

**STS PETER AND PAUL PRIMARY SCHOOL,  
GARRAN A.C.T.**



**INFORMATION BOOKLET FOR PARENTS**

**2016**

This booklet has been prepared to provide essential information about the operation of Sts Peter and Paul Primary School, Garran. It does not answer every question that might arise for prospective parents deciding where to enrol their child, but it deals with issues most often raised in interviews. It is also a useful summary for parents whose children are already enrolled at the school. Further information is readily available by phoning or visiting the school.



### **The School Emblem Explained**

The school emblem represents five important themes:

- the Kingship of Christ, represented by the crown;
- the continuing influence of the Holy Spirit, represented by the dove;
- the history of our two patrons: St Peter, represented by the sword, the key and the inverted cross, and St Paul, represented by the scroll \*;
- our allegiance to the Catholic Church, represented by the papal tiara and crossed keys - signs of the papacy;
- our links with the Congregation who established the school, the Sisters of the Holy Family of Nazareth, whose founder chose as her motto the words from the Our Father: Your kingdom come.
- Scripture tells us that St Peter used his sword to defend Jesus in the Garden of Gethsemane; he was given the keys of the Kingdom by Jesus; and he died by being crucified upside down; St Paul was a great writer.

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## STS PETER AND PAUL PRIMARY SCHOOL, GARRAN

**Address:** 59 Wisdom Street, Garran ACT 2605

**Telephone:** (02) 6281 1932 (02) 6285 1044

**Email:** [office.stpandp@cg.catholic.edu.au](mailto:office.stpandp@cg.catholic.edu.au)

**Web page:** [www.stpandp.act.edu.au](http://www.stpandp.act.edu.au)

**Skoolbag:** [www.skoolbag.com.au](http://www.skoolbag.com.au)  
Saints Peter and Paul

**Principal:** Mrs Margaret Pollard

**Parish Priest:** Fr Tony Frey PP (6281 3999)

**Secretary:** Mrs Patricia Collis

**School Community  
Council Chair:** Mrs Stephanie Wawn

**Canteen:** 6281 1932

**Uniform Shop:** 6285 4840

**School Hours:** 9:00 am – 3:10 pm  
Eating lunch: 11:15 - 11:30  
Lunch break: 11:30 - 12:10  
Afternoon Tea break: 1:35 – 2:00

### **Principal's Welcome**

I would like to take this opportunity to welcome you to Sts Peter and Paul Primary School in Garran which is a two-stream school with an enrolment of approximately 310 students. We are blessed at Sts Peter and Paul with a dedicated staff and an active and engaged parent community. We pride ourselves on providing a rich and dynamic traditional educational program which is enhanced and supported by a diverse extra-curricula program. Two examples are our excellent Music program and our unique Environment Centre which includes a working kitchen and garden. I hope to have the opportunity to meet you and your child in the near future.

*Margaret Pollard*

### **VISION STATEMENT**

Sts Peter and Paul Catholic School is committed to developing each person in a nurturing community of respect and cooperation, built on faith and mission.

### **MISSION STATEMENT**

#### **Belief Statements**

Because of this Vision the Saints Peter and Paul school community strives to:-

- make Jesus real through modelling the values espoused by our saints, Peter and Paul
- celebrate our 'faith', foster a joy of life, develop a positive sense of self and an appreciation of others
- share in the Church's 'mission' of evangelisation in partnership with our parish of the Transfiguration
- develop, challenge and motivate our students through engaging and relevant teaching and learning
- encourage each other to do our best in all of our endeavours
- work together to provide an environment where people flourish and thrive, feel supported and included
- promote resilience, discernment, creativity and innovation

## **Introduction**

Sts Peter and Paul Primary, a Catholic school of the Catholic Archdiocese of Canberra and Goulburn, exists to serve the educational needs of its students within a specifically Christian context. It is operated under the auspices of the Catholic Education Commission of the Archdiocese of Canberra and Goulburn and is registered by the ACT Government.

*The school enrolls boys and girls from Kindergarten through to Year Six.*

The school was built for Catholic primary students in the local area, but also serves other children whose parents want an education with a Catholic orientation. Sts Peter and Paul Primary School strives first to be an effective school, and in addition, it strives to be a school where Christian values are paramount. We offer an integration of the sacred and the secular.

