



# *Parent Information Handbook*

## *2022*

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

### **CATHERINE McAULEY CATHOLIC PRIMARY SCHOOL ORANGE**

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](http://www.mcauleyorange.catholic.edu.au)

## **GENERAL INFORMATION:**

*Principal:* Mr Michael Croke

*Assistant Principal:* Mrs Robyn Petty

*Religious Education Coordinators:* Mrs Brooke Church & Mrs Anne Mulligan

*Literacy Coordinator:* Mrs Shannon Cain

*Numeracy Coordinator:* Mr Scott Hudson

*Parish Priest / School Manager:* Fr Greg Bellamy

## **2022 - SCHOOL TERM DATES:**

- TERM 1**     31st January - 8th April
- TERM 2**     26th April - 1st July
- TERM 3**     18th July - 23rd September
- TERM 4**     10th October - 19th 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 Coordinators 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 & WELLBEING AT McAULEY (WAM)***

Our belief is that behaviour management is a shared responsibility of the whole school community to create a safe environment conducive to the academic, physical, social and emotional development of the child.

Catherine McAuley Catholic Primary School strives to respect human dignity and provide a safe place where students create, share and learn. At Catherine McAuley our Pastoral Care and Wellbeing (WAM) Policy is based on the School-wide Positive Behaviours for Learning Framework. This framework provides support systems for all staff and students in our school, enabling quality social and academic competencies to be established and maintained.

WAM provides staff with a clear framework in promoting a positive, safe and supportive environment.

WAM offers support for all our students, in all school settings, all the time, including students with additional academic, pastoral or behavioural needs.

WAM provides all members of the school community with a consistent language and a common understanding of behaviour expectations in both classroom and non-classroom areas.

In conjunction with Restorative Justice (RJ) principles, there is a strong emphasis on prevention of problem behaviours, as well as provisions to teach and affirm pro-social behaviours.

Through whole school implementation of WAM, parents, teachers and children are provided with clear guidelines of expectations and procedures that establish and maintain a safe and supportive school environment.

## ***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.

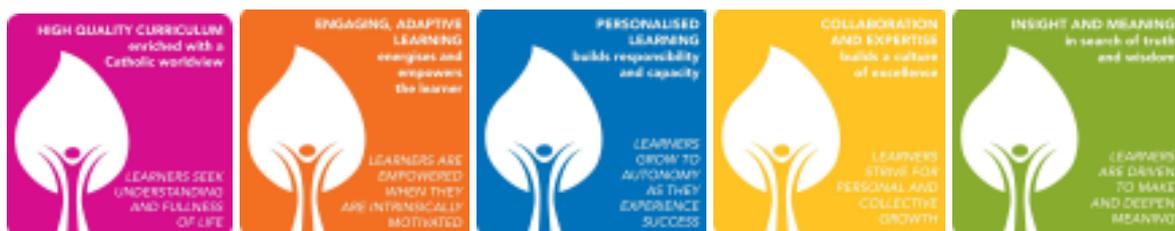
## **MODEL OF CHRIST CENTRED LEARNING**

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 and a variety of different robotics. 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. **Annually students and parents are required to read, sign and agree to the Acceptable Use of Technology Agreement.**

## ***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 Wellbeing 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 a five day fortnight.

## ***MUSIC & DRAMA***

All children attend a Music & Drama lesson for one hour each week. The school has a school band program 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 (Kinder begin borrowing in Term 2).

## ***SCHOOL FEES & COSTS***

The rate of fees is set by the Office of the Catholic Education Diocese of Bathurst (CEBD), 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.

