

ST CHARLES CATHOLIC PRIMARY SCHOOL



PARENT HANDBOOK

2025



Dear Parents,

Welcome to St Charles Catholic Primary School.

St. Charles Ryde and Our Lady Queen of Peace are the two primary schools that make up the Ryde Gladesville Catholic Parish. They share the mission of the Parish and Church: to proclaim and to witness the gospel of Jesus Christ in the world. Our school proclaims and witnesses to Jesus Christ by encouraging all within the school and parish community to grow in accordance with Christ's teachings, values, attitudes and behaviours.

The Parish Priest, in collaboration with the Executive Principal, staff and parents are responsible for the faith development of the students of the primary school - their religious education, their preparation for and reception of the sacraments and their initiation into the liturgical life of the Church.

The religious education program taught in the school is based on the Religious Education Curriculum from the Sydney Catholic Schools Office Sydney. Since the sacraments belong to the Church, the preparation of the children for, and their reception of the sacraments of Reconciliation, Eucharist and Confirmation are activities of the whole parish community. The school works with the parish to assist parents, the primary educators of their children in the faith, in accompanying their children towards and beyond the first reception of these sacraments.

We believe that what makes our schools, here in the Ryde Gladesville Parish, a Catholic community is not only the external signs, which distinguish us as Catholic, but also the quality of our community life.

In serving the local Church by reflecting the Kingdom of Christ in our structures, our ambitions, our celebrations, our care for each other, our approach to the outside community, our curriculum, our worship - we are a truly Catholic Community.

Growing together in prayer, friendship and learning.

Frank Cohen
Executive Principal

Father Greg Morgan
Parish Priest



St Charles Catholic Primary School at Ryde occupies two hectares of land donated by Daniel and Catherine McMahon in 1849 for a Catholic church, presbytery and school. Here the first St Charles church was opened in 1857. A one-room, slab timber schoolhouse measuring 9 metres by 5 metres was the result. A playground was fenced off next to the church burial ground.

The school was opened in November 1858 with 30 pupils. The first known teacher was a Mr. Sturgeon in 1862. In 1883 the Josephine Sisters took charge of the school until 1892 when Cardinal Moran requested that the Little Company of Mary nuns run the school. In 1898 the Mercy Sisters took over the school, and administered it until 1987.

The person of Jesus Christ is seen as the foundation upon which St Charles Catholic Primary School is built. We are not only committed to the education of each child but also to the further development of Christian values. We strive to give witness to these in our daily living and encourage the children to do likewise.

We value the important role parents play in our school as we work together for the good of each child.

PARISH OFFICE

Phone	9807 2966	Parish Priest Assistant Priests	Fr Greg Morgan Fr Dan Fr Steve Fr Daniele
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Office Manager	Mrs Judy Raumer
Family Educator	Mrs Philippa Manley

SCHOOL

Phone	9809 4238
Email	info@scpsryde.catholic.edu.au

TERM DATES FOR 2025

Staff Return	Friday 31 January
Students Yrs 1-6 Return	Monday 3 February
Kindergarten Return	Tuesday 4 February

Pupil Free Day	Friday 31 January
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Term Dates

Term 1	Monday 3 February	Friday 11 April
Term 2	Monday 28 April	Friday 4 July
Term 3	Monday 21 July	Friday 26 September
Term 4	Monday 13 October	Friday 19 December

(All catholic schools now have 9 Staff Development days – the dates for these are yet to be confirmed)

St Charles Primary School Ryde

SCHOOL MOTTO

Prayer, Friendship, Learning

MISSION STATEMENT

Celebrating Jesus Christ as the centre of our lives

Promoting successful learning in a supportive environment

Fostering a true spirit of community through prayer, friendship and learning

Inspiring hope and a positive vision for the future

VISION STATEMENT

St Charles Primary School provides a quality education in the Catholic tradition. Through a partnership with our community, we strive to build a learning environment which supports each person to achieve their full potential.

Our school, in partnership with the parish and community, is a faith-filled centre of learning striving for educational excellence and innovation.

ST CHARLES' SCHOOL PRAYER

God of Mercy,
You are always with us.
May our school be a place of prayer, friendship
and learning.

Jesus our light,
you are always with us.
May the example of
Charles Borromeo, Mary MacKillop
And Catherine McAuley inspire us to proclaim
your Good News.

Holy Spirit, giver of life,
you are always with us.
Help us to love, care for Your creation and to call
everyone friend.
Amen

PEDAGOGICAL BELIEF STATEMENTS

At St Charles we believe...

1. Students will be challenged and supported in their personal learning journey, in an environment where high but realistic expectations are communicated and maintained.
2. A quality learning environment exists where assessments are used to inform teaching and learning, and effective and timely feedback, is given.
3. Engaging and challenging opportunities are given to enhance the capacity for students to learn and make connections to the real world.
4. Effective learning takes place through differentiated learning and enrichment opportunities that cater for individual needs.
5. The environment is stimulating and the educational resources used are attractive and appealing to provide opportunities for inquiry based learning.
6. Students see themselves as learners who build upon prior learning and experience in order to develop knowledge, skills, values and attitudes which promote intellectual quality.
7. Students are provided with opportunities to reflect on and discuss their learning and successes.
8. Sound pedagogy takes place when there is effective communication between teachers, students, parents, the Parish and the wider community.
9. Teachers are positive and enthusiastic and are provided with opportunities for their own professional development and reflective practices.