The school opened in 1968, and was run by religious sisters of the Congregation of the Sisters of the Holy Family of Nazareth. Our current staff strive to maintain the spirit of the Congregation's founder, Blessed Mary of Jesus the Good Shepherd - and we share her motto: *Your kingdom come.*

The school complements and supports the work of the parents in the education of their children. This means we view close links between the parents and staff as very important. While the parents retain their primary right and duty to educate their children, our purpose as a staff is to support parents in this role by providing professional and dedicated schooling to assist the children in their passage to maturity.

The school serves the needs primarily of Catholic children from the Parish of the Transfiguration (North Woden) - people living in the suburbs of Hughes, Garran, O'Malley and Swinger Hill. Children from outside these areas are welcome if space is available. As our parish has two Catholic primary schools, children from the Curtin section of the parish would normally attend Holy Trinity School, Curtin.



**Whole School Assembly – Ukelele performance**

## ENROLMENT PROCEDURES

Each year, the Catholic Education Office announces the official enrolment period for its schools. In 2016, the period is May 2 to May 20. Enrolments for 2017 will be accepted during that time. No special consideration will be given to inquiries received prior to that period.

Parents wishing to enrol their children at this school should obtain an enrolment form (they are available at any CEO primary school in Canberra as well as on the CE website <https://cg.catholic.edu.au>) and forward it to the school within the announced period.

When submitting an enrolment form, parents must also provide the school with the student's baptismal certificate (where applicable). All students enrolling in a school must produce proof of Australian residency – for most people this is no trouble (an Australian birth certificate or naturalisation certificate is enough) but full details about requirements can be obtained from the school office.

Acceptance of children who turn five after 30 April in the year of commencing can only be made by the Director of Catholic Education, Archdiocese of Canberra and Goulburn.

While the school will accept children from families that are not Catholic, it is expected that parents of all children enrolled here accept the values of the school and will work towards their advancement. Please note that by signing an enrolment form you are agreeing to your child participating in Religious Education lessons and attending school Masses and Liturgies.

Prior to the start of school, parents must also supply a copy of their child's immunisation record, showing receipt of the four year vaccination.

At the end of the enrolment period, all applications will be considered and the Principal will make offers of places to as many students as possible.

If any application has to be refused because of limited class sizes or for other reasons, parents will be advised of the options open to them.

People moving into the district or transferring from another school during the year may enrol at any time, provided there are places available.

All parents will have a meeting with the Principal before the enrolment process is completed. The purpose of this meeting is to discuss how the school and family will work together in the education of the child.

When determining enrolments, priority will be given to children who are:

- a) baptised Catholics whose families are worshipping members of this parish, or baptised Catholics from other parishes if they have valid reasons for seeking enrolment;
- b) families living within the designated boundaries.

Students outside these categories will be considered for enrolment if places are available. Special consideration will be given to the siblings of students already enrolled in the school.

Students wishing to transfer from other Catholic schools in the ACT may be enrolled only after the parents have made contact with their current Principal. Please note that the Principal will consult with the previous school regarding enrolments from their school.

This policy is to be read in conjunction with the *Catholic Schools Enrolment Policy Summary* available on the Catholic Education website [www.cg.catholic.edu.au/parents/enrolment](http://www.cg.catholic.edu.au/parents/enrolment)

## ADMINISTRATIVE ISSUES

### School Hours

The school day starts at 9:00 am when a bell summons the students to line up in the assembly area behind the school. Lunch lasts from 11:15 am to 12:10 and afternoon tea is from 1:35 pm to 2:00 pm. School ends at 3:10 pm and students go to arranged areas for pick-up by parents, catching the bus or walking. In wet weather students are collected from the school hall.

Supervision by teachers is provided daily from 8:30 am until 3:30 pm. For legal and safety reasons, **students should NOT be on the school premises before 8:30 am nor after 3:30 pm.** *Before and After school care* is available at very reasonable rates. No student is permitted to leave the school grounds during school hours without a note or telephone call from a custodial parent or guardian. All students must be "signed in" and "signed out" if they arrive late or leave early.

### Attendance At School

The Education Act requires students to attend school on school days and parents must insist on regular attendance. Loss of time from class (**and this includes students arriving late**) will affect the teaching/learning situation for the student and teacher. However, sick children or those who are upset by family trauma, do not participate well and should be kept at home to receive the care needed for recovery. If a student is not well enough to attend classes, there is little likelihood that any great worth will result from 'extra work' being sent home from the school.

