2015 Trinity School Prayer

We ask the Trinity, God the Father, Son & Holy Spirit to be among us.

Come Holy Spirit bring me today love, joy and peace in all that I say.

Come Holy Spirit help me today to be good, kind and gentle in every way.

Come Holy Spirit fill me this day with faith and trust and a great big HOORAY!

Let us soar to great heights that we did not know were possible Beyond the clouds and above the land With the eagles, the hot air balloons and the birds. We ask this prayer through and with the blessed Trinity

Amen
“Whatever you do – do well”

Trinity Catholic School is a child-centred, co-educational, Catholic learning community, supporting families in the Harden-Murrumburrah Shire.

Our school caters for approximately 100 students from Kindergarten to Year 6.

As a learning community, the staff at Trinity provide enriched, holistic, innovative and individualised curriculum in which the Gospel values (love, acceptance, respect, forgiveness, and compassion) are central to all learning experiences.

Trinity strives to enable all students to achieve a high standard of learning and individual achievement by differentiating the curriculum to meet the various learning needs of all our students.

A Trinity student is a resilient, considerate and connected young person who makes positive contributions to their own local and global community through their interactions with each other, the environment and actions of social justice.

If you would like to know more about Trinity Catholic School, please contact us.

Marylou Gorham
Principal

“To Know - To Love - To Serve”
Trinity Catholic School, Harden-Murrumburrah

ENROLMENT INFORMATION

Contact Details

The school office is attended each day from 8:30am until 4pm. Important telephone numbers are listed below:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Phone</th>
<th>63862111</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fax</td>
<td>63863053</td>
</tr>
<tr>
<td></td>
<td>E-mail</td>
<td><a href="mailto:office.murx@cg.catholic.edu.au">office.murx@cg.catholic.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Internet</td>
<td><a href="http://www.trinitym.nsw.edu.au">www.trinitym.nsw.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Mobile Phone</td>
<td>0497383537</td>
</tr>
</tbody>
</table>

PRINCIPAL

Mrs Marylou Gorham | Phone | 63862111 |

PARISH PRIEST

Fr Joshy Kurien | Phone | 69422514 |

2015 Staff

Assistant Principal | Mrs Rebecca Cooper |
Religious Education Coordinator | Mrs Penny Lucas |
Teacher | Mrs Jodie Houghton | Kindergarten |
| Mrs Fiona Alexander (nee Sampson) | Year 1/2 |
| Mrs Rebecca Cooper | Year 3 |
| Ms Kaitlin Pieper | Year 4/5 |
| Mrs Jacqui Bolger | Year 5/6 |
| Mrs Anne Glover | Learning Support |
| Mrs Julie Doolan | Executive Relief |
Librarian | Mrs Penny Lucas |
School Secretary | Mrs Leanne Davis |
Principal Administrative Assistant | Ms Maria Connell |
Learning Support Assistants | Mrs Ann Burns |
| Mrs Jill Parker |
School Pastoral Care Officer | Mrs Carmel Babos |
Canteen Manager (volunteer) | Mrs Jen McKay |

We can also be found on the internet- **school website**: [http://www.trinitym.nsw.edu.au/](http://www.trinitym.nsw.edu.au/) search- Trinity Catholic School
The Catholic School

The Catholic School is a special type of community. It is a Christian Community centred on the person of Christ. Our school presents Christ to the pupils and proclaims life as a member of the family of God. Christ is the teaching centre - the model on whom we shape our lives.

The mission of the Catholic School is to provide its students with a holistic education, which takes place in an environment formed by Gospel values and the authentic teachings of the Church. Our school is open to all who desire a caring and respectful learning environment for their children regardless of their faith or beliefs.

Our school is also an educational community, as such it aims to develop the basic skills, progressively open minds to an ever changing world and teach critical thinking. We aim also to support and supplement the efforts of parents to provide an education that will prepare each child for their full and intelligent participation in a Christian life.

We act on the basis that education is a day by day process. It takes time for our community of staff, students and parents to learn how to better interact with one another so that the greatest possible growth can take place.

Religious Education embraces instruction, values and attitudes. The home and school must combine and share in the development of these values and attitudes.

This booklet is for your information. It will assist you and your child become more familiar with Trinity Catholic School and its surroundings.
The ABC’s of Trinity  
(In alphabetical order)

Absence
Throughout your child’s school life there will be times when you need to pick up early, drop off late or your child will be absent due to illness. Parents are required to fill in an early departure / late drop off form at the front office before they can drop off or collect their child from the classroom. For any child who is away from school for a day or more, a note to your child’s teacher explaining the absence is required. This needs to be completed within 7 days of the absence.