ST CHARLES PRIMARY SCHOOL

The learning community of St Charles are committed to realising and enhancing the learning potential of each individual. We seek to do this by:

- Uncovering & nurturing the talents, gifts and passion for learning of each individual
- Providing meaningful opportunities for learning in a variety of ways
- Celebrating the successes and achievements of every person.

We encourage all in our community to see each day as the opportunity to learn something new.

St. Charles School Song

Gary Pinto, Students and Staff of St. Charles

Students and Staff of St Charles
Forgiveness and Mercy
All of our days, we're following
We're called to serve humanity
Compassion and Justice
We're anchored in our friendships
We value love and dignity
'Cause we want to be the best that we can be
Here at St Charles
We live what we believe
Here at St Charles
We grow in unity
'Cause we stand together all as one
To serve our God the Risen Son
At St Charles
My Jesus you're with us
Inspired, we strive for excellence
Protector, Saviour and our guide
Every face has a place
When we belong we feel safe
Our loving families by our side
'Cause we want to be the best that we can be
Here at St Charles
We live what we believe
Here at St Charles
We grow in unity
'Cause we stand together all as one
To serve our God the Risen Son
At St Charles
Be it done according to your word
Be it done, let your voice be heard
Here at St Charles
We live what we believe
Just like St Charles
We care for others' needs
'Cause we stand together all as one
To serve our God the Risen Son
And as Mary said "Thy Will be done"
We praise the Father through the Son
At St Charles x 4

ABSENCE FROM SCHOOL

Your child needs to attend school regularly so that all aspects of work can be covered. If, however, through illness or other reasonable cause, your child is absent parents are required to enter their child's absence into the School Compass app. This informs us that the child has been absent with your knowledge.

If you know that your child will be away from School for an extended period of time, either due to holidays or an operation, permission must be sought from the Principal in writing. If this exceeds 5 days or more, an Extended Leave Application form is required to be completed. Please contact the office to obtain this form. Approval is subject to the Principal's discretion.

ALPHABETA BEFORE and AFTER SCHOOL CARE

Before and After School Care (OSHC) is now run by Alphabeta and is linked to the Ryde Gladesville Parish. The centre provides care for children who attend St Charles Catholic Primary School each day both before (from 7am) and after school (to 6.00pm). Children must be enrolled in St Charles Before and After School Care to attend. For information regarding ALPHABETA please phone 0467 722 235 or email: basmanager@alphabeta.com.au

AMADEUS MUSIC EDUCATION PROGRAM

The Amadeus Music Education Program will continue at St Charles in 2025.

Research demonstrates that learning music can improve academic success in language and mathematical development, memory, attention span, self-discipline and coordination.

The Amadeus Music Education Program will be run during school hours and consists of three parts:

1. Classroom Music

Our music teacher, Mr Vincent Femia will continue to give music lessons in the classroom to all students from Kindergarten to Year 6.

2. Small Group Tuition

An Instrumental Tutor will teach students in Years 3 to 6 to read music and play their instrument in groups of 5-8 students. Students will move in small groups to and from the classroom to attend their small group tuition.

3. Ensemble Rehearsal

A conductor will lead students in Years 3 to 6 in an ensemble. There will be teacher supervision for the ensemble.

All students are expected to participate in the Amadeus Music Education Program. Students will be provided with their own instrument, which will be on loan to them from the school and is theirs to take home. It is imperative that students care for their instrument and remember to bring it on the day of their small group tuition and ensemble rehearsal. The total cost is \$200 per year, this covers the hire of the instrument, maintenance/servicing, book hire and participation in ensembles and tutorials and will be part of your school fees.

ANAPHYLAXIS - a serious health issue

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. St Charles 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, eggs, milk, soy, sesame 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.

Parents and students are asked to be extremely careful to not send foods which may put some of our children at great risk to school in lunches. Some of these foods include eggs, nuts and seafood. Children are discouraged from sharing food/lunches to assist children and families who live with, and manage, this serious condition. When sending children with food to celebrate a birthday please ensure that there are no nut products in the food being sent. It would assist the class Teachers if a list of ingredients could be sent in.

Each child with Anaphylaxis is required to have a current medical plan which is shared with the school. These plans must be signed by your family Doctor. Epipens and plans must be updated each year.

ASTHMA

If your child is on regular medication for Asthma it is advisable to discuss this with your child's class teacher and the Principal. It is required that children use their medication in the Office under supervision so that it is administered safely and correctly. Children with Asthma must have a current Asthma Plan from their doctor. These plans must be signed by your family Doctor and updated each year.

Each child with Asthma has their plan displayed in Sick Bay.

ATTENDANCE

Playground supervision starts at 8.25am. Parents are asked not to send their children to school before this time. All children are to arrive between 8.25am and 8.52am for classes to commence promptly at 8:55am. Supervision concludes of an afternoon at the pick-up zone at 3:40pm.

