



Parent Information Handbook

2021

** Covid restrictions currently apply - please contact school for current information.*

**CATHERINE McAULEY CATHOLIC PRIMARY SCHOOL
ORANGE**

GENERAL INFORMATION:

School Address: 90 Hill Street
Orange NSW 2800

Postal Address: PO Box 170
Orange NSW 2800

Telephone Number: (02) 6361 3344

Website: www.mcauleyorange.catholic.edu.au

Principal: Mr Michael Croke

Assistant Principal: Mrs Robyn Petty

Religious Education Coordinator: Mrs Brooke Church

Literacy Coordinator: Mrs Virginia Milliken

Numeracy Coordinator: Mr Scott Hudson

Parish Priest / School Manager: Fr Greg Bellamy

2021 - SCHOOL TERM DATES:

TERM 1	27th January - 1st April
TERM 2	19th April - 25th June
TERM 3	12th July - 17th September
TERM 4	5th October - 17th December

SCHOOL HOURS:

Supervision commences at 8:35am in the morning and concludes at 3:45pm in the afternoon (or when the last bus departs).

8:55am Morning bell, move into class

11:00am Recess

11:30am End of Recess

1:30pm Lunch

2:10pm End of Lunch

3:10pm End of School Bell

RELIGIOUS EDUCATION PROGRAM:

Catherine McAuley has a well structured Religious Education Program based on the Bathurst Diocesan Program. Explicitly and implicitly, Religious Education forms an integral part of the total curriculum of our school. It is broader than the classroom teaching of religion, and is directed towards the personal and religious development of our students.

The Religious Education program supports the catechetical and evangelising mission of the Church while supporting young people in their lifelong journey in faith. It aims to stimulate and challenge students, especially in their understanding of Scripture and Tradition, their critical thinking and moral reasoning. Students are invited to reflect on Sacred Scripture, talk with God through prayer, discover the beauty of God's creation and explore the meaning of symbols and rituals.

The program is based upon sound pedagogical practices supported by the To Know, Worship and Love textbook series and resources.

LITURGY:

Under the guidance of our Religious Education Coordinator we provide numerous opportunities for children to participate in liturgical celebrations. These include: whole school, grade and class Masses, Reconciliation, and various forms of liturgy. Children are involved in prayer and Religious Education lessons on a daily basis.

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THE SCHOOL CURRICULUM:

The school addresses the Key Learning Areas as outlined by the New Education Standards Authority for NSW (NESA). We provide learning programs in the following areas:

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

SCHOOL PASTORAL CARE:

At Catherine McAuley, Pastoral Care is concerned with each student and his/her family and their particular needs.

Discipline implies learning a way of life, which is faithful to the teachings of the Gospel. Therefore, at Catherine McAuley our belief about Discipline is concerned with the modification of behaviour so that it contributes to the creative energy of the school community.

Students are expected to behave in a manner that is respectful of staff, visitors and other students. This behaviour would include: being courteous, cooperative; using buildings and equipment carefully; behaving safely. The major orientation of Catherine McAuley School Based Positive Behaviour For Learning (**SPB4L**) is the fostering of self-discipline. School rules are not impositions placed on unfortunate students by teachers, but rather guidelines to promote the Christian development of the whole school community. Similarly, punishment must not be viewed as the consequence of failure by students, but rather as a process challenging them towards transformation and personal growth.

Children are positively rewarded both individually and at a House level revolving around the three basic rules of the school, **Being Respectful, Being Responsible and Being Safe**. For further detail regarding the reward system please see the [SPB4L Policy Document](#).

SPB4L lesson for the week will be announced over the intercom **at 1:15pm** Mondays. The **SPB4L** lesson will need to be taught for 15 minutes each week.

PROTECTED LEARNING

Each morning Monday to Thursday, from 9:00am-11:00am we have 'Protected Learning' across the school. This is the optimal time for student learning and as such we avoid any interruptions to classroom activities. If you need to make an appointment for your child during school hours, please try and avoid booking appointments during protected learning time.

MODEL OF CHRIST CENTRED LEARNING:

In 2015 the Catholic Education, Diocese of Bathurst launched our **contemporary learning** model, called 'A Model of Christ-Centred Learning' (MCCL). This model was the culmination of a number of years of research, consultation and refinement. This model was revised in 2019 and remains an exciting development for all teachers and schools in the Diocese of Bathurst.

The Model of Christ-Centred Learning' (MCCL) is a jointly constructed and unifying set of statements of **beliefs about learning**, which was formed in response to the challenge to clearly articulate what we value as our *educative purpose; our agreed pedagogy*. It neatly expresses what we value and believe about **learning for all learners** at a school - staff, teachers, parents and students. It is divided into five (colour coded) dimensions:



The dimensions can be interpreted individually but are all deeply entwined and share a common language. Clearly, being Christ-Centred, they are guided by our Catholic Values.