Once enrolled, parents are legally required to send their children to school every day that the school is open for instruction or participation in school activities, such as sports days. A small number of absences may be justified if your child:

- has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays)
- has to attend special religious ceremonies
- is required to attend a serious and/or urgent family situation (e.g. a funeral)
- is too sick to go to school, or has an infectious illness.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student’s record. Schools will inform parents if a student is absent from school without explanation.

Art & Craft
Each child should have a painting smock, these are available from the front office and provide substantial coverage during art and craft activities.

Assessment & Reporting
The children are assessed continuously throughout the year. Assessment tasks and tests are set where applicable.

Written reports are issued to parents at the end of Term 2 & 4. The reports now use the ‘Common Grade Scale’ as directed by the Federal Government. Three-Way Conversations are conducted at the beginning of Term 3 for all families and at other times if required.

Students in Year 3 and 5 participate in the Federal Government’s National Assessment Programme in Literacy and Numeracy (NAPLAN) in Term 2 of every year with results posted on the “My School’ website and individual results sent home.

Awards
A system of awards has been developed as an integral part of our Pastoral Care and Behaviour Management Policy.

The aim of the Awards Scheme is to encourage and recognise participation in a wide range of school activities.
**Merit System** - Throughout the year students collect blue merits. These blue merits are awarded by teachers for a range of good behaviours, recognising meritorious work ethic, high standard and presentation of work, random acts of kindness, bucket filling, and general day-to-day good behavior and attitudes shown within the school environment.

- When 5 blue merits are collected, students bring them into school and gain a green merit. Once 5 green merits (25 blue merits) have been collected, the student hands these into the Assistant Principal and a BRONZE Award is achieved.
- When 10 green merits (50 blue merits) are collected, the student hands these into the Assistant Principal and a SILVER award is achieved.
- When 15 green merits (75 blue merits) are collected, the student hands these into the Assistant Principal and a GOLD award is achieved. This GOLD award gives you entry into the Principal’s End of Year Party.

**Aussie of the Month** - the ‘Aussie of the Month’ recognises personal endeavour, achievement and contribution to the community. The awards also reflect some of the values we share as Australians:

- a sense of fair play
- generosity of spirit
- commitment to community participation
- a real concern for the environment

The award recognises students for their efforts with school work, school spirit and citizenship which can both be difficult to acknowledge through traditional academic and sporting excellence awards.

**Principal’s Award** - The Principal’s Award is for maintaining a positive educational attitude when faced with challenging tasks, for participating to the best of their ability and for maintaining high educational standards. The Principal’s Award is given out 5 times a term. The award grants you instant access to the Principal’s End of Year Party.

**Student of the Week** - A student who excels (to the best of their ability) in the classroom and school community. This award is given out on a weekly basis.

**WESTIE award** - This award aligns with our Making Jesus Real Program and is based on being a Welcoming, Encouraging, Sorrowful and Thankful student. This person is someone who takes the time to know and welcome everyone in the community. He/she is someone who goes out of their way to assist their peers and members of our wider community. The WESTIE award can be nominated by students, parents and teachers.

**Pastoral Care Award** - This award is for students who show acts of kindness and thoughtfulness in the classroom and playground. Students receive raffle tickets which go into the draw for a $2 canteen voucher. This award is given out weekly.

**Beginning School**

It is a big change for a 5 year old to pass from the intimacy of the family circle to school, even if he or she has attended pre-school. Here are some practical ways in which you can help this transition:

- See that all items brought to school are clearly marked in a prominent place with your child’s given name and surname.
Teach your child to:
- Tie shoe laces, do up buttons, put on and take off outer clothing without help
- Recognise his/her name
- Repeat his/her name, address and phone number
- Put away toys, books etc. after use
- Wash his/her hands and use the toilet unassisted
- Know how he/she goes home from school, e.g. with mum, by bus
- Open and close his/her lunchbox and school bag
- Listen to stories, look at pictures and talk about them
- Greet teachers and companions by title and name.

Remember, the school does not replace the home but compliments it in the education of your child.

Continue to take a positive part in your child’s education by trying to attend as many school functions and activities as possible.