SCHOOL HOURS

8.25am	Playground Supervised	8.52am	Line up/School Begins
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Morning Tea

Years 3-6	10.25 - 10.55am
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K-2	11.00 – 11.30am
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Lunch

Years 3-6	1.00 - 1.30pm	(1.00 - 1.05pm supervised eating)
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K-2	1.35 - 2.05pm	(1.25 - 1.35pm supervised eating)
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3.05pm	School concludes
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BRING YOUR OWN DESIGNATED DEVICE PROGRAM (BYODD)

After a thorough consultation process with Parents, Staff and Sydney Catholic Schools personnel in 2016 the decision was made to implement a Bring Your Own Designated Device program for Year 4 to

Year 6. St Charles would implement the program from Years 4 to 6 and use a Chromebook. The cost of a basic model of the Chromebook is approximately \$450. The Chromebook device was selected due to their suitability, cost durability and reliability.

CANTEEN

Michelle Mawad, an experienced Canteen Manager, runs our Canteen and services the food needs of the school. The Canteen is open three days per week on a **Monday, Wednesday and Friday** each week of the term. The Canteen uses an online ordering system called **Flexischools** (Go to **flexischools.com.au** select St Charles Ryde and click register). The Canteen uses Flexischools for its recess and lunch orders, when you are online and have registered with Flexischools you can view the Canteen menu. There is also over the counter cash sales at Recess and Lunch.

CHILD PROTECTION POLICY

This school complies with all requirements of the *NSW Child Protection Legislation 2008*.

Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.

- Undertaking the *Working with Children Check* (employment screening) for paid employees of the school.
- Making notifications of 'risk of harm' or abuse to students to Community Services as per mandatory reporting laws
- Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
- Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- Parent volunteer Working with Children checks and information sessions are compulsory for Parents who want to help out at the School in any capacity. The website to complete your Working with Children Check is www.kidsguardian.nsw.gov.au

This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

CHOIR

Students from Kindergarten - Year 6 have the opportunity to participate in the School Choir. The choir is regularly invited to perform at organised community functions and to participate in Eisteddfods and competitions. There are opportunities for children in K-6 to join a Liturgical Choir for Sacraments and Masses.

CLASS PARENTS

Each year parents (Dads and/or Mums) from each class are asked to volunteer as Class Parent Representatives. The Parents and Friends Association organizes these positions at the beginning of each new school year. The nominated parents are required to follow a specific role description and report directly to a nominated P&F leader or the Principal.

COMMUNICATION

SCHOOL APP: COMPASS

The St Charles Compass School App will provide parents with immediate access to school news, events, updates etc from their iPhones or iPads. To download the free Compass App go to the App Store or Play Store and add the **Compass App** and activate "receive notifications". As all our communication is shared through Compass it is imperative for Parents to familiarise themselves with this App for ease of communication.

New families to the school will be given a login letter at the start of the 2023 School year, this will contain your individual login details with a username and temporary password given. A Parent's User Guide to Compass can be found on the St Charles Primary School website (under the Compass tab) www.scpsryde.syd.catholic.edu.au



Communication: Newsletter

A School Newsletter is emailed home through **Compass** each fortnight of the term to keep parents informed of relevant matters and is seen as an invaluable means of communication between the school and parents. Each other week school notes and notifications are emailed to parents through Compass.

COMPUTERS

The school is well resourced in the area of computer technology. A wireless network has been installed and the school has PC's, Macbooks, Chrome books and ipads for student use. Each classroom is also equipped with networked computers and has a Smartboard. 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 Sydney Catholic Schools' Student Acceptable Use of Technology Agreement each year. This policy outlines the responsibilities that go with the use of the school's information and computer technologies.

CURRICULUM

Religious Education is at the heart of Catholic education. It informs all aspects of school life and contributes to the mission of the Catholic Church in announcing the good news of Jesus Christ. All students enrolled in Sydney Catholic Schools are required to study Religious Education.

St Charles Catholic Primary School provides quality teaching and learning in all the Key Learning Areas:

- Religious Education

- English
- Mathematics
- History and Geography
- Science and Technology
- Creative and Practical Arts
- Personal Development, Health & Physical Education

The curriculum is child-centred. It recognises individual differences and the importance of each child's search for meaning. It provides opportunities for inquiry-learning, problem solving, group interaction, creative thinking and decision-making.

DRESS CODE

Pride in personal appearance and wearing the school uniform gives each child a sense of well being and belonging to the school community. No nail polish or unnecessary jewellery should be worn to school. It is expected that students will conform to the following regulations regarding hairstyles.

Girls Neatly groomed styles at all times. Long hair should be tied back.
Navy ribbons only are acceptable.

Boys Boys are requested to have neat traditional haircuts at all times. Long hair should be tied back.

Uniforms are available from **Cowan & Lewis** at their Turrumurra shop **Monday-Friday 9am-5pm & Saturday 9am-12**. Hats can be purchased via the school office for \$20. A second-hand clothing pool is available and run by volunteer St Charles parents. This is open fortnightly on a Thursday (even weeks) and on a Wednesday (odd weeks) of term. All items of clothing and other personal items, eg lunch boxes and drink bottles should be marked clearly in a prominent place with the child's name. The online Cowan and Lewis website www.cowanlewis.com.au. Go to 'SHOP ONLINE' and Click on the Logo for St Charles Primary Ryde. Deliveries arrive at St Charles office on Tuesdays and Fridays. Exchanges/returns are collected on these days also.

