



ST JAMES SCHOOL
Yamba

Parent Handbook 2019



Lot 1 Carr's Drive Yamba
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St James' School Mission Statement

St. James is a Catholic Parish School, called to be a caring partnership of parents, students, staff and pastor who Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.

We encourage the pursuit of academic excellence and the attainment of each person's full potential. We work together to build a safe, healthy and Gospel centred environment.

St James' School Prayer

Father in heaven we the family of St James ask you to unite us all
and help us to work together as a team.

Give us pride in St James so that our school will be proud of us.
Help us to be thankful and to respect everything we have been given.

As shepherds watch over their sheep, may you watch over us
on each day of our journey through life,
St James Pray for us.



Staff 2019

Parish Priest	Father Nicolas Maurice
Principal	Miss Ann Dawson
Assistant Principal	
Leader of Curriculum	Mrs Christine Jeffrey
Leader of Catechesis	
Leader of Evangelisation	Mrs Renee Howland
Leader of Pedagogy	Mrs Lisa Dougherty
Instructional Leader	Mrs Alanna Petersen
Early Stage 1	Mrs Emily O’Keeffe & Mrs April Ferguson
Stage 1	Miss Joanna Robertson & Mr Martin Dougherty
Stage 2	Mrs Anne-Maree Lewis & Mrs Laura Kirkland
Stage 3	Mrs Renee Howland & Miss Morgan Daley
RFF	Mrs Pam Hollington/ Miss Meghan Haines
Coordinator 1 -Sports	Mr Martin Dougherty
Additional Needs Coordinator	Mrs Anne-Maree Lewis
Additional Needs Teacher	Mrs Amie Cole
Secretary	Mrs Sue Smith
Learning Support	Ms Julie Malley
	Ms Kerrie O’Halloran
SSO ICT	Mr Greg Staader & Mr John Feros
Library Assistant	Mrs Amy Imeson
Administration Support	Mrs Kelly Commerford
Canteen Manager	Ms Louise Birch
Indigenous Education Assistant	
Student Support Worker	Mrs Susan Frazer
After School Care Lead Educator	Mrs Marie Gavin
Maintenance	Mr Peter Smith

School Hours and Supervision of Pupils

Staff are rostered for duty on school days
from 8:30am – 9.00am and
from 3:10pm – 3:40pm.

How do I know what's happening at School?

The school newsletter goes home with the eldest child in your family every second Friday. It contains all current planned activities as well as birthday notices and assembly news. The newsletter is also available electronically on our website (updated every second Friday). www.yamplism.catholic.edu.au & the skoolbag App—SJPS Yamba

What does my child need to bring to school?

St James provides all materials for schoolwork. Children in ES1—S1(K-2) are not required to bring any additional materials. Children in S2—S3 (3-6) may bring additional pencils if they wish. Children do not bring toys or valuable items to school as they can be lost or damaged. If a special item is brought in for 'show and tell', teachers can store items away for the rest of the day, however no responsibility will be taken if it is lost or forgotten.

What do I send for lunch?

Healthy eating habits are encouraged at St James. Parents may prefer to separate lunch and recess as was previously done at pre-school, or simply just send an array of food for the child to choose from. Additional teacher supervision takes place for the last 10 minutes of lunch time to help ensure that children eat their lunch. Break times at St James are as follows:

Lunch: 11.00 am - 11.35am

Recess: 1.35pm - 2.10pm

Lunch is supervised by the on duty teachers. Extra time is allocated for Kindergarten to eat their lunch.

What is the Resource Fee for?

This fee covers all the books, pencils, paper etc. that is needed by your child during the school year.

Building Levy

Contributes to all capital works projects, both present and future.

Technology Fee

Contributes to purchasing new & replacement technology for our classrooms.

How does the Library operate?

A schedule for library borrowing times is organised at the start of the school year. Confirmation of library sessions will be included in homework sheets, on the roster on the Library door and on the visual classroom timetable for parents to check. All children use the school library and are asked to have a suitable library bag to ensure their books are maintained in the same condition from the time of borrowing. Library bags may be homemade.



School Hours and Supervision of Pupils

Parents are advised that staff are rostered for duty on school days from 8:30am – 9.00am and from 3:10pm – 3:40pm. **Parents are requested to please not have their children at school outside these hours as staff are not on duty for supervision.** Children who arrive before 8.30am must sit on the seats outside S1. Any child who is onsite before 8:25am will be placed in before school care and an account forwarded to parents.