**Behaviour Management**

In a Catholic School we aim at promoting self-discipline in all children. We have developed a Pastoral Care & Discipline Policy, which covers all aspects of behaviour at school. Parents are kept well informed of any disciplinary problems.

Behaviour Books are located in each classroom and are used to record inappropriate behaviours. Students are spoken to and reminders are given about following class and school rules as well as respecting the learning environment. Students are given three chances to self-correct their behaviour before a phone call/letter is sent home to parents informing them of their child’s behaviours. If the behaviours continue a detention may be set.

A playground Behaviour Book is kept in the Assistant Principal’s office and is used to specifically record inappropriate incidents in the playground. Students are given three chances to self-correct their behaviour (within a 10 week period) before a red card (detention) and phone call is made to parents. Continually inappropriate incidents will be addressed with a meeting between the family and school executive where a Behaviour Contract will be put in place.

To help students modify inappropriate behaviour teachers may impose a consequence that allows students to reflect and change. Consequences must be:

1. Fair
2. In keeping with our actions based on Christ’s love
3. Consistent

These may include:
- missing no more than 15 minutes of lunch playtime
- picking up papers for some of playtime
- working in the library for some of playtime (15 minutes)
- writing reasons why the behaviour is inappropriate
- missing a class reward
- losing class based privileges.

**Serious Breaches**

Consequences enforced by the Principal for serious breaches of school rules may include:
~ Letter of apology written by the child and signed by the parents
~ Lunch time detention
~ Withdrawal from in-school activities
~ Withdrawal from the playground at recess and/or lunchtime
~ Contact with parents
~ Withdrawal from excursion activities and school representation
~ Being issued with a Behaviour Management Contract
~ In school detention.

Suspension and Expulsion from school are last resort actions and are not administered without consultation between parents, the school executive and Catholic Education.

**Canteen**

The Canteen operates from Wednesday to Friday for recess only. All families are encouraged to take their turn on the canteen roster.

The canteen has adopted the guidelines issued by the NSW Schools’ Canteen Association and attempts to provide nourishing, interesting and healthy food.

The canteen is currently managed by a parent volunteer.

**School Lunch Orders**

School Lunch orders are available Monday to Friday through Jackson’s Bakery. Menus are sent home at the beginning of each year. Students deliver lunch orders to the front office each morning before being dropped to Jackson’s Bakery by the school secretary.

**Care of Property**

It is expected that all children will show consideration and respect for their own property, that of others and that of the school. Children will be required to replace or repair any property damaged through negligence. All property owned by children needs to be labelled so that lost items can be returned with ease.

**Cleaning**

A school cleaner is currently employed on a daily basis. Parents may be called on from time to time to assist with working bees to attend to areas not covered by the cleaner’s contract.
Common Illnesses
The following infections are common in early childhood. This is a guide to the time a child should be away from school should an illness occur.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Exclude for 7 days from appearance of the rash.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude for at least 7 days</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 2 weeks. Swelling must have subsided.</td>
</tr>
<tr>
<td>Ring Worm</td>
<td>Return to school when appropriate treatment has commenced, supported, when requested, by a medical certificate.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces are completely covered with clean dressing.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Re-admit when appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude for seven days after the first spots appear.</td>
</tr>
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</table>

Communication to Parents
Teachers strive to establish partnerships with parents to support students' learning. Strong communication is fundamental to this partnership and for building a sense of community between home and school. At Trinity we use various forms of communication to maintain and build on those strong partnerships.

Diary Sheets/Diaries- Each Monday, students from Kindergarten to Year 3 bring home a DIARY SHEET. This is a weekly overview of what is happening at school. There is a space for the teacher and parent to sign each night. This is a great method of communication between parent and teacher and brief notes can be left on the diary sheet for the teacher eg. John is catching Bus 3 home from school today. Years 4-6 use diaries and the same information is transferred into their diary each Monday.

Parent Information Night
At the beginning of Term One, each classroom teacher hosts a Parent Information Night. As well as an opportunity for parents to meet new teachers and for teachers to meet new parents, this forum enables teachers to outline the curriculum for the year, homework expectations, Pastoral Care initiatives such as the Merit System and general classroom organisation and routines.

School Calendar- In the first week of each term, a School Calendar is sent home for families. This calendar sets out known dates for the term. Throughout the term there may be changes to these dates. Parents will be notified of changes as required.
School Notes- On a weekly basis, ‘School Notes’ are sent home informing parents of up-coming events. Many of these notes require permission for excursions, sporting and community events.