Girls Uniform

Summer	Brown, white and blue checked dress, black shoes, blue ankle length socks and hat
Sport	Navy shorts, blue sports shirt, navy tracksuit, sports shoes, white socks and hat
Winter	Navy tunic, light blue shirt, navy tracksuit jacket or navy jumper, tie, black shoes, navy stockings or navy socks and hat.

Boys Uniform

Summer	Navy shorts, blue shirt, black shoes, navy school ankle length socks and hat
Sport	Navy shorts, blue sports shirt, navy tracksuit, sports shoes, white school socks and hat.
Winter	Long or short navy trousers, light blue shirt, navy tracksuit jacket or navy jumper, black shoes, navy socks, tie (years 3 – 6) and hat.

SECOND HAND UNIFORM SHOP

A second-hand clothing pool is available and run by volunteer St Charles parents, this is open fortnightly on a Wednesday of odd weeks of term and fortnightly on a Thursday (even weeks of term) from 8.30am – 9.30am.

Boomgate at Potts Street Carpark:

A Boomgate has been installed at our Potts Street carpark entry. The Boomgate is open during school drop off and pick up zone times. All our Parent contact numbers will be entered into the system so that you have access to the boomgate, you will need to save the mobile number into your mobile and ring the number on approach to open. The Boom Gate number is **0468 958 460**.

Church Carpark: Bollard Times

The Parish has adjusted the time of the Bollards due to the volume of cars parking in the Church carpark. The Bollards remain up in the morning and go down at 9.20am. **The Bollards now go up at 2.00pm each school day.** For the safety of the children no parents are to come into the Church carpark to pick up Students of an afternoon.

DRIVE THROUGH RULES 2025

Morning Drop-Off

- Morning drop-off begins from 8:25am. Children will not be supervised until this time.
- Entry & Exit from Potts Street
- No right hand turn from Potts Street into car park 8am-9.30am and 2.30-4pm school days
- STRICTLY 5km speed zone
- Please drive right up to the start of the designated drop off zone adjacent to Alphabeta demountable.
- Parents are to remain in the car line and should not be overtaking when in the drop-off car zone. (Taking an extra minute saves lives!)
- Bags need to be ready inside the car and not in the boot
- Parents must remain in the car
- Students to exit from the passenger side only
- Once your child has exited from the car please follow the exit arrows to leave the drop off area. It is safer to wait for the cars ahead of you before you exit the zone. If parents are concerned about smaller children they are permitted to park in spaces that are available and walk your child into school.

Afternoon Pick-Up

- Afternoon drive through operates between 3.10 – 3.40pm
- Entry & Exit from Potts Street. Parents are not permitted to park in a line down Potts Street before 3.10pm
- No right hand turn from Potts Street into car park
- STRICTLY 5 km speed zone
- Please drive right up to the start of the designated pick-up zone adjacent to Alphabeta demountable
- Children watch for their parent's car and will move to the car when it has stopped. Children enter the car from passenger side only.
- Family surname cards are to be displayed on the front visor. Please see the office staff if you need multiple copies
- No bags in boot
- Parents must remain in the car
- Once your child has entered the car please follow the exit arrows to leave the drop off area. If parents are concerned about smaller children they are permitted to park in spaces that are available and walk from school back to their car with their child.

- Any children not collected by parents still on the playground will be asked to join the pick-up zone where they will be supervised by a teacher
- Two drive through zones operate for student pick up. Families A-K use Church car park and L-Z use Potts Street car park
- **Any child not collected by 3.40pm will be walked to the School Office for collection**

DRIVING IN PRIVATE CARS TO SCHOOL EXCURSIONS

St Charles Catholic School must receive written permission for parents or staff members to drive children in private cars to official school events. This is an insurance requirement for children in Catholic Schools. A Child Protection Volunteer Declaration must also be filled in by the driver (if this has not been done previously). Drivers must also consider the number of children that can be taken safely in his/her car, ie children under 12 are unable to sit in the front of some vehicles with air bags and all children are required to wear a seat belt.

The written permission received from the child's parents must include the name of the school activity, the venue, the date and time and the name of the driver.

The driver of the car must provide the following details to the school :The name of school activity, the date and time of school activity, the driver's licence number, the vehicle make/model, registration, insurance details (company, comprehensive/third party, policy number and phone number).

EMAILING

As a general rule parents are discouraged from sending emails directly to teachers. Parents may send emails to the school's email address info@scpsryde.catholic.edu.au and the email will be forwarded to the appropriate teacher. Teachers are also encouraged to only reply to parents during normal working hours. In some circumstances teachers may request parents to email them directly about some issues. Please be aware that if emails are written in an inappropriate manner they will be forwarded to the Principal.

Parent-teacher relationships are an important aspect of student success. We value the strong home-school partnership that we have at St Charles. Next to high quality instruction in the classroom, our partnership stands as one of the most significant factors in a child's education.

Parents have three direct ways to communicate with teachers: the telephone, e-mail and face-to-face meetings. E-mail has become a preferred choice of communication in our society because it is fast and convenient.