Sign In Book

Parents and visitors to the school are asked to please report to the school office and sign the visitor's book provided.

Children being collected from school

If your child is being collected by someone other than the child's parent/caregiver, a note must be sent to the teacher advising of this change of arrangement, or you may advise the school office. All visitors must report to the office on arrival.

Arriving late/leaving early

Rolls are marked at 9am sharp each day no matter whether the class has entered their learning space. If your child arrives after 9am they must be signed in by a parent or carer otherwise they are deemed to not be at school. **Office staff are not legally able to sign children in or out.** If your child is arriving late to school or being collected early please fill out the yellow slip at the office and present it to the class teacher.

Working with Children Check for volunteer helpers

All parents who volunteer to help in classrooms, canteen and community helpers are now required to do a working with children check online. Volunteers are then required to take the form to the RMS. They will then email your number to you which you are required to present to the school before doing volunteer work.

School Policies

All school policies are available through the front desk. Please ask if you require school policy or procedures relating to school procedures or guidelines. Policies particularly relating to parent school partnership are available on our school website www.yamplism.catholic.edu.au



School Uniform

Monday to Thursday the school uniform is worn. On Fridays the students wear their sports uniform. Please ensure your child is in correct school uniform, including socks and footwear. School hats are compulsory and will affect your child's outdoor play if they are not worn.

Girls

Checked Blouse
Navy Blue Skort
Navy Blue Fleecy Jumper or Fleecy Zip up Jumper w/school emblem
School Jacket w/school emblem

Boys

Maroon Shirt
Navy Blue Shorts
Navy Blue Fleecy Jumper or Fleecy Zip up Jumper w/school emblem
School Jacket w/school emblem

Footwear All children are to wear navy socks with school uniform. School shoes are to be fully black. (this includes laces) Sport shoes or joggers may be worn with white socks with the sports uniform.

Tracksuits Both boys and girls may wear navy tracksuit pants in cooler weather.

No "hoodies"

Sports uniform

Both girls and boys are allowed the option of light weight navy shorts (Taslon) and the school sports shirt. Girls may wear their skorts.

No lycra shorts.

Jewellery

No jewellery except watches, sleepers/studs are acceptable.

Long Hair

For health and safety reasons all long hair needs to be plaited or tied back. (both boys and girls)

Hair must be neat and tidy at all times.

Hair Ribbons/scrunchies when worn must be maroon or navy blue.

Only scrunchies, ribbons or hair bands are to be worn.

Uniforms are available at The Uniform Shop, 4 Stanley St, Maclean—66453778

Labelling

Please label everything. Not only uniforms but also hats, drink bottles, lunch boxes etc. The labels also have to be regularly checked to make sure they are still visible, as many tend to wear/come off over time. Small children can be overwhelmed by the whole school experience and will often lose or forget their personal belongings. Labelling everything ensures minimal upset for the child, teacher and parents.

Uniform Ordering and Purchasing

Uniforms are only available from the Uniform Shop, Maclean, not from the school.

* A clothing pool is available at school.

* A small number of hats are available for purchase from the school office at \$16

Is there a Canteen and Who Runs it?

Canteen operates every Thursday thanks to our school canteen co-ordinator and the help of our rostered parents. The canteen, however, is always looking for more help as they say . . . many hands make light work...!

If you would like to help with canteen duties for only 1 day every month or so, please contact the school.

The Canteen supervisor organises seasonal menu changes and 'specials' to supplement the already great selection of healthy foods on offer.

We are a green Canteen at St James.

A price list and menu is available from the school office, with seasonal changes noted in the newsletter.

Can I Come to School too?

Parents are encouraged to be involved in their child's education and school life. At our school, we adopt a 'Parents as Partners' philosophy to education. Any parents wishing to come and help in the classroom with reading and small group work etc. are most welcome; however, we ask that a suitable time and day be arranged with the class teacher.

If your child has had difficulty settling into school routine, we suggest waiting until they feel secure and familiar within the class without you, as your child may assume that you will accompany them in class every day.

How can I Help?

St James Parent Forum is an advisory body to the Principal. The forum generally meets once a term. An important part of the school is the Fundraising Committee which supports the school in raising funds for special projects. The current focus is on school beautification.



Choir

The school operates a choir every Tuesday from 12:30 to 1pm for students in Stages 2 and 3. From time to time the choir leads school functions, visits Caroon and takes part in Community events. This includes one Eisteddfod per year

Private Music Lessons

Private music lessons are conducted at school during school hours in piano, guitar and drums, singing etc. Parents who may wish their children to take part in music lessons are asked to contact the school office during school hours. Please be aware that St James' School values this service but asks you to recognise that children will be absent for this KLA time when doing music lessons.