Newsletter- Each Thursday a school newsletter, the “Trinitarian”, is sent home via hardcopy and digital copy. The newsletter informs parents of community, religious and sport activities within the Trinity community and also allows us to highlight upcoming events.

Phone Calls- From time-to-time teachers may call you to discuss details about your child. We also appreciate parents calling us and informing us of any changes or significant information that we may need to be aware of. Parents are asked to ring the front office and make a mutually convenient time to meet with their child’s teacher. Alternatively parents can email their child’s teacher and make an appointment that way. Teacher email addresses are: firstname.lastname@cg.catholic.edu.au eg. john.smith@cg.catholic.edu.au

Community Programs

Trinity Catholic School is a small but vital part of a much wider community. As such, we aim to be involved in and give back to our community on a regular basis. Some of the programs we are involved with throughout the year are: Jump Rope for Heart, Catholic Missions, fundraising for a variety of organisations, Mini Vinnie’s, Christmas Giving Appeal, Nursing Home visits, Winter Appeal, Walk Safely to School, Country Women’s Association, ANZAC Day March and Remembrance Day.
Enrolments

Applications for enrolment must be completed before a student will be accepted. These forms are available from the school secretary.

Parents wishing to enrol their children in Kindergarten should turn 5 years before April 30 in their first year of school. Applications may be accepted for children whose birthday is between 1 May and 30 July, however the parents will be required to attend an interview with the Principal so the possible implications of such an early enrolment are understood.

Excursions

Excursions can be a valuable educational experience for children of all ages. Excursions give children an opportunity to see and experience activities and places, which would not normally be available in the day to day life of school.

Full Day Excursions:
- Will normally be limited to a maximum of one per term per class.

Overnight excursions:
- Year 6 children may have one extended excursion (Yr 6 camp) up to three nights.

Whole School Excursion
- Every second year, Trinity Catholic School participates in a Whole School Excursion. Previous excursions have involved watching The Lion King and Mary Poppins at the Theatre, a ferry ride across Sydney Harbour and exploring Taronga Zoo.

Extra-Curricular Activities

Extracurricular activities provide a channel for reinforcing lessons learned in the classroom. They offer students the opportunity to apply academic, social and spiritual skills in a real-world context, contributing to a well-rounded education. These activities offer opportunities for students to learn the values of teamwork, individual and group responsibility, physical strength and endurance, competition, diversity, and a sense of culture and community.

Some of the extracurricular activities offered at Trinity Catholic School are: Aspirations Program at Hennessy Catholic College, Tournament of Minds Club, Chess Club, Da Vinci Tournament, University of NSW external exams, Young Regional School of Music, Drama Club, Write On Competitions, Performing Arts Concerts (held each term), Operation Art, Sporting Competitions eg. Trent Barrett Shield, Mortimer Shield, Young Soccer Carnival, Canberra Soccer Carnival, Riverina Netball Cup and NSW Combined Catholic Schools Basketball Championships.

Fees

The Community Council set the fees for each year in the last term of the previous year. The Council will take into account the needs of the school and the general economic situation.

School fees may be paid at any time throughout the year, however for accounting purposes, four term accounts will be issued. The school fees may be paid in cash, by cheque, credit card, BPay or by direct debit.
Inability to pay school fees does not exclude your child from a Catholic Education. If you have difficulty in meeting the fees, an approach to the Principal should be made without delay where special arrangements can be made.

If a family makes no effort to contact the school about unpaid fees, and does not reply to correspondence, the school will refer the matter to a debt collection agency. While inability to meet financial obligations is sympathetically treated, refusal to meet them is not.

2015 SCHOOL FEES
Trinity Catholic Primary School, Murrumburrah

Part – A  Break up of SCHOOL FEES PER TERM
(There are four terms to the school year)

<table>
<thead>
<tr>
<th>NO OF CHILDREN</th>
<th>TUITION</th>
<th>SCHOOL LEVY</th>
<th>IT LEVY</th>
<th>SERVICE MAINT.</th>
<th>TOTAL</th>
<th>BUILDING FUND</th>
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<tbody>
<tr>
<td>1</td>
<td>268.00</td>
<td>80.00</td>
<td>37.00</td>
<td>140.00</td>
<td>570.00</td>
<td>45.00</td>
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<td>2</td>
<td></td>
<td>160.00</td>
<td>74.00</td>
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<td>3</td>
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<td>5</td>
<td></td>
<td>400.00</td>
<td>185.00</td>
<td></td>
<td>1,038.00</td>
<td></td>
</tr>
<tr>
<td>1 plus sibling at Hennessy</td>
<td>134.00</td>
<td>80.00</td>
<td>37.00</td>
<td>140.00</td>
<td>436.00</td>
<td>45.00</td>
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Part B  YEARLY SCHOOL FEES