If you were to unpack the common language filtering through the model, you would see such words as:

Collaboration, communication, creativity, critical thinking, problem solving, explorative, adaptive, authentic, engage, challenge, stewardship, equity, ownership and responsibility for learning.

Learning in a Catholic school context aims to empower learners with the knowledge, skills and capacities to respond creatively to the challenges in their world which can be volatile, uncertain, complex and ambiguous.

DIGITAL LEARNING:

Digital technologies at Catherine McAuley are incorporated for clear learning purposes. This is coupled with effective teaching in and outside the classroom. Digital learning for students offers teachers the ability to provide educational experiences in a variety of ways. At Catherine McAuley our students interact and learn with Ipads, chromebooks, Macairs, Bluebot robots and Ev3 robots. We do robots, Edison Robots and Probots. These digital devices provided by the school connect students to a huge and ever growing number of educational tools and resources for now and the future.

SUPPORT TEACHERS:

The school has a Support Staff who are teachers that are able to assist with the differentiation of the curriculum for children who are experiencing learning difficulties or require extension, especially in literacy and numeracy. Support Teachers also assist in the Pastoral Care

and Discipline of the school. They refer (or assist in the referral) of children with learning difficulties, challenging behaviours and children who need counselling. Catherine McAuley has a school Counsellor who works two days a week.

MUSIC & DRAMA:

All children attend a Music & Drama lesson for one hour each week. The school has a school band and guitar groups. The children in Year 3 - Year 6 are involved in performing a play once a year.

LIBRARY:

All children take part in a Library Lesson for 40 minutes a week which includes borrowing books.

SCHOOL FEES & COSTS:

The rate of fees is set by the Catholic Education Office with the approval of the Bishop. Families receive a reduction in fees where two or more children attend Catholic schools. It is expected that all families meet their fee obligations. In cases of genuine hardship some level of assistance will be given. It is necessary for you to approach the School Principal should you require such assistance. Your account is for school fees for children attending Catherine McAuley School only. A Diocesan Capital Works Levy is also payable over three terms (this will appear as a separate item on your school fees account and is only charged to the eldest child). These fees pay for all resources including exercise books, access to websites such as Mathletics & Reading Eggs, textbook hire and purchase, and a range of other classroom consumables plus most visiting shows including Life Education Van and the Winter Sport fees for Primary Students. This also covers excursions and activities, which are organised for each grade including the Year 6 Canberra Excursion. Not included in the school fees are any extra activities such as music, representative sport and the occasional excursion cost.

BAND AND GUITAR GROUP:

This will be charged separately for students in Year 3 - Year 6 who take part in Band or Guitar Group.

REGULAR PAYMENT:

School Fees are charged for the full year and are divided into three instalments due in Term 1, Term 2 and Term 3. To avoid school fee accounts growing to a larger than manageable amount, payment plans can be arranged by contacting the Financial Secretary. The preferred method of payment is by BPay (details of which will appear on your statement). Direct Debit or Centrepay options are also available weekly, fortnightly or monthly (you will need to complete a form for both Direct Debits and Centrepay payments and these are available from the office). If you do run into difficulties it is important that you contact the School Principal so that suitable arrangements can be made.

WHERE DO THE SCHOOL SERVICE FEES GO?

School fees pay for expenses that the school incurs outside teachers' salaries. These expenses include resources, all maintenance costs which includes painting, carpeting, cleaning, plumbing, updating of classroom furniture, payment of additional salaries and maintenance workers. A proportion of school fees in the form of a levy on each child is paid to the Diocese to help defray the costs of the many services offered by the Catholic Education Office.

BURSARY

Catherine McAuley School has a Bursary Program in place with limited availability of financial assistance to those experiencing financial hardship. Families in need of financial assistance should make an appointment to see the School Principal.

SCHOOL BANKING

Children have the opportunity to bank with the Catholic Development Fund (CDF) through the school. Children bring in their bank books on Wednesdays. The CDF is an organisation which assists schools and

parishes through the provision of low interest loans. It is a very worthwhile project to support.

COMMUNICATION - CONTACTING THE SCHOOL:

Our school secretaries are Ms Annalisa Covelli, Mrs Robyn Basha and Mrs Kate Budworth. We believe that parents should be able to contact the school at anytime during the school day.

The school telephone number is 6361 3344.