Buddies

Buddy classes operate once a week with Stage 3 and ES1.

Medications

If your child is required to take any medication please give this to the school secretary for safe keeping in the school office with instructions in writing for the distribution of this medication. If the child has an asthma puffer and is use to keeping this with them, they can continue to do this. Prescription medication taken daily must be accompanied by the original packaging to safe guard your child.

Medical History

If there is any pertinent medical history that may help the teacher and the school with your child, please make the class teacher and principal aware of this. This information is treated with the upmost confidentiality.



School Traffic Management

St James' is committed to the safe movement of all school users and seeks your assistance in maintaining these routines to maintain the safety of all students, parents, siblings staff and visitors.

The school is located in a 40km school zone where a 40km speed limit applies for the hours of 8:00-9:30am and 2:30-4:00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school. Drivers are expected to abide by these speed regulations:

Safety of students as they travel to and from school each day is important. It is expected that parents, carers, grandparents and family members will support the school through role modeling safe road use behaviours.

These include:

- Holding your child's hand (for those up to 8 years of age) and actively supervising all children as they walk to and from the school grounds.
- Teaching children to Stop, Look, Listen and Think every time they cross the road.
- Walking with children to cross roads (do not call children across the road)
- Parking correctly in designated areas.
- Using seatbelt restraints for all passengers prior to driving away.
- Not calling your children through the bus zone

Wet weather days are particularly hazardous for children as traffic increases, visibility of children is decreased and slippery roads make driving conditions more difficult. Reduce speed, park correctly and walk with your child from the school shelter area to your vehicle. Children under 8 years should hold an adults hand when in the traffic environment.

Arrival and Departure by bus

Students waiting to board a bus in the afternoon are supervised by teachers.

Parents and carers are asked to walk with their child to the bus stop in the morning and wait at the bus stop nearest to their house in the afternoon to collect their child.

Children under 8 years should hold an adult's hand when in the traffic environment.

Parents, carers and family members are able to apply for bus travel pass for their child by obtaining a brochure from their school office. Bus forms are now done online. Bus passes may take a month to process, however children can still catch the bus. If your child needs to catch a different bus, they must have a note for the teacher and bus driver and money for the bus fare.

Students are expected to abide by the rules of the Department of Transport Code of Conduct relating to travel on the buses and follow the directions of the bus driver getting on the bus, whilst travelling on the bus and when getting off the bus. Students who misbehave whilst traveling on the bus may forfeit their bus travel pass temporarily or permanently to the bus company.

Students are expected to:

Show their valid bus pass to the driver upon entering bus;

Obey the bus driver at all times;

