **especially changes in address and phone numbers for home and work!**

Sun Policy

St Christopher's has a sun policy requiring each child to wear a hat at all times when outdoors. This means - daily at all recess times, on excursions, visiting the local park, PE lessons etc. For their long term health, the School has a policy of 'no hat – play in shade'. If a child does not have a hat they must remain in the undercroft area. They are permitted to play quiet games in this area. When children are in the sun for any length of time, like sports days they are expected to also use sunscreen.

Supervision of Students

Lessons commence each morning at 9.00am and conclude at 3.15pm, Monday to Friday. Children are expected to be at school ready for the first bell at 8.55am. The school grounds are open to pupils from 8.30am each morning and remain open to pupils until 3.35pm.

It is therefore the case that while normal supervision of pupils by the school will be undertaken between 8.30am and 3.35pm Monday to Friday, no supervision will be provided other than between those hours and no responsibility will be taken by the school for any consequences of the activities of pupils outside those hours.

Parents/guardians are asked to assist the school in the interest of the pupil's safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30am to 3.35pm on Mondays to Fridays.

The school will not be responsible for supervising or caring for students outside the school premises unless the students are engaged in a school sponsored activity eg an excursion or a sporting event.

The school will not be responsible for supervising or caring for students on their journey to and from school. In particular, the school will not be responsible for supervising students at bus stops or train stations either on their way to school or on their way home from school. Each student's journey to and from school shall be the responsibility of each student's parent or guardian. In individual cases which deviate from the above, parents need to inform the school in writing.

Arrival: All children assemble in the main playground before school. Parents are asked to ensure that their children are punctual in arriving at school before the first

bell at 8.55am, in order to be on time for Assembly. Any child arriving after 9.00am must report to the School Office and have their late attendance recorded. This 'late notice' is then handed to the classroom teacher, to be kept on file.

Departure: See "Dismissal Procedures".

Adequate supervision of pupils is an important and demanding task of the school. While the child is at school, the Principal and staff assume a custodial role. The following rules and procedures apply:

- ♦ Teachers are rostered to supervise children from 8.30am in the playground and at recess and lunch times.
- ♦ The school accepts no responsibility for accidents before 8.30am or after 3.35pm.
- ♦ Children are not permitted to be in the school building unless supervised by a teacher.
- ♦ Children will remain in the classroom, under supervision, during recess and lunch times during times of extreme weather conditions.
- ♦ No child will be permitted to leave the school during school hours unless
 - (a) collected by an identified member of the family; or
 - (b) a note of permission is received from a parent.



Note

There is no bike riding, roller skating/blading or skateboard riding permitted on School or Parish grounds. (Except in supervised lessons).

T

Technology

All classrooms have access to Chrome Books, Macbooks and ipads that connect to file servers and a wireless network. From the classroom, and from any computer connected to the network, teachers and children can access their folder, internet and email. There are also Interactive whiteboards or televisions in each classroom. Internet access is supervised and the students' login have filters to prevent access to unsuitable websites.

The St Christopher's Acceptable Use Policy has been developed to ensure all the legal requirements that govern the school are addressed. The Acceptable Use Policy must be sighted and signed by the parent/guardian, and explained to the student by the parent before the student will be permitted to use/access the Internet. Students will be required to sign an Acceptable Use Agreement form to ensure that they are using the computer technology safely.

Parents are asked **not** to email teachers directly. The administration email can be used for this purpose, if choosing email to communicate: info@stcpanania.catholic.edu.au

Parents should familiarise themselves with the Acceptable Use Policy for internet, email and the school network. This policy can be viewed on the school website.

In the address line of your browser type the address - <http://www.stcpanania.catholic.edu.au> and click on *Policies*.

Telephone Calls

Students are not called to the office telephone except in emergencies. Telephone messages to students will not be received and delivered unless of a highly urgent nature.

Teachers are not available for the telephone during class time or whilst on supervision duty, and may not be contacted on their home phone.

U

Uniform

Refer to “School Uniform”.

V

Valuables at School

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

Glossary



Below is a glossary of abbreviations used in the school.