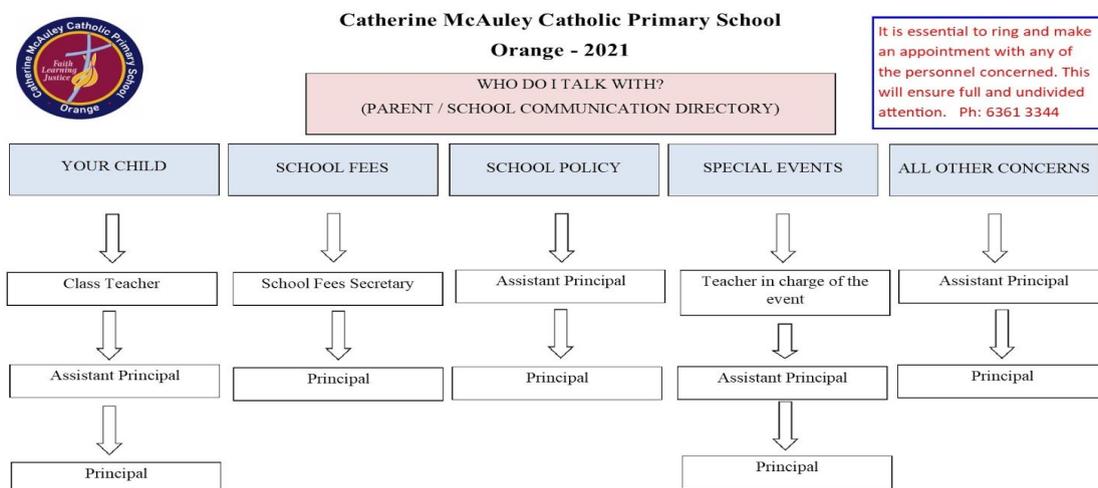
Our office hours are 8:30am - 4:00pm.

Our email address is mcauleyorange@bth.catholic.edu.au.

Parents should also have information about our Parent Portal via Compass. This will allow parents to submit Absent Notes and view student reports, among other things.

CONTACTING TEACHERS:

If you have any concerns about your child’s behaviour or progress, please feel free to discuss them with your child’s class teacher. It is important that you make appointments to talk with your child’s class teacher. Please phone the office to make an appointment. Teachers welcome contact with parents. The first contact should be your child’s class teacher. A member of the school executive will be involved if an issue is not solved or further action needs to be taken. Please refer to the flow chart below for the proper procedure.



NEWSLETTER:

Each Wednesday a school newsletter is uploaded online to our Parent Portal (Compass). The newsletter contains as much information of the activities at school as possible. We try and keep the number of notes to a minimum. **Newsletters and notes are also available on our website.**

WEBSITE & FACEBOOK:

The McAuley website www.mcauleyorange.catholic.edu.au has a lot of relevant information regarding life at McAuley including all notes and newsletters. The McAuley Facebook page includes pictures and celebrations as well as reminders and notifications.

ABSENCES FROM SCHOOL:

When a child is absent from school through sickness or for any other reason an explanation is necessary and can be explained by entering an "Absence Note" through the Compass online parent portal or via a written note from parents. **There is no need to phone the school on the day your child is away and please do not send absent notes via email.**

PEER SUPPORT:

Peer Support is a program that builds relationships across the school. Groups are formed with a member from each grade and a Year 6 child as the leader. The leaders are trained at the beginning of the year and lead their group in a variety of games and activities.

YEAR 6 / KINDERGARTEN BUDDIES:

Year 6 children are assigned a "Kindergarten Buddy". The Kindergarten and Year 6 teachers devise appropriate activities for the "Buddies" to take part in.

PARENT INVOLVEMENT:

Parents are encouraged to be actively involved in the school through various avenues. Various teachers, depending upon their particular

approach, may call for parents to assist within the classroom in areas such as reading and visual arts. Volunteers are always needed in our tuckshop and any time you can give would be appreciated. There are a number of opportunities that arise during the year for parent participation in sport and any talents that you have to share in this area will be welcomed. Parents are also involved in fundraising. Parent help is required at all sport carnivals and sporting events. * *Covid restrictions currently apply - please contact school for current information.*

SCHOOL ROUTINES:

ARRIVING AT SCHOOL: Children are not expected to arrive at school before 8:35am. No supervision is available for your child before this time. Children who do arrive at school before 8:35am **MUST** remain seated in the Kindergarten & Year 1 eating area until the teacher arrives on duty. School gates open at 8:15am.

CHILDREN BEING COLLECTED AFTER SCHOOL:

Byng Street Site – Parent pickup only. Parents are to meet the children inside the gate next to the Byng St building. There is ample parking on Byng Street.

Hill Street Parent Pick up – limited parking. Parents meet children in Area A inside the gates (Next to Kindergarten playground).