The teachers' top priority during the school hours is working directly with the children. As such, the classroom environment does not allow teachers to check their e-mails regularly. In most cases, teachers check and respond to e-mails before and after school and will respond within 24-48 hours.

EMERGENCY PROCEDURES (fire, bomb threat, airport or local industry disaster)

Evacuation, Lock Out and Lock Down drills are practised throughout the year. The evacuation requires the organised departure of the entire school to the playground or Church grounds where shelter, toilet and drinking facilities are available. The school's policies are regularly reviewed and updated where necessary.

EXCURSIONS

Excursions are considered to be a valuable and worthwhile inclusion in the school program. They are an extension of the learning experiences provided by each teacher and are relevant to a particular unit

of work being studied. Excursions are always carefully planned well in advance of the day and parents will be notified by letter of the details of the excursion. A written consent form must always be signed and returned to the school prior to the day.

All Parents wanting to assist on excursions must have attended one of our Parents Information Induction sessions and have a current Working with Children Check.

HATS

It is an expectation that all students wear their school hat before school, recess, lunch, during sport and on their way home. There is a **NO HAT NO PLAY RULE** which the teachers enforce on the playground for your child's safety. The school hat is provided when students commence at St Charles. Please clearly label your child's hat and additional school hats can be purchased for \$20 from the school office.

HEALTH & SAFETY

Children should not attend school if they are unwell or displaying symptoms of any illness.

If your child complains of illness at school he/she will be seen by the staff member responsible for First Aid and kept under observation in the Sick Bay for a short time. It will then be decided whether a parent needs to be contacted to take the child home. For this reason it is very important that all contact phone numbers are up to date and correct. If a child requires urgent medical attention parents will be notified and an ambulance called. The school's Annual Subscription covers transportation costs.

This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website: https://www.ccinsurances.com.au/church_ins/school-care.asp

HOMEWORK

The schools Homework Policy is regularly updated and is included below. The following policy is used by the staff to ensure children receive adequate homework each week.

Policy Statement:

The most important 'out of school' activity for any child is to enjoy his/her family life. Homework should not be the cause of tension and disruption in a family.

POLICY STATEMENT:

The most important "out of school" activity for any child is to enjoy his/her family life, exploring the world and building strong relationships. Homework should not be the cause of tension and disruption in a family.

At St Charles Primary School, we believe that homework:

- keeps parents informed about what is being taught at school.
- helps children form study habits and skills in a supportive environment.
- helps reinforce the knowledge and skills experienced in class lessons.
- gives children the opportunity to share their achievements with their family.
- builds a child's self esteem and helps them to feel good about their individual, group and class efforts.
- recognises the primacy of family life.
- makes allowances for individual differences.
- May involve the use of an ICT device

PROCEDURES:

1. Homework tasks will be drawn from a variety of Key Learning Areas.
2. Reading should be an integral and nightly part of homework in all grades.
3. Homework may be given nightly, weekly or fortnightly.
4. Homework should include a balance of hand written work/activities and the use of IT devices.
5. No new homework should be set for weekends; however, students may like to complete research assignment work before the due date.
6. Week 5 and 10 each term will be a homework free week or "Family Week".
7. No new work is to be introduced in homework tasks. Homework should reinforce knowledge and skills already experienced.
8. Homework should be completed with minimal assistance from parents.
9. Homework should be signed by parents. This indicates that parents are satisfied with the time and effort put into the homework. In the event of homework not being completed, parents should write a short note of explanation to their child's teacher.
10. Parents may choose not to sign homework. This indicates they are not satisfied with the effort their child has put in or that their child has refused to complete homework. Parents are asked to notify their child's teacher in writing as to the reason why they have not signed their child's homework.
11. The student will complete unsigned or unexplained incomplete homework on the following evening, which may include weekends, under the supervision of their parents.
12. Teachers will notify parents of homework expectations at the commencement of each term in the Curriculum Term Overview and separate note when sending student's homework book to their home.
13. The recommended time a student is expected on average to spend on homework activities per night is as follows:

	Class Reading	Formal Set Work
K	10 min	10 min
1	10 min	10 min
2	10 min	15 min
3	10 min	20 min
4	15 min	20 min
5	15 min	30 min
6	15 min	40 min

14. Special Needs and Reading Recovery homework is to take precedence over class homework.
15. ICT devices may be used to support reading, formal set work and/or class assignments.
16. Parents are encouraged to limit the use of ICT devices to no more than 30 minutes at a time.

Week 5 and 10 of each term are known as **Family Week**, no formal homework will be distributed during Family Week. During this week we encourage each family to spend some quality and fun time together. For example: investigate and discuss special interest topics as a family.

We ask your co-operation in spending some time with your child/ren each night to ensure that homework is being done. However, if your child is experiencing difficulty completing their homework in the time suggested, please make an appointment to discuss this with the Class Teacher.

IMMUNISATION

All students entering Kindergarten have to provide the School with an Immunisation Certificate. In the event of an outbreak of an infectious disease children without certificates have to stay home during the outbreak.

INFECTIOUS DISEASES

Children are excluded from school when an infectious disease is evident. In certain cases a Medical Certificate is required before a child can return to school. Parents are asked to contact the office if their child has contracted an infectious illness.