Term / Abbreviation	Description
AP	Assistant Principal
AGM	Annual General Meeting
CCI	Catholic Church Insurance
CEC	Catholic Education Commission
CA	Creative Arts
EALD	English as an Additional Language or Dialect
G & T	Gifted and Talented
HSIE	Human Society and its Environment
KLA	Key Learning Areas (subject)
P & F	Parents & Friends
PP	Parish Priest
PD/H/PE	Personal Development, Health, Physical Education
RE	Religious Education
REC	Religious Education Co-ordinator
RR	Reading Recovery
SACS Board	Sydney Archdiocesan Catholic Schools Board
S & T	Science and Technology
SCS	Sydney Catholic Schools
SDD	Staff Development Days
Spec. Ed.	Special Education (also know as Special Needs/Diverse Learning Needs)
SRI	School Review and Improvement

Appendix A - Infectious Diseases

Isolation and Exclusion

Disease	Incubation Period (time between infection and illness)	Description
Chicken Pox	13-17 days	<p>Signs & Symptoms</p> <p>Groups of small raised rose-pink spots may appear one after the other on the scalp, face, arms, legs and inside the mouth. Spots are followed by small blisters which then form crusts.</p> <p>Exclusion from School</p> <p>For at least 5 days after the first spots appear, or when blisters have all crusted.</p>
Conjunctivitis (Viral & Bacterial)	1 - 3 days	<p>Signs & Symptoms</p> <p>Red, watery eyes – may be painful. Eyelids may stick together.</p> <p>Exclusion from School</p> <p>See your family doctor. Keep child at home until discharge from eyes has stopped. It is not necessary to keep siblings at home.</p>
Diarrhoea (Gastroenteritis)	Variable – up to 72 hours	<p>Signs & Symptoms</p> <p>Loose, frequent bowel motions – sometimes with stomach pain, often with vomiting.</p> <p>Exclusion from School</p> <p>Give child plenty of drinks. Only some are suitable, and most must be diluted. Ask a health professional for more information. Keep child at home until diarrhoea has stopped. If severe, see your family doctor, particularly if the child is passing less urine.</p>
German Measles (Rubella)	14 to 23 days (average 16 – 18 days)	<p>Signs & Symptoms</p> <p>Usually begins with swollen lymph nodes, headache, slight sore throat, runny nose and a slight fever (high temperature). Small pink spots are seen first on face, rapidly spreading over arms and body, and to a lesser extent, the legs. The rash usually lasts only a short time.</p> <p>Exclusion from School</p> <p>Until child has fully recovered, or for at least 4 days after the rash appears.</p>
Glandular Fever (Infectious Mononucleosis)	4 to 6 weeks	<p>Signs & Symptoms</p> <p>Fever, headache, sore throat, swollen lymph nodes and spleen, mental and physical fatigue.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.</p>

Disease	Incubation Period (time between infection and illness)	Description
Hand, Foot and Mouth disease	3 – 5 days	<p>Signs & Symptoms</p> <p>Blisters in the mouth and on the palms, fingers and soles of feet. May have low fever and loss of appetite.</p> <p>Exclusion from School</p> <p>Wash hands after toileting. It is not necessary to keep child at home.</p>
Head Lice (Pediculosis)	Nits of lice usually hatch in a week and reach sexual maturity in about 2 weeks.	<p>Signs & Symptoms</p> <p>The scalp itches. Lice and nits are found on the hair, especially behind the ears and at the back of the neck. Scratches may become infected, and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the base of the hair shaft.</p> <p>Exclusion from School</p> <p>Treatment can be carried out that night, and the child can return to school the next day. You can buy an appropriate solution from your pharmacist – you don't need a prescription. Everyone living in the same house should be treated at the same time you are treating the affected person. Notify the school.</p>
Hepatitis A (infectious Hepatitis)	15 – 50 days (average 28 – 30 days)	<p>Signs & Symptoms</p> <p>Onset is usually sudden, with fever (high temperature), loss of appetite, nausea and possible jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p>Exclusion from School</p> <p>Until child has recovered (usually 7 days from the first signs of jaundice).</p>
Hepatitis B (infectious Hepatitis)	6 weeks – 6 months (average 2 – 3 months)	<p>Signs & Symptoms</p> <p>Onset is slow with loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.</p>
HIV (Human Immuno-deficiency Virus)	Seroconversion (when a person becomes HIV antibody positive) is usually 1 to 3 months after infection. The time from seroconversion to illness (AIDS) is highly variable and may be more than 10 years, though most infected children have	<p>Signs & Symptoms</p> <p>Once the AIDS virus begins to affect the immune system, the person may have swollen lymph glands. Later, one or more of a range of infectious diseases such as pneumonia, thrush, diarrhoeal disease or TB, or cancers, such as lymphoma, may develop.</p> <p>Exclusion from School</p> <p>It is not necessary to keep your child home (unless she or he has a secondary infectious disease, such as TB).</p>