Students on extended leave from school (e.g., during parents' holidays or while on overseas trips) must realise that the school cannot provide work during their absence, and that upon returning they may have difficulty meeting outcomes of the term program. The school suggests that if students are on extended leave, that it is essential that they continue reading and write a diary of the trip.



### **Medical Information**

If your child has any special medical needs e.g. asthma, ADD/ADHD, allergies, epilepsy, please inform the school. You can obtain a copy of the Dispensing of Medication Policy from the office. Parents whose children have serious illnesses are asked to supply the school with:

- a) current treatment plan in the event that your child may need attention at the school.
- b) completed Medication Authority if your child requires medication to be administered during school hours – medication will not be administered without this consent form being completed.

### **Accidents**

If an accident occurs during school hours the following procedure will occur:

- a) for minor accidents a staff member trained in First Aid will treat the student, and if necessary, inform parents.
- b) For more serious matters (broken bones, serious cuts, burns, etc.) both the parent and an ambulance may be called.

### **Insurance Policy**

All students are covered by a policy that supports them in the event of an accident at school. Details are available from the front office.

### **Sickness at School**

If students become ill at school they will be accompanied to the sick bay where they are cared for while parents are being contacted. If the secretary feels that the illness does not warrant calling a parent, the student will be cared for in sick bay until they return to class. All staff are Senior First Aid trained.

### **“Sun Smart” Policy**

Our students must comply with the “No Hat, Play In The Shade” rule by wearing an approved hat. Children without a hat will be asked to sit in a shaded area. In accordance with current Cancer Council recommendations, students do not wear hats between 1 June and 1 August each year.

### **Immunisation Details**

The ACT Public Health Regulations have been developed to help control the spread of vaccine preventable and other communicable diseases in schools. You must present an Immunisation Record form at the time of enrolment, or if your child is not immunised, follow the procedures set out by ACT Health. Students who are not immunised will be excluded when there is an outbreak of a vaccine-preventable disease in the school. Please refer to the ACT Immunisation Requirements booklet.

***It is mandatory that you notify the school if your child contracts an infectious disease.***

## Change of Address or Phone Contact Numbers

If you change address or phone number (work or home) please notify the school **immediately**. This would avoid the loss of valuable time in an emergency.

## SCHOOL FEES

All school fees are set on an annual basis. School based fees are set by the School Community Council, Tuition fees and contributions to the Canberra Catholic School Building Fund are set by the Catholic Education Commission. There are eight separate components in the fee, and it is useful to understand why each portion is charged.

- a **Tuition Fee** is collected by the school and forwarded directly to Catholic Education to help finance the payment of teachers and the operational costs of the system. This is charged each term on a *sliding scale* up to a maximum of three children.
- a **Service Fee** meets the costs of running the school (heating and light, cleaning, grounds maintenance and so on). This *sliding scale fee* is charged each term.
- a **Resource Fee** pays for text books, stationery needs and other student expenses. This *individual fee* is charged each term.
- an **Excursion Fee** covers the cost of school excursions and visiting performers to the school. It is a *per student fee*, charged each term.
- an **ICT Levy** is a commitment by parents to pay for the major expenditure on information and computer technology. *It is charged for each student, each term.*
- a **School Community Levy** is in lieu of minor fundraising. It is a *family fee* charged each term.
- a **School Improvement Fee** is to partly fund recent major renovations. It is a *family fee* charged each term.
- an **Enrichment Fee** funds the Athletics program and cooking in the Environment Centre. Kindergarten students are charged a reduced fee because they are not included in the Athletics program.

Finally, parents also contribute to the **Catholic Church Schools Building Fund**, and these tax deductible donations are forwarded by the school to Catholic Education to pay for new buildings and maintain existing buildings in ACT Catholic schools. This is a *family fee* charged each term.

<b>2016 – Individual Fees per Term</b>				
<b>2016 Fee</b>	<b>1st Child</b>	<b>2nd Child</b>	<b>3rd Child</b>	<b>4th+ Child</b>
Resource	\$46.20	\$46.20	\$46.20	\$46.20
Excursion	\$15.00	\$15.00	\$15.00	\$15.00
Enrichment Fee	\$20.80	\$20.80	\$20.80	\$20.80
Service	\$173.00	\$133.40	\$44.60	\$0.00
ICT	\$46.20	\$46.20	\$46.20	\$46.20
School Community Levy	\$34.60	\$0.00	\$0.00	\$0.00
School Improvement Fee	\$42.50	\$0.00	\$0.00	\$0.00
CEO Tuition	\$326.00	\$97.80	\$65.20	\$0.00
Building Fund	\$158.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$862.30</b>	<b>\$359.40</b>	<b>\$238.00</b>	<b>\$128.20</b>