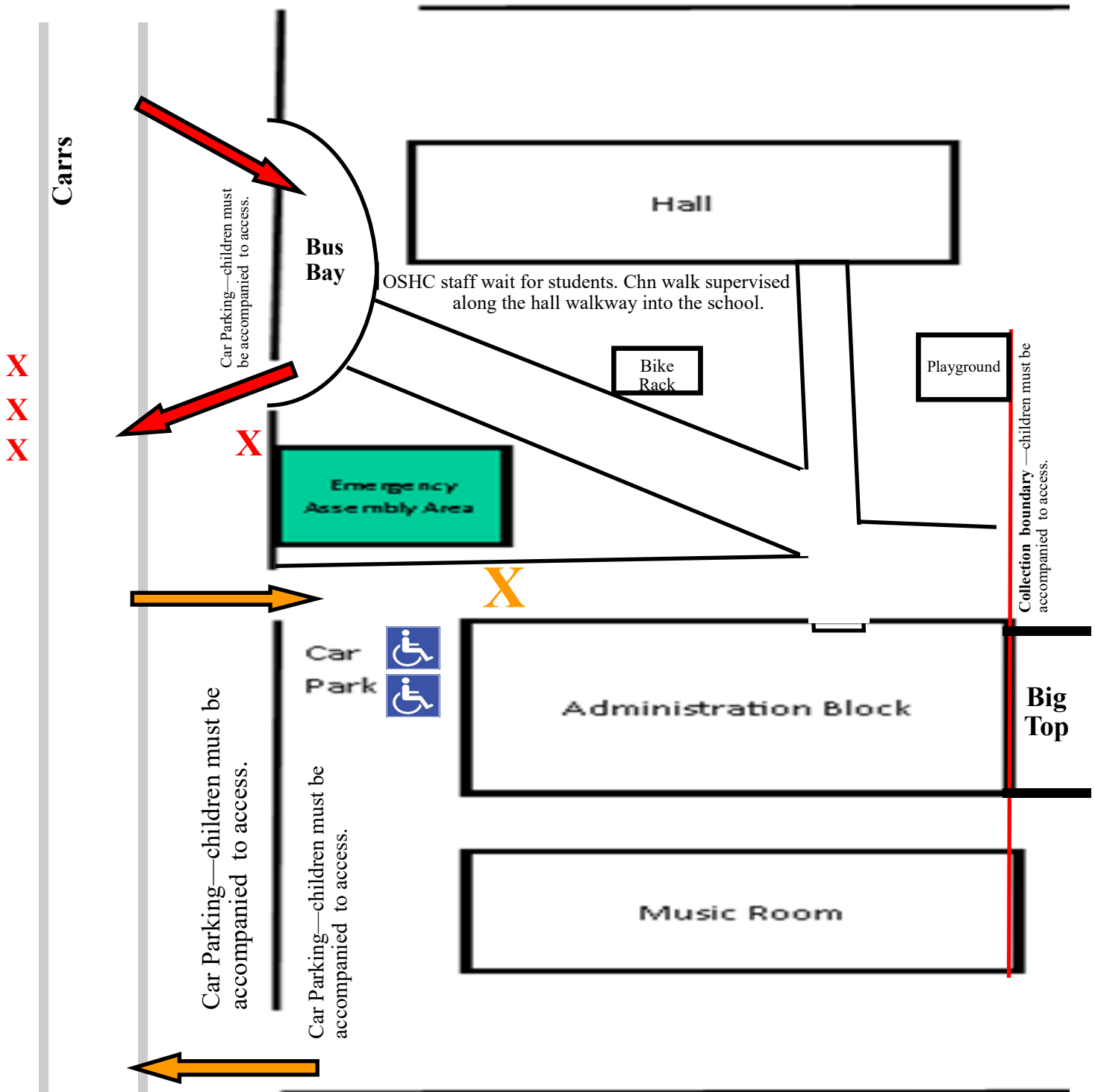
Sit correctly on the bus with school bags placed under the seat.

Unavoidable Delays

Should you be unavoidably detained in picking your child up after school, please contact the school office so that staff can meet the supervision needs of your child

Please do not offer to take other children home without permission of their parents, where contact has not been made with the school.

St James' Traffic Management Map



Pick up and drop Routine.

Morning— buses drop of at approximately 8.50 am each morning and have priority in the bus zone. Cars are not to be parked in the bus bay.

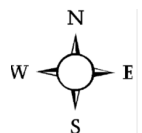
Afternoon— chn must be collected from the big top east of red line and are not unaccompanied on the western side of this line.

Please be aware of children when reversing.

Bus , Bike and Walking—chn accompanied by a staff member.

Bus released first followed by bikes and lastly walkers.

X— No vehicle access beyond this point.
X—bus turning area no parking.



Arrival and departure by bicycle

The RTA (Roads and Traffic Authority) and The Catholic Education Office and Training recommend that students under the age of 10 do not ride bicycles to or from school unless accompanied by an adult bicycle rider.

Students who do ride a bicycle to and from school must correctly wear a Standards Approved Australia helmet. This is a NSW government law enforceable by the NSW Police Service. Students must ride in a safe manner and follow the NSW bicycle rules for bicycle riders.

Once at school, students must walk bicycles on site and lock them in the bicycle racks provided. All students riding to and from school are expected to ride via the cycle way along Carr's Drive and enter and leave the school through the cycle way gate provided at the school entrance.

Playing After School

The use of the playground equipment cannot be adequately supervised after school, therefore it is **out of bounds**.

While it would be lovely to offer the equipment for parent engagement there are often issues with children being unsupervised. Because of this we ask children and families to refrain from its use after school due to the risk of injury

Visitor Safety Guidelines

St James' School is a Workplace Health and Safety Conscious School

- ♦ **All persons entering school grounds must report to the**
- ♦ **office, sign in and wear a visitor's badge.**
- ♦ **St James is a "No Smoking" Environment**

Visitors are reminded of the following:

- ♦ **1. No electrical equipment** is to be used on this property unless it has been **tested or inspected and placed on a risk assessment.**
- ♦ **2. Visitors** are to **use staff toilets only.**
- ♦ **3.** On the **prolonged sounding** of a bell, all persons are to evacuate to the Emergency Assembly Area.
- ♦ **4. No chemicals or drugs** are to be **brought onto school property.**
- ♦ **5. No person** is to be **alone** in any part of the school **without the permission of the Principal.**
- ♦ **6. Before you leave the school, please report to the office, sign out and return your visitors badge.**

**St James School thanks you for becoming aware of our safety
environment**

THE SEVEN KEY LEARNING AREAS

Key Learning Areas are broad groupings of subjects. In Catholic Primary schools we teach 7 Key Learning Areas with the inclusion of Religious Education.