LATE ARRIVAL AT SCHOOL

We expect from all families the courtesy of arriving on time. Children who arrive at school after 8.55am must report to the Office and parents must sign in their child at the Compass kiosk and a late slip will be issued for the class roll. If your Child does not report to the Office and arrives in Class after the Roll has been marked, they will be marked as Absent for the day. Absent reports will be sent home at the end of each term. Absence reminders are sent to parents fortnightly.

LEARNING INTERVENTION PROGRAMS

The school offers a variety of learning intervention programs where volunteers are trained to support classroom learning in small groups or one-to-one settings. Some examples of this are Reading Recovery, Quicksmart, Literacy Support and MiniLit.

MiniLit

MiniLit is an intervention program that provides reading instruction for young struggling readers to help them meet benchmark levels. It is delivered to small groups of up to four children across Years 1 and 2. The program uses direct instruction techniques and a combination of phonics, text reading and story book reading.

Quicksmart

Quicksmart is an intensive intervention program that supports students from grades 4-6 who are performing below benchmarks in Mathematics. It is an intensive 30 week tutoring intervention to increase fluency and automaticity. The program works with two students for three 30-minute sessions a week.

Reading Recovery Program

Reading Recovery is an early intervention program, which provides intensive, individual one-to-one help for children identified as having difficulty in reading and writing in Year 1. Children are assisted by a trained teacher to make rapid progress, so that they can rejoin the average levels within their classroom program.

LEAVING SCHOOL GROUNDS

Children may only leave the school grounds during school hours with a parent or authorised person if a note has been sent to the teacher prior to departure. Parents/Guardians are asked to report to the Office to collect their child and complete details on the Compass Kiosk for early departure.

LIBRARY

Children from Kindergarten to Year Six have a weekly lesson and borrow from the School Library at least once a week. All children require a library bag 25cm x 38cm (approx) in order to borrow.

LITURGY AND PRAYER

Each day at St Charles begins with a prayer and all staff, parents and children present in the school at midday will pray the Angelus. Classes are rostered to attend Mass regularly and the school community celebrates important religious and secular events each term. Parents are always welcome to join in these celebrations.

LOST PROPERTY

Should your child lose an item of clothing please check with your child's teacher first, the lost property box is located near the rear office door. Belongings, which are clearly marked, can easily be returned to the owner.

MEDICATION

The office staff are authorised to administer labelled prescription medication required less than every six hours. All medication sent to school must be accompanied by a signed Medication Authority to Administer form which can be collected from the office. At times we may also request a Doctor's Certificate stating that the medication must be administered during school hours. All of these precautions are for the safety of the children. All sick children and serious injuries are treated at the Office. The office staff are qualified First Aid Officers. Portable First Aid Kits are taken on all excursions and sporting trips. If your child suffers from any serious condition such as anaphylaxis and asthma it should be stated on the enrolment form and a medical plan from your doctor needs to be provided.

MUSIC

Each class has a rostered Music lesson once a week.

Keyboard, guitar, clarinet, flute and band lessons are also available at the school from private music teachers.

NEWMAN SELECTIVE GIFTED EDUCATION PROGRAM

St Charles is now part of the Sydney Catholic Schools Newman Selective Gifted Education Program. Newman Selective schools provide high-quality professional learning for staff and an authentically rigorous program for gifted learners within a nurturing Catholic environment, thus enhancing the whole-person. St Charles endeavours to offer a wide range of opportunities that cater for a variety of gifted learners and supports students' social and emotional wellbeing.

Identification

Effective educational programs for gifted students depend on appropriate and accurate identification. In order for identification to be effective for gifted and talented students, a balance of objective and subjective approaches are adopted. Teachers and parents will then be assisted to identify behaviours, some of which are often perceived as negative, that can indicate the presence of high ability.

Approaches for identification may include: IQ tests, tests of performance, off-level testing, standardised competitions, psychometric assessments, learning styles inventories, tests of creativity or critical thinking, student products assessments, school marks, checklist of characteristics common to underachieving students, student interest inventory, teacher nomination checklists, parent checklist/interview, syllabus statements of expected outcomes, behavioural checklists.

The Gifted and Talented policy:

- is available on the school's website at: www.scpsryde.syd.catholic.edu.au

At St Charles appropriate programs for gifted students include a combination of any of the following including: differentiation in the classroom acceleration, flexible grouping and enrichment activities.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends of St Charles meets once a term. Its aims are:

- to initiate or assist with any projects or activity which may be beneficial to the school
- to promote friendship and co-operation between all those associated with the school
- to raise funds to promote the aims of the Association.

All parents are members and are encouraged to support the Association and its activities.

Parents Charter

The Parents Charter has been designed to support the vision, mission and pedagogical beliefs of St Charles School.

Parents will:

1. Support their children in their educational and faith development.
2. Ensure they maintain an open and honest line of communication with teachers.
3. Encourage their children to be involved in a wide range of extra-curricular activities.
4. Provide their children with a wide range of rich learning experiences to assist in developing them as global citizens.
5. Reinforce the school's five expectations as a means of supporting their child's wellbeing.
6. Support their children's learning experiences through positive discussion and praise.
7. Ensure that children are involved in Parish life and school activities.
8. Commit to be involved in fundraising events within the school and Parish community.
9. Be respectful of the role of teacher and ensure strong partnerships are maintained.