<b>Total Fees 2016</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
<b>Term Fee</b>	<b>\$862.30</b>	<b>\$1,221.70</b>	<b>\$1,459.70</b>	<b>\$1,587.90</b>
<b>Annual Fee</b>	<b>\$3,449.20</b>	<b>\$4,886.80</b>	<b>\$5,838.80</b>	<b>\$6,351.60</b>

Kinder Enrichment Fee \$8.30 per term

## SCHOOL UNIFORM

All ACT Catholic primary schools basically wear the same uniform. The following chart lists our uniform. The Council may make minor changes following consultation with the parents in our school.

	Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<b>BOYS' SCHOOL UNIFORM</b>	<p>Sky blue polo shirt Navy shorts Navy socks Black leather shoes Maroon monogrammed school hat or navy blue bucket hat.</p>	<p>Long sleeve sky blue button-through shirt, or Long sleeved cotton knit sky blue polo top, or sky blue polo-neck skivvy. Navy school trousers. Monogrammed maroon polo fleece. Sleeveless navy blue fleece. Navy socks (long or short) Black leather shoes. Maroon monogrammed school hat or navy blue bucket hat.</p>
<b>GIRLS' SCHOOL UNIFORM</b>	<p>Approved school check dress, or blue shorts and blue polo shirt. White socks. Black leather shoes. Maroon monogrammed school hat or navy blue bucket hat.</p>	<p>Long sleeve sky blue button-through shirt or long sleeved cotton knit sky blue polo-neck skivvy. Approved school tunic, or navy school trousers. Monogrammed maroon polo fleece. Sleeveless navy blue fleece. Navy tights or ankle socks. Black leather shoes. Maroon monogrammed school hat or navy blue bucket hat.</p>
<b>BOYS' SPORT UNIFORM</b>	<p>Maroon rugby shorts. Monogrammed white collared t-shirt. Plain white socks. Plain white sandshoes, or plain white joggers</p>	<p>Maroon tracksuit, or maroon monogrammed polo fleece top. Maroon track pants. Monogrammed white collared t-shirt. Plain white socks. Plain white sandshoes, or plain white joggers</p>
<b>GIRLS' SPORT UNIFORM</b>	<p>Maroon pleated (netball) skirt, or maroon rugby shorts. Monogrammed white collared t-shirt. Plain white socks. Plain white sandshoes or plain white joggers. Maroon scunges</p>	<p>Maroon tracksuit, or maroon monogrammed polar fleece top. Maroon track pants Monogrammed white collared t-shirt Plain white socks Plain white sandshoes or plain white joggers</p>

A monogrammed school bag and reading bag are available at the school.

## SOME NOTES ABOUT THE UNIFORM

Parents are asked to note the following matters about school uniforms:

- School hats *must* be worn by all children throughout the year, except between 1 June and 1 August when the ACT Cancer Council suggests students do not wear hats.
- A uniform shop operates at the school, selling the full uniform. Hours of operation for the Uniform Shop are available from the front office.
- Socks and shoes worn for sport must be white.
- All items worn to school should be clearly marked, either with name tags or with a biro or marking pen.
- Parents and students can check the lost property supply at any time. Unmarked clothing will be held until the end of the term and then will be given to the St Vincent de Paul Society.
- Every student must wear the correct uniform, but no student is to be subject to embarrassment because of a family's genuine inability to buy the correct uniform. If problems exist, please speak with the Principal.
- Some students, especially older ones, try to convince their parents that variations to uniform are acceptable. They might tell you "Everyone else is wearing pink runners" or similar tales. Please do not accept these stories!
- The uniform shop can be contacted by phone on 6285 4840. If no-one is in attendance, please leave a message on the answering machine.
- *As a safety measure, students are not to wear any jewellery apart from wrist watches and a single stud earring in each ear. A medi-alert bracelet is not regarded as jewellery.*

# HOME-SCHOOL COMMUNICATION

Because we are partners in educating students, parents and teachers must communicate clearly with each other. We use several important channels:

## **a) Words of Wisdom (Newsletter)**

Each Wednesday, the newsletter is emailed to every family or you may pick-up a hard copy from the front office. It contains school news, and serves as a community notice board. Newsletter material must be submitted to the front office by 3.30 pm Tuesday.