1 Child     = $2,280.00 including $180.00 for the School Building Fund
2 Children = $2,748.00 including $180.00 for the School Building Fund
3 Children = $3,216.00 including $180.00 for the School Building Fund
4 Children = $3,684.00 including $180.00 for the School Building Fund

Sibling at Hennessy 1 Child = $1,744.00 including $180.00 Building Fund
Sibling at Hennessy 2 Children = $2,212.00 including $180.00 Building Fund

**2015 – School fees are reviewed early Term 4 by the Trinity School Community Council**

Service Levy

A General Service Levy is charged once per term and includes allowances for the following:
- updating of classroom computer equipment
- purchase/replacement of classroom sports equipment
- art and craft materials
- cardboard, glue, paper for classrooms etc.
• library upkeep
• replacement and upkeep of reading materials
• duplicating paper and associated photocopying costs.

Families experiencing difficulties paying the service fee or any fee payment are asked to contact the Principal.

**Homework**

In all classes homework is often set and children are expected to complete this set work.

The maximum set homework times for each class are:
- Kinder - Year 2: 15 mins per night
- Year 3 - Year 4: 20 mins per night
- Year 5 - Year 6: 40 mins per night

*This set homework time includes reading time.*

Homework is generally set for Monday to Thursday nights and is returned to school at the end of the week. Reading folders are sent home each night and returned the following day to be signed and changed as needed.

At times in the upper grades there may be projects to complete between home and school. During this time set homework may be reduced to allow for extra time for the school based project to be completed.

**Immunisation**

The National Health and Medical Research Council recommend that all children in Australia have routine immunisations against the following vaccine-preventable diseases: diphtheria, tetanus, pertussis, poliomyelitis, HIB (for children under 5), measles, mumps, rubella and chicken pox.

The NSW Department of Health requires that all children provide their school with a copy of their immunisation certificate prior to commencement. These certificates are kept on file. If there is an outbreak of a vaccine-preventable disease, and your child has not been immunised, they will be advised to stay at home for the duration of the outbreak.

**Information and Communication Technology (ICT)**

ICT is an increasingly important aspect of every student’s education. Each classroom at Trinity Catholic School has multiple computers, an interactive whiteboard as well as access to a growing bank of iPads.

This increasing bank of technology gives us the ability to provide each child and staff member with an email address. Presently all children in Years 1 to 6 have been issued an email account. All internet and email access is filtered through the Catholic Education server, maximising the usefulness of the internet resource while minimising the risks of inappropriate material being viewed.

All children, and their parents, will be asked to sign an ICT Acceptable Use Policy.
**Key Learning Areas**

All children at Trinity are educated in accordance with the curricula set down by the NSW Department of Education and/or the Board of Studies.

Students receive lessons in the six Key Learning Areas as well as Religious Education. From 2013 programs based on the National Curriculum and NSW Board of Studies Guidelines have been taught to the students.

The Key Learning Areas are:

**ENGLISH:**
In this area the children learn to read, write and communicate. Students will develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.

Trinity, and the Canberra-Goulburn Archdiocese, have adopted the First Steps approach to literacy. Students will learn:

- About language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
- How to interpret and express their views on what they hear, see and read.
- How to create written and digital texts, and deliver formal and informal presentations.
- Through experiencing a range of texts, including Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives.

**MATHEMATICS:**
The Mathematics curriculum is divided into three sections:

- Number and Algebra
- Statistics and Probability
- Measurement and Geometry

Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:

**Number and Algebra**- whole numbers, fractions and decimals
**Measurement and Geometry**- length, area and time
**Statistics and Probability**- data and chance.

They also develop their problem-solving skills and mathematical reasoning and communication.

Students in Stage 3 (Year 5 & 6) develop a deeper understanding of Statistics and Probability.