Hill Street Bus Exit – children meet between Kenna hall and the school, near the Kinder exit and will be taken to the undercover area to wait for their buses. Children must be walked to the bus by the teacher on duty. If your child misses the bus for any reason the school will make every effort to contact you. We will keep your child safe in the office until they are picked up. Children walking from Hill Street will leave from the bus lines.

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LUNCH:

Glass containers of any sort are banned for obvious reasons.

TUCKSHOP:

The tuckshop operates daily. Children can go to the tuckshop at lunchtime and Primary children can also go at recess, however on wet days this practice is not permitted. Children order their lunch by bringing in a paper bag or reuseable order bag (available for purchase through the Tuckshop - \$8.50) with name, class, food/drink required and money enclosed. All orders are collected in class and taken to the tuckshop. Children are only permitted to eat food in set areas of the playground and they are not allowed to walk around the school eating. A Tuckshop menu is available on the school website:

<http://www.mcauleyorange.catholic.edu.au/>

SCHOOL UNIFORM:

Children are expected to be attired in the correct school uniform each day of the school year (unless they have a note) and to present themselves in line with school dress policy which stipulates:

- acceptable hairstyles. *Extremes of hairstyle are not permitted - these include coloured hair and haircuts or undercuts or patterns less than a 'two' or rats tails;*
- no bracelets, bangles, necklaces or anklets - a religious medal on a fine chain may be worn;
- one small ring only;
- no nail polish;
- one set of earrings only (sleepers or studs)
- hair below the shoulders to be tied back off their face;
- t-shirts under short sleeved shirts are not permitted.

Uniform requirements can be purchased from:

Orange Clothing Manufacturers, 4 McNamara St, Orange

Kingfisher School Gear, 151 Summer Street, Orange

Lowes, Orange Central Shopping Centre 131 / 222 Summer St

Clothing Pool at School for 2nd hand clothing at a reduced cost

BOYS

GIRLS

Summer Uniform

- Grey shorts (school type, not cargo or corduroy)
- Blue shirt
- Grey socks – above the ankle
- Black shoes
- Navy school hat

Summer Uniform

- Pink check dress - V collar & button front
- White socks – above the ankle
- Black shoes
- Navy school hat

Winter Uniform

- Long grey worsted/serge trousers
- Blue shirt
- Striped school tie
- Grey woollen jumper with V stripes(school colours)
- Grey socks
- Black shoes
- Navy blue beanie, scarf & jacket

Winter Uniform

- Maroon tunic or slacks
- White shirt
- Striped school tie
- Maroon woollen jumper
- Stockings or white socks – above the ankle
- Black school shoes
- Navy blue beanie, scarf & jacket

Sports Uniform

- School navy sports shorts
- Light blue polo shirt - with school logo and name - long sleeve option for winter
- White socks - above the ankle
- School navy tracksuit with diagonal stripes on both sleeves and right leg
- Sports shoes
- School hat

Sports Uniform

- School navy sports shorts
- Light blue polo shirt - with school logo and name - long sleeve option for winter
- White socks - above the ankle
- School navy tracksuit with diagonal stripes on both sleeves and right leg
- Sports shoes
- School hat

HATS:

The wearing of a hat within the school grounds and during all outside school activities is compulsory during Term 1 and Term 4, and in other terms when necessary. We have an appropriately designed hat as part of our school uniform. Caps are not permitted. If a child does not have a hat they are to play in the shade. It is advised to cut off the cord of the hat.

SUNSCREEN:

Children are encouraged to apply sunscreen during Term 1 & Term 4 before they come to school.

SCHOOL BAGS:

McAuley back packs are available from the front office at a cost of \$40.00 each.

SPORT / PHYSICAL EDUCATION

WINTER SPORT:

Due to the unpredictability of Orange weather in Winter all our school sport for primary students is conducted at indoor venues within the city of Orange. The cost of the sport is included in the Class Charges. Winter sport takes place in Term 3.

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SPORTS UNIFORM:

Sports uniforms are worn on two different days of the week for children in Primary and one day for Infants children. Your child will be placed in a sports house at the beginning of the year. Where possible, children with older brothers and sisters at the school will be placed in the same house.

Sport uniform days are: - Kindergarten - Year 2 - Fridays

- Year 3 & Year 4 - Tuesday & Thursday

- Year 5 & Year 6 - Wednesday & Friday

SPORTS HOUSES:

- Bennelong - Blue

- Kabbarli - Red

- Euroa - Green

- Woomera - Yellow

REPRESENTATIVE SPORT:

Children in Year 3 – Year 6 are given the opportunity to represent the school at various sports. Invitations to trial for school sports teams are offered at various times throughout the year: There is a Diocesan pathway for Athletics, Swimming, Cross Country, Winter & Summer Sports.

Updated for January 2021