## **b) Orientation Day**

We have an Open Day during the enrolment period. (In 2016, this will be held on 5 May). Parents are invited to come (with or without their children) to see how our classes operate. We hold an orientation morning for all new Kindergartens. This is usually held in November. Details will be given out with your letter offering a place at the school.

## **c) Information Meeting**

An information morning for parents with children enrolling in 2017 will be held in November with the date to be confirmed. A parent information evening will also be held in early Term 1 2017 for the whole school community.

## **d) Interviews**

When needed, interviews are arranged so that parents and teachers can discuss issues. Please make an appointment for these interviews so that no-one is kept waiting. They should not occur when the teacher is supervising students - e.g., coming into class in the morning. Formal interviews are also held during the year so we can discuss a student's progress.

## **e) School Community Council Parent Forum Meetings**

Forum meetings are conducted on at least two occasions in the year. They provide an opportunity for the parent community to raise issues and to gather together for discussion. Parents are always able to contact any Council committee member at any time or use the School Community Council email address: [scc.stpandp@gmail.com](mailto:scc.stpandp@gmail.com)

## **f) Web-Page and Emails**

The newsletter is emailed to parents every Wednesday. They can also access the newsletter and other information about the school from the web-page.

## **g) School App**

The school has its own free App which can be downloaded via Skoolbag. Details are [www.skoolbag.com.au](http://www.skoolbag.com.au) Saints Peter and Paul The school's newsletter and alerts are sent via the App.

# PARENT INVOLVEMENT

Parents can become involved in many ways in the schooling of their children - either formally or informally. All are opportunities for parents and staff to work together in educating a student. We recognise a student's education is greatly influenced by the efforts of parents.

## **The School Community Council**

The Council has a decision-making role in certain policy areas and an advisory role in others. The policies of the school are always set within the wider mission of Catholic education. In the areas where it has responsibility for the development and monitoring of policy, the Council operates within the policy and procedures determined by the Catholic Education Commission (CEC) and Catholic Education.

The Council has responsibility to make decisions in the following areas:

- supporting the development of the Catholic ethos of the school;
- supporting the pastoral care strategies;
- promoting the school in the local community;
- approving and monitoring of the school-based budget including the fees collection and remission policy;
- developing and monitoring of school enterprises;
- developing capital and maintenance programs;
- developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning;
- approving school uniform items decided at school level;
- ensuring that the parish and school community receives the Annual School Council Report;
- collaborating with the Council Committees;
- facilitating local school community debate in response to System leadership by the CEC and CE in lobbying governments in school funding campaigns; and
- raising money for resources.

The Sts Peter and Paul School Community Council consists of a variety of groups including: Finance Committee, Promotion and Marketing Committee, Parents Services Committee, Fundraising Committee and Social Events Committee. These groups may vary as needs arise.

## **Parent Network**

We realise that parents cannot always find time to contact the school when they might like. Therefore, in an attempt to increase the possible contacts between school and home, we have established a *parent network*. Volunteer contacts (arranged at the start of each year) will liaise between parents and the class teacher, to set up class-centred activities and an occasional social event. Our aim is to increase the mutual support available for all members of our school community. While no parent should feel obliged to take part in these activities, you are all warmly invited to take advantage of whatever events might be of value to you.

### **Care Meals**

From time to time families may experience difficulties such as a tragedy in the family or a new baby and might appreciate a cooked meal. Parents in the school volunteer to cook a meal which is placed in the designated freezer in the photocopy room for this purpose.

## **ASSOCIATED SUPPORT SERVICES**

### **School Medical Service**

Each year nurses from ACT Health visit the school and undertake a screening program for the Kindergarten students. Information packs about the screening program are sent home with the Kinder students in Term 1. Only those students whose parents have agreed to their participation in the program are seen by the nurses.

### **School Dental Service**

The ACT Government Service provides the ACT Community Care Dental Health Program. Before your children can participate in this dental health assessment program, they must be registered with the Child and Youth Dental Membership Scheme. Details are available from ACT Health.

### **School Counsellor**

CatholicCare and Catholic Education provide the school with a Counsellor for a short period each week. The role of the Counsellor is to be available to parents, students and teachers who seek advice or help with academic, social or behavioural problems. Parents may request an interview with the Counsellor. When a teacher recommends a student visit the Counsellor, the Counsellor will obtain parental permission before meeting with the child.