## ***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](mailto: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***

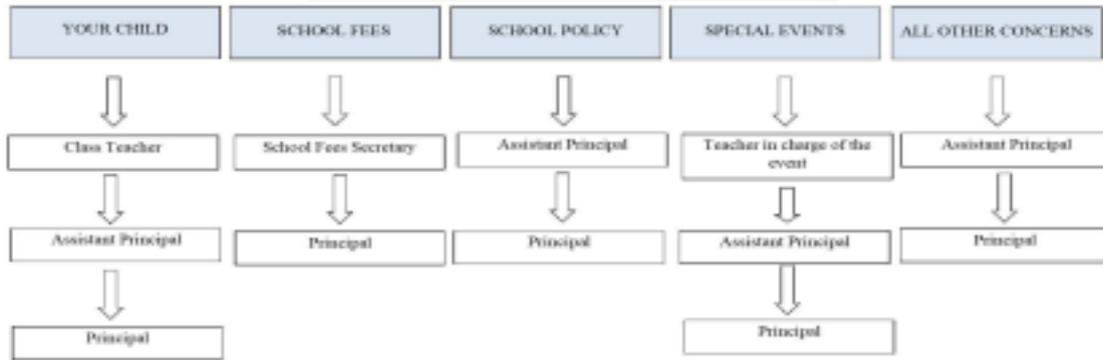
If you have any concerns about your child's behaviour or progress, please feel free to discuss them with your child's class teacher. It is important that you make appointments to talk with your child's class teacher. Please phone the office to make an appointment. Teachers welcome contact with parents. 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.



## Catherine McAuley Catholic Primary School Orange - 2021

WHO DO I TALK WITH?  
(PARENT / SCHOOL COMMUNICATION DIRECTORY)

It is essential to ring and make an appointment with any of the personnel concerned. This will ensure full and undivided attention. Ph: 6361 3344



### **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](http://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 & RECESS**

Students eat their lunch and Recess in designated areas of the playground. They then play in one of five nominated play areas . For safety, please do not send any glass containers of any sort to school.

## **CANTEEN**

The Canteen operates from Tuesday to Friday at Recess and at Lunchtime. All children can go to the Canteen 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 reusable order bag (available for purchase through the Tuckshop - \$8.50) or a paper bag 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 Canteen menu is available on the school website:

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

## **SCHOOL UNIFORM**

Students at Catherine McAuley School are expected to be attired in the correct school uniform each day of the school year and present themselves in line with the school dress code. This code includes the following:

- Kindergarten to Year 6 students need to maintain their hair in an appropriate manner – styles must not be extreme and natural hair colour must not be varied in any way.
- For Health reasons, all students who choose to have hair longer than collar length or fringes over their eyes, must keep their hair tied up neatly and out of their eyes using the correct hair accessories. (please see the uniform list below).
- School shoes must be plain, black shoes designed for school wear. It is expected they will be regularly cleaned and maintained in a good state of repair.
- Joggers may be worn with the Sports Uniform on Sport days only.
- Jewellery is limited to a watch, (without online messaging capabilities) one small ring, and one set of stud earrings.

- Make-up and nail polish are not to be worn to school
- Name branded uniform items such as socks or shorts are not permitted.
- School hats are to be worn at Recess and Lunch on the playground each day during Terms 1 & 4.
- Students are encouraged to apply sunscreen before they come to school in Terms 1 & 4.

**Uniform Requirements:**

**BOYS UNIFORM**

**GIRLS UNIFORM**

<p style="text-align: center;"><b><i>Summer Uniform</i></b></p> <p>Grey Shorts (school type, not cargo or corduroy) Blue shirt Grey socks - above the ankle Black school shoes Navy School hat</p>	<p style="text-align: center;"><b><i>Summer Uniform</i></b></p> <p>Pink check dress with V collar and button front White socks - above the ankle Black school shoes Navy School hat</p>
<p style="text-align: center;"><b><i>Winter Uniform</i></b></p> <p>Long grey worsted/serge trousers Blue shirt Striped School tie Grey woollen jumper with V stripes in school colours Grey socks above the ankle Black school shoes Navy blue beanie, scarf and jacket</p>	<p style="text-align: center;"><b><i>Winter Uniform</i></b></p> <p>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 and jacket</p>
<p style="text-align: center;"><b><i>Sports Uniform</i></b></p> <p>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 / joggers School hat</p>	<p style="text-align: center;"><b><i>Sports Uniform</i></b></p> <p>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 / joggers School hat</p>

### **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

A School Bag with the School name and logo is also available from the Front Office

### ***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.

If you have any further questions regarding the general operations of Catherine McAuley Orange, please contact the Front Office on 02 6361 3344.

Thank you for choosing McAuley to be your child's partner in education.

*Updated for February 2022*