Each KLA deals with the knowledge, skills and understandings that are relevant and appropriate for primary students. Subjects are organised in this way to help teachers to meet the scope of the primary curriculum and to ensure that students have access to a well-balanced curriculum.

Religious Education

Religious Education is taught throughout the Stages. Students learn about the world as a community of people, their part in caring for the environment and all living things. The teachings of the Church and a loving and forgiving God, justice and compassion are central themes. The To Know Worship and Love resource is sent home each term to support the teaching of Religious Education.

English

English is the Key Learning Area where students develop knowledge, skills and understandings about how the English language helps us to make meaning. English also has a wider role as a means of learning in all KLAs.

Mathematics

Students in Mathematics learn to analyze and solve problems in the areas of space, measurement and number. It involves the study of patterns and relationships and provides a means of communication.

Science

Science and Technology provides opportunities for students to learn about natural and made environments by engaging in scientific inquiry. Science involves students in investigating phenomena in their world and solving real life problems using technologies.

Personal Development, Health and Physical Education

The Personal Development, Health and Physical Education KLA helps students develop self-esteem, social responsibility for personal fitness and the ability to make informed decisions about health and lifestyle decisions.

Human Society and Its Environment

This discipline deals with the interactions of people with one another and with the social, cultural and physical environments as they attempt to meet their needs.

Creative Arts

Creative Arts KLA includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others.

Pastoral Care and Wellbeing Policy.

Policy Statement

This policy is underpinned by the Foundational Beliefs and Practices of Catholic Education in the Diocese of Lismore—The Essential Framework and Diocesan and legislative imperatives.

Student Welfare

We emphasise the importance of the development of the whole person and the implementation of behaviour management strategies which promote the dignity of all.

Rationale

St James School aims to provide a happy and safe environment for all with a focus on respect, justice, equality, love and forgiveness.

The ultimate aim is to develop self-discipline in all children by focusing on, and promoting reconciliation.

We endeavour to live the Gospel values in our every day lives, with a strong personal commitment to the well being of each child.

Guiding Principles

Acknowledging this, these are the principles on which our behaviour management plan is based.

- All members of our school community have rights, which need to be respected, and responsibilities to themselves and others.
- All stakeholders should be aware of their rights and responsibilities.

Class Expectations

School policy is that each class will formulate their own set of class rules and expectations at the beginning of the school year. These are negotiated and therefore owned by the children. Expectations are formulated in a positive way. Consequences are clearly defined. Consequences are based on cooperation, respect and a clear understanding of rights and responsibilities. Expectations and consequences are consistent.



Pastoral Care and Wellbeing Procedures

Behaviours such as littering, running on the concrete, not respecting property etc. will be dealt with by the teacher on the spot.

If a child within the student body is displaying behaviour – such as swearing, minor assault, disrespect towards a teacher or another student, very inappropriate classroom or playground behaviour, the following process will take place:

1. A time out and reflection time takes place.
2. A phone call informing parents of the behaviour will be made by the principal.
3. The student will be asked to discuss the behaviour with their parents honestly.
4. After three phone calls for inappropriate behaviour parents will be asked to attend an interview with the Principal.
5. If the behaviour continues possible suspension of school privileges such as camps, excursions, sport carnivals, etc. could occur.

If behaviour still does not improve suspension from attending school could occur.

Behaviours warranting consideration by the Principal, Parish Priest, CEO consultants or school executive with referral such as:

- Aggressive or dangerous behaviour that might endanger the student themselves, other students, staff or visitors;
- Drug related behaviour;
- Sexual harassment of other students or teachers;
- Risk of injury or serious stress to staff;
- Waste or abuse of school resources, both material and personnel, by the student.
- Behaviour which explicitly contravenes current OH&S legislation.

When these behaviours occur, followed by a suspension or exclusion, the student and their parents must attend a re-entry meeting to decide whether inclusion back into the school community can occur.