### **School Bus Services**

Parents can get information about available buses from the Action website – [www.action.act.gov.au](http://www.action.act.gov.au).



# CURRICULUM

Sts Peter and Paul offers a unique curriculum that takes **the excellence of a traditional primary education** and blends it with **innovative and flexible methods**. The curriculum is woven together by a Catholic ethos with an emphasis on values.

The curriculum has been developed using the Australian Curriculum. As part of our curriculum we have a series of exciting substantial, holistic and challenging **Rich Projects**.

For all students, a typical school day consists of a Literacy Block, a Numeracy Block and Religious Education. Other curriculum areas include Science, Music, Library, Environmental Studies, Geography, History, The Arts, Sport and Personal Development and Health.

Through careful design, our curriculum:

- focuses on the individual,
- aims for *deep learning*, and
- is designed to promote motivation, confidence, self-organisation and independence.

## Homework

Homework is a useful means of contact between home and school. It gives you the opportunity to know how your child is progressing. Some classes use weekly contracts while others use nightly homework activities. We also strongly encourage reading and listening to stories. If your child has trouble with homework, please contact the class teacher. Family events (e.g., celebrating a family birthday) should take precedence over homework. To allow families to spend time together, homework is not set on weekends.

## Homework Policy

A copy of the homework policy is available on request or on our website.

## Learning Support

The aim of our Learning Support team is to support and encourage those children in the school who, for a variety of reasons, are referred by the class teacher. This aim is met through a variety of models: individual tuition, small group withdrawal and in-class support.

## Class Organisation

Various class structures operate in the school. Currently in the infants section of the school we have single age classes and in the primary section multi-age. All classes, whether single age or multi-age, provide multi-level education.

Importantly, no student is academically limited by their class placement. The structures for each school year are determined on the basis of the needs for that year. Parental input influences these decisions.

We strive to meet the needs of each student and this means we provide, as far as resources allow, special support for those needing it, as well as programs to extend thinking and problem solving. Students experiencing difficulty are given support by the Learning Support team.

## **ENRICHMENT ACTIVITIES**

In addition to the traditional curriculum, we offer enrichment activities, the extent of which depends on the interest level and ability of each child.

### **1. Sport**

Our commitment to the student's physical development means we offer a wide range of appropriate sports. Some are offered as part of a regular program and others are offered through special sporting clinics. Students participate in daily fitness.

Years 3 to 6 compete in local sporting associations, in athletics, swimming and cross-country, allowing students to represent their school. The School Community Council offers financial support to students chosen to represent the ACT. School sport, organised by interested parents, is played on Saturdays. The level and types of sport offered depends on the available parents. All students participate in twenty minutes of fitness training at the beginning of each day.

We have a Rotational Sport program for Years 3-6 and students in Stage 1 have gymnastics, tennis, auskick, dance and swimming programs. Kinder participate in a Gross Motor program.

### **2. Music**

As well as music lessons offered as part of the school curriculum, private tuition is offered, during school time, in piano, guitar and certain band instruments. Children learning band instruments are invited to join the school band. Each provider charges independently for these lessons.

### **3. Other Interest Areas**

We take part in several additional programs, such as inter-school Debating and Rostrum public speaking. The offerings are influenced by student interest. Private tuition during school time is also offered in Speech and Drama.

#### **4. Environment Centre**

The school has an Environment Centre where the children undertake studies in Environmental Science through the Biological and Earth Science strands of the Australian Curriculum. The children can handle chickens and plant and grow vegetables. Each class spends time undertaking a cooking program that is linked to a number of aspects of their class curriculum in the new Environment Centre where they learn to cook and then eat produce grown in the school gardens.

#### **5. Camps and Excursions**

Senior classes attend annual camps to supplement their work in relevant curricula. Excursions to special locations away from the school to supplement the program are conducted at the discretion of the class teacher, but parents are always given advance warning of such trips.

Because of our central location, our students take part in several activities close to the school without the need for organised transport.

#### **6. Integration**

Another privilege flowing from our location is that we can join in various activities with Malkara Special School. Our students take part in shared activities where this would be in the interest of both groups.

#### **7. Leadership Training**

Each student in Year 6 is able to wear the Leadership Shirt after they agree to, and sign a contract outlining the expectation of leaders at Sts Peter and Paul School. This contract is also signed by the student's parents and class teacher. Once signed, the student takes the contract to the Principal who discusses elements of the contract with the student, signs the contract and presents a Leadership Shirt to the student.