PAYMENT OF FEES

Your school fees for the year are sent out in February. You have an option to pay these weekly, fortnightly, monthly, by term or annually.

Accounts may be paid through the Compass APP using credit card (Mastercard or Visa) or by cash or cheque. Large amounts of cash should not be sent with Students. If any family is experiencing genuine financial difficulty in meeting any of the fees, please contact the school office to seek an appointment with the Principal.

POSITIVE BEHAVIOUR FOR LEARNING AND BEHAVIOUR SUPPORT

All students, their families and employees within Sydney Catholic Schools have the right to a safe and supportive learning environment. St Charles follows a Positive Behaviour for Learning approach and believes it is everyone's responsibility in the school community to foster, encourage and promote positive behaviour and relationships that are safe, respectful and responsible.

Schoolwide Positive Behaviour for Learning (PBL) supports the shared vision of Sydney Catholic Schools (SCS) to create thriving catholic communities through excellent teaching and learning, embracing the values of truth, collaboration, excellence, empathy and curiosity. The mission of SCS SPBL is to empower schools, in partnership with families, to establish and sustain positive, safe, inclusive and mentally healthy communities where an evidence-based, multi-tiered behavioural framework is implemented with fidelity and equity so that students can reach their full potential.

The St Charles Behaviour Support Guidelines are implemented within the context of SCS policies including: Student Wellbeing, Anti-Bullying, Pastoral Care, Acceptable Use of Technology, Cyber safety and Complaints Handling. These can be found on the Sydney Catholic Schools Website.

In partnership with parents, we want all our students to know and understand that **At St Charles we are safe, respectful and responsible learners**. As a school our role is to promote, reinforce and celebrate positive behavioural choices. It is necessary for everyone in the community to be aware of the process when incidents, both minor and major, occur and what we as a school do to address such situations. There is a student management process for dealing with minor and major behavioural issues at St Charles. Please refer to the attached Behaviour Expectations Matrix and Management Process at the end of this handbook for further information regarding Positive Behaviour for Learning and Behaviour Support at St Charles.

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 180 minutes per week. This time can be taken on a weekly, fortnightly or term basis. The teachers release time of 180 minutes per week provided by the provision of specialist PE teacher, Librarian and Music teacher.

RELIEF TEACHERS

When teachers are absent due to inservice, 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 and the relief teacher will normally follow the program of the classroom teacher.

REPORTING TO PARENTS

Reporting to parents on the progress of their children is a top priority at St Charles. Each year the following procedures are used for Reporting. Children from Years 1 to 6 receive Reports twice a year. Parents may contact the school office if they wish to arrange a meeting with a teacher outside of the twice yearly meetings.

Parents with children with Special Needs may request not to have an A-E report.

School reports are issued electronically through the Compass portal.

RESOLVING COMPLAINTS AND ISSUES

At St Charles we believe that issues relating to children need to be quickly rectified. Parents must report a problem or concern to their child's class teacher immediately and teachers would then deal with the matter in partnership with the parent. If further action is required the matter will be raised with the Assistant Principal or Principal. All staff are then bound to follow school policy when dealing with students and parents using our restorative justice processes. Parents are also bound to follow the Complaints and Grievance Procedures published on our school website.

Where the issue involves the class teacher and the complainant is unable to resolve it directly with him/her the matter should be taken up with the Principal or Assistant Principal. Matters concerning school policy or management should be directed to the Principal or Assistant Principal. Where a matter cannot be resolved locally, it will be managed by Sydney Catholic Schools Head Office.

When parents do not allow staff adequate time to effectively deal with any issue the process can become convoluted. Parents who approach students, send inappropriate emails, post on social media

or make phone calls to confront other parents or children, clearly contradict the enrolment agreement they sign when accepting an enrolment for their child at St Charles. It is also not helpful when parents or children not directly involved make assumptions about any student management concerns, as they are not privy to the specific and long-term support that is often offered to any victim and perpetrator.

Please refer to the 'Responsibilities of Parents' outlined in the Anti Bullying Policy on the Sydney Catholic Schools website

RIDING BIKES TO SCHOOL

If parents wish their child/children to ride a bicycle/scooter to school they must write to the Principal to advise of this. Bikes and scooters must be stored in the designated area and are not to be ridden on the playground.

SACRAMENTAL PROGRAM

The Sacramental Programs for Reconciliation, Eucharist and Confirmation are Parish based. Parents are supported by the Parish in the important role of educating their children in the faith.

In preparing for these Sacraments parents will be asked to attend an initial information meeting and Parish run small group workshops with their child. The school supports parents by teaching programs that run concurrently with the Parish programs. Contact Parish Office for further details.

SCHEDULE OF FEES AND CHARGES

For over 180 years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.

The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.

This school is one of 150 primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 70,000 students enrolled in these schools. The Sydney Catholic Schools Office has the responsibility of leading and managing this system of schools.

The funding of these schools is a shared responsibility between Commonwealth and State Governments, parents and parishes. The Commonwealth Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.

Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.

The fees charged at this school are made up of:

The Archdiocesan Tuition Fee. This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Catholic Education Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.

The School Building Levy. The income from the levy assists in the repayment of loans for school buildings repairs and building insurance.