Disease	Incubation Period (time between infection and illness)	Description
	symptoms much earlier than this.	
Impetigo	Variable - commonly 1 to 10 days	<p>Signs & Symptoms</p> <p>Flat, yellow, crusting or moist patch on the skin. When a scab falls off, a temporary scar remains. Tenderness and swelling of the lymph nodes in the groin, armpit or neck may occur.</p> <p>Exclusion from School</p> <p>See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. It is not necessary to keep siblings at home.</p>
Influenza	1 to 3 days	<p>Signs & Symptoms</p> <p>Rapid onset of fever (high temperature), headache, muscle pains, runny nose, sore throat and cough.</p> <p>Exclusion from School</p> <p>For 5 days after the appearance of the first symptoms.</p>
Measles	7 to 18 days (average 10 days)	<p>Signs & Symptoms</p> <p>Fever (high temperature), cough, runny nose, and red watery eyes. A rash appears 3 to 7 days after early symptoms.</p> <p>Exclusion from School</p> <p>For 4 days after appearance of rash.</p>
Meningitis	2 to 10 days	<p>Signs & Symptoms</p> <p>Sudden onset of fever (high temperature), headache, nausea, vomiting and tiredness, may indicate that the child has meningitis. Some children also develop purple or pink spots.</p> <p>Exclusion from School</p> <p>Child should be seen by a doctor IMMEDIATELY.</p>
Mumps	12 to 25 days (average 18 days)	<p>Signs & Symptoms</p> <p>Pain or soreness in jaw and neck area. Swelling and tenderness start just below, and in front of, one or both ears. There may also be fever (high temperature), headache and loss of appetite.</p> <p>Exclusion from School</p> <p>For at least 9 days after the appearance of the swelling.</p>
Ringworm	4 to 14 days	<p>Signs & Symptoms</p> <p>Can occur on the scalp or the skin. If on the scalp, begins as a small bald scaly patch. The hairs in the affected area break off, leaving only the stumps or fall out. Ringworm of the skin is a spreading small scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.</p>

Disease	Incubation Period (time between infection and illness)	Description
		<p>Exclusion from School</p> <p>Keep your child home until you have seen your pharmacist and begun treatment. Notify the school. It is not necessary to keep siblings at home, but you should inspect them regularly for signs of ringworm.</p>
Scabies	Days to weeks	<p>Signs & Symptoms</p> <p>Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually in warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the fingers and toes. Scratching may cause pus-filled sores like impetigo. Spreads quickly from person to person by close contact.</p> <p>Exclusion from School</p> <p>Keep your child home until you have seen a pharmacist and begun suitable treatment. Notify the school. You do not need to keep siblings at home, but you should inspect them regularly for signs of scabies.</p>
Slapped Cheek Syndrome (Fifth disease)	1 to 2 weeks	<p>Signs & Symptoms</p> <p>Red cheeks with an itchy lace-like rash on the body and limbs.</p> <p>Exclusion from School</p> <p>It is not necessary to keep child or siblings at home.</p>
TB (Tuberculosis)	Variable	<p>Signs & Symptoms</p> <p>Slow onset. Child feels generally unwell. Fever (high temperature) particularly in evening, with sweating at night. May start with a dry cough which becomes a persistent, moist cough.</p> <p>Exclusion from School</p> <p>Child should be seen by a doctor.</p>
Whooping Cough (Pertussis)	6 to 20 days	<p>Signs & Symptoms</p> <p>Starts as a short dry cough, which becomes more severe. Characteristic “whoop” follows a series of rapid short coughs, as child attempts to draw breath. Child may vomit or go red or blue in the face at the end of each bout of coughing.</p> <p>Exclusion from School</p> <p>Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.</p>

Appendix B – School Programs

The school programs available at St Christopher's are outline below:

Diverse Learning Needs

Specialist teaching for children with identified physical or intellectual disabilities, and in certain cases for children with particular learning difficulties is available. The Diverse Learning Needs Team, consisting of the Diverse Learning Needs Teacher / Reading Recovery Teacher, Principal and Assistant Principal meets regularly for Case Management meetings with Class Teachers.

Hearing Impaired Support

A specialist itinerant teacher visits to provide assistance to hearing impaired children.

New Arrivals Support

An English teacher working with an individual or small group of children who are newly arrived in Australia with no experience of English.