A Buddy System seeks to provide another opportunity for students to exercise pastoral care; each child is linked with a student in a different class and the older partner is expected to offer support and friendship to his or her buddy.

Stage 3 is also trained in and run a Peer Support program in the school.

#### **8. Before and After School Care**

The school contracts the services of an out-of-school-hours care program. Details of this service are available from the office or from the provider.

## TRANSPORT ARRANGEMENTS

To improve safety, please observe these points:

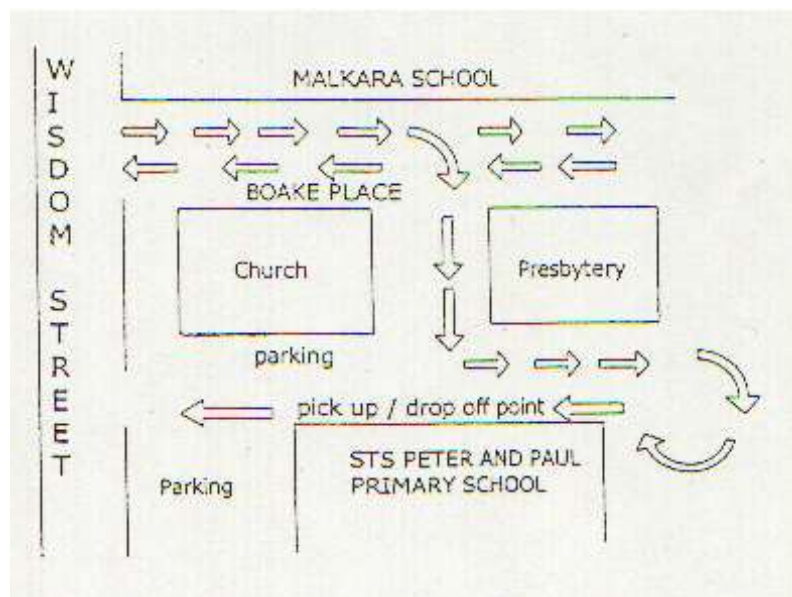
a) Students who ride a bicycle should bring a chain to attach it to the fence near the chicken enclosure so it will not be stolen and those who have scooters can place their scooter in special locks near the canteen. A padlock will be needed. **All** cyclists are legally obliged to wear helmets.

b) Students who walk to school must use the correct crossing. Please remind students to exercise caution when walking. To reduce risks, students are encouraged to walk home with one or more school friends.

c) Students who use the school bus are dropped off on Yamba Drive each morning and picked up there in the afternoon. Bus timetable information is available from the Action website – [www.action.act.gov.au](http://www.action.act.gov.au). Information on how to purchase tickets through the Myway Ticketing System can be found at <http://www.transport.act.gov.au/myway/students.html>. Eligible parents can gain a free school bus pass - see Action for details.

c) Students who travel by car will be safer if drivers observe these rules:

- *Observe the 40 km/h limit between 8 am and 4 pm*
- **Enter the grounds as shown on the map below**
- *Drop students between the church and school*
- *Do not park near the red kerb; if you need to stop for a time, use the car park in front of the school*
- *In the afternoon, wait in line for the students to be brought to the car. If your children are not ready, park in the car park and collect your child from the classroom*
- *On wet days, pick up students from the school hall – park in the School playground if you need to, but please be very careful.*
- *Do not park in the grounds of Malkara School*
- *Do not park on either side of Wisdom Street.*



## **ANSWERS TO SOME FREQUENT QUESTIONS**

In talking with parents about enrolment, certain questions often arise. I have tried to summarise the answers here. I realise the answers are not complete and you may like to seek further information.

### **What curriculum do you follow?**

We are mandated to implement the emerging Australian Curriculum. Currently the subject areas of English, Science, Mathematics, History and Geography are being taught using the Australian Curriculum and other subject areas will be added gradually over the following years. We use a unique approach to achieving the Essential Learning Achievements, referred to as The Rich Project Curriculum. This approach, based on seeking solutions to real-life problems, involves a strongly individualised approach to teaching and to learning and details are given to parents at various meetings during the year.

### **What makes Sts Peter and Paul a Catholic School?**

Because we strive to integrate faith and life, the school day is based on the belief that whatever we do has a religious significance. There are opportunities each day for formal and informal prayer.