Local fees and charges. These are set by the Principal and Sydney Catholic School Finance Business partner and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance.

For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the School Building Levy.

School fees are determined by the Sydney Archdiocesan Catholic Schools' Board and are the same in every Systemic School.

For your reference the breakdown of the Student Tuition fees for **2024** are as follows - \$1,574, Building levy of \$840, School based charges of \$1221 – this includes Resource fee, ICT levy, Administration fee, excursion & incursion fees, instrument hire for Amadeus (Yrs 3-6) and a Sports levy. Camps are also held in Yrs 5 and 6. There is also an annual Swimming program cost included for all year groups. Fees are set for the following year in December.

Sibling discounts are provided for the 2nd and 3rd child, fees are not charged for the 4th and subsequent children attending Catholic Systemic Schools.

Please note changes were introduced in 2020 in Sydney Catholic Schools to the Building Levy protocols whereby only the eldest child in the Sydney Catholic Schools system will be charged the Building levy.

Please note these fees will be adjusted for 2024 and you will be advised accordingly when fees have been set by Sydney Catholic Schools.

SCHOOL ASSEMBLY

A Student led Award Assembly takes place once a week. These are live zoomed and the link is shared with families. In Weeks 5 and 10 the whole school Assembly is held onsite and parents are invited to attend.

SCHOOL PHOTOGRAPHS

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

SCHOOL SECURITY

To ensure the safety of our students and the security of the office area, all school gates are locked at 9.15am and re-opened at 2.45pm. During school hours visitors can access the school via the parish car park office entry or by parking in the Potts Street car park and entering via the black gate that has a buzzer to request access from the office staff to enter the school.

SPORTS PROGRAM

As part of the schools Physical Education Program, children receive a 1 hour lesson each week. Children will also participate in organised sport with their class teachers in various coaching clinics

throughout the year. All classes take part in a gymnastics program and/or dance program at least once every second year with qualified instructors and the K-2 children take part in an intensive Swimming Program each year. The Year 3 & 4 children complete a water safety course and the Years 5 & 6 children take part in a surf school program. The school organises its own Athletics and Swimming carnivals each year.

ST CHARLES FACEBOOK PAGE

Visit our St Charles facebook page: <https://www.facebook.com/stcharlesprimaryryde>

STAFF DEVELOPMENT DAYS

Teachers undertake inservice days to plan curricular, update pedagogical practices and incorporate educational developments. On these days classes are suspended and parents are asked to make alternate arrangements for the care of their children. At least three weeks prior notice will be given to parents.

STUDENT LEADERSHIP

At St Charles we feel it is very important that our Year 6 leaders are given responsibility. Some leadership roles include School Captains, Colour House Captains, Restorative Justice Leaders, Environment Leaders, Technology Leaders, Pastoral Leaders and Administration Leaders.

STUDENT REPRESENTATIVE COUNCIL

Student Representatives from each grade are elected at the beginning of each year and meet regularly to suggest ideas and initiatives for the school.

THE DIVERSE LEARNING TEAM

The team at St Charles comprises of the Principal, Assistant Principal, Diverse Learning Coordinator and Teachers, Reading Recovery, Gifted and Talented and ESL teachers.

The team works with classroom teachers to differentiate the curriculum to meet learning needs and ensures the availability of suitable personnel and resources to provide for the ongoing needs of identified students.

The learning support team meets regularly to discuss and create personalised plans for students with diverse learning needs.

Procedures

The team meets regularly to:

- Timetable for Learning Support
- Discuss needs and to set action plans for students with diverse learning needs
- Discuss teacher referrals

The team meets with teachers to:

- Communicate with and support them with individual student action plans
- Discuss student assessment reports completed by outside agencies (psychometric, speech and language, occupational therapy) and when necessary, create personalised plans based upon the assessment results.

The team works collaboratively with parents to:

- Discuss and communicate assessment reports and personalised plans based upon individual student needs.

- Review progress and discuss and implement directions for the future.

USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

Situations covered by the Standard Collection Notice. The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images :

- the school magazine
- school newsletters
- *About Catholic Schools*
- school notice boards
- photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
- photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of student's images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Situations requiring specific permission. Any use of photos or video for the **direct marketing** of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include: paid advertisements in local newspapers, any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission. Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

VISITOR SIGN IN

All visitors to the school including parent helpers are required to sign in at our Compass kiosk at the school office any time they are helping at School. Please remember to sign out on departure. This procedure will allow us to know who is on our premises in the event of an evacuation and will alert us to any unknown visitors.

VOLUNTEERS

It is a directive from Sydney Catholic Schools that anyone helping in the classroom, on excursions or at sporting events must follow the following steps to be able to assist:

Volunteers at St. Charles must:

- **Attend an Induction meeting** each year. The Induction sessions are run by our Assistant Principal, a number of sessions will be offered at the start of Term 1.

- **Apply for a Working With Children Check.** To register for a number go to the website below and follow the steps for volunteers <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.
- **Read the Volunteer Resource Kit** including behaviours to encourage and avoid. The resource kit can be located at <https://scschildsafecommunities.wordpress.com/csc-volunteer-resource-kit/>
- **Sign the volunteers guidelines sheet** that you received at the induction **and return it to school.**