In addition, there are certain formal religious practices, such as our assembly, prayer celebrations and school Masses. Regular staff prayer is also a feature of the school.

Daily religious education classes are based on the guidelines adopted by our Archdiocese: *Treasures New and Old*. Parents interested in reading this document are invited to borrow a copy from the school office.

Children are prepared for the Sacraments of *Reconciliation* in Year 3, *Eucharist/ First Communion* in Year 4 and *Confirmation* in Year 6, or when parents believe they are ready, through the parish family-based sacramental program. This involves the students and their parents meeting with other families, with the emphasis on parent-child communication relating to the particular sacrament. The instruction the students receive at school is an important part of this program. Students are encouraged to celebrate these sacraments in their own parish, but if they wish to celebrate them in the North Woden Parish of which our school is a part, they will be required to participate in the parish family-based sacramental program.

### **Do you have homework?**

A policy on homework approved by the School Community Council explains the different expectations for each year level. These will be discussed at the information meetings at the start of each year. The policy is available via the school website.

### **What is your student management and pastoral care program?**

Our emphasis is on helping all children at this school to develop *self-discipline*. The approach followed is a child-centred one, it is also one where the partnership between home and school is emphasised.

**When can students arrive at school?**

The official starting time each day is 9.00 a.m. Students may arrive up to thirty minutes before that time. Direct supervision is provided in the playground from 8.30, but prior to that time there is no supervision. *Parents are therefore asked to make sure their children do not arrive before 8.30.* In the afternoon, direct supervision is provided until 3.30, and students should leave the school by that time. (Classes finish at 3.10). Before and After School Care is available.

If students remain after school for approved special training (sport, music, etc.) appropriate supervision needs to be supplied by the organisers. On such occasions, parents are asked to pick up their children promptly on completion of the activity.

**Do you repeat students?**

Any decision to have a child repeat an academic year is made jointly by the parent and the school. Such decisions are justified only if we can offer something in the second year that was not available in the first. This might be relevant if the child has missed considerable school due to illness.

**What happens if my child is sick?**

If students become sick at school, they are taken to the school office. *If necessary, they will be placed in the sick bay and parents (or emergency contacts) will be advised.* Because we know how hard it can be for parents to leave work, we call parents only when necessary, and we ask that you treat all such requests seriously. (Please ensure we have *current* phone numbers so that we can reach you easily, so reducing student's distress.)

If a student is too ill to go to school, we ask that you write a note to your child's teacher explaining the absence. If your child has any contagious disease (*particularly* German Measles) please advise the school immediately so that necessary warnings can be given to contacts. If you are unsure about how long to keep a student at home with a contagious illness, please seek medical advice or phone the school secretary, who will have current government policies.

**What can I do to help my child settle into Kindergarten?**

The first year at school is an exciting time for students, and the transition from home to school can be greatly assisted by sensitive parents and teachers. Kindergarten students are also invited to attend an orientation morning at the school in November.

**Can parents come into the school?**

Parents are most welcome to come to the school and you are invited to share your talents in whatever way is appropriate. For some parents this

means working on various rosters (canteen, uniform shop, etc.); for others it might mean helping in the class room or on excursions or volunteering to assist with the cooking program; for others, it might mean supporting us by work done at home (e.g., covering books, typing children's stories). Whatever form your support takes, please be assured it is important for our school. Please note that from 8 November 2013 any parent volunteer in the school must have obtained Working With Vulnerable People registration. Details are at the front office.

**What do I do if I have a concern about something happening at school?**

Please call the school and speak to someone who can help. It could be the class teacher, the school secretary or the Principal. If you are not sure who to call, ask the secretary and she should be able to advise you. It is useful to make an appointment if you are coming to see someone, because that way you are less likely to be kept waiting.

**What if I have an idea, comment or suggestion that may improve or benefit the school?**

Parent Forum Meetings are the ideal opportunity for listening, commenting and making suggestions. Every parent is encouraged to come along to share in these meetings. You can always email the Principal or classroom teacher about any matter.

## School Rules

I am a responsible student

I show respect

I keep my hands and feet to myself

# Sts Peter and Paul School Prayer

**Dear Lord,**  
**We come together as one family.**  
**May we follow in the footsteps of**  
**Sts Peter and Paul**  
**seeking each day to build community**  
**and to share the message of Jesus.**  
**May we be lovers of learning**  
**who treat each other with care and respect.**  
**Sts Peter and Paul,**  
**Pray for us.**