**SCIENCE & TECHNOLOGY:**
Students develop their skills in using processes of Working Scientifically and Working Technologically to answer interesting questions and develop creative solutions to important 21st century problems. They develop their curiosity and understanding about the Natural Environment and the Made Environment through learning about the Physical World, Earth and Space, the Living World, the Material World, Built Environments, Information and Products. Students learn about the influence and relevance of science and technology in their lives now and in the future.
HISTORY:
Students investigate their personal, family and community history. They develop understanding of Australia's Indigenous and colonial history and how Australia became a nation. Students learn about historical concepts, such as viewing an historical event from a different point of view, and historical skills, such as using historical sources for an investigation.

PHYSICAL EDUCATION, HEALTH & PERSONAL DEVELOPMENT:
Personal Development, Health and Physical Education (PDHPE) develops the knowledge, skills and attitudes students need to lead healthy, active and fulfilling lives. Students learn about the importance of a good diet and regular exercise and develop positive attitudes towards a healthy lifestyle. They learn how bodies grow and change over time. Students learn skills to play individual and team sports, and the values of sportsmanship and teamwork.

CREATIVE & PRACTICAL ARTS:
Creative Arts provides experiences in Visual Arts, Music, Drama and Dance. Students have opportunities to explore their creativity in each of these areas. Students learn to appreciate the meanings and values that each art-form offers. They perform and express themselves through the Visual Arts, Music, Drama and Dance Programs.

RELIGIOUS EDUCATION:
The Religious Education Curriculum is based on the Archdiocesan program called Treasures New and Old. It guides sequential teaching and learning based around Prayer, the Church, Jesus and God. In the younger years, students learn about the stories of Jesus, looking after Creation and basic prayer traditions. As students get older, other religions are studied, as well as the Sacraments and more in-depth prayer traditions. Throughout the units of work, the Gospel values of love, compassion, forgiveness and acceptance are reinforced and there are always opportunities for students to put their knowledge and skills into action, through works of social justice. This includes posters about looking after the environment, visits to nursing homes, raising money for the less fortunate and volunteering for charities.

Leadership Opportunities
A key feature of Trinity Catholic School's success is the active involvement of students in the life of the school. The school offers a diverse range of leadership opportunities for all students. These include joining leadership teams and participating in leadership programs such as: School Prime Ministers, Parliament Ministerial Positions (Year 6), House Captains, Sporting Team Captains, Bunyip Reading Program, Buddy Bears Program, Biannual Leadership Conference and Peer Support Program.
**Library**

A cloth library bag is required to keep books in good condition. All children currently attend one library lesson per week. During this lesson they are taught library and research skills as well as being given an opportunity to borrow books. Each year at our Presentation Night, future Kindergarten students are presented with a cloth library bag as a welcome gift to the Trinity School Community.

**Lost Property**

Labelling of all items of clothing is encouraged as lost property is a problem for us and expensive for you. Lost property is kept in a basket in the Sick Bay.

**Masses & Liturgies**

Every second Thursday and on important feast days, the children and staff attend Mass or Liturgy of the Word at 9.30am at St Mary’s Church, on the school grounds, hosted by one of the classes. Parents, friends and grandparents are encouraged to attend these special celebrations.

**SACRAMENTAL PREPARATION**

Sacramental preparation is run by the Parish, with 4 lots of Parent and Child sessions held before each celebration. Further information can be accessed from the Parish.

- Year 3: First Reconciliation
- Year 4: First Eucharist
- Year 5/6: Confirmation (celebrated every second year)

The school as a whole participates in classroom prayers and school prayers at special assemblies.

**Newsletter**

A school newsletter is sent home as a hardcopy or electronically by email and via our Skoolbag App each Thursday. A copy of the newsletter can also be accessed on the school's website.

**Open House**

Class Open Houses are conducted in Keogh Hall at approximately 2:30pm every second Friday, and families are most welcome to join us. The assemblies are run by an allocated class. Open House provides parents and families with an insight into what has been happening in the classroom. Items performed usually involve presentations from the English, Math, Science, History or Creative Arts curriculum.
Parliament

School Parliament provides an opportunity for students to participate in the running of their primary school and is a vehicle for them to express their opinions and participate actively in decision making. Once a month, our Year 6 leaders present a Parliament Session to the school and community. Each of our leaders report on activities within the school and community related to their ministerial position. For example, Religious, Environment, Technology or Sport.

Pastoral Care

At Trinity, we encourage our students to treat each other with respect, compassion and kindness and we use two visual and catchy resources to do this. We speak of our students and staff as being 'Bucket Fillers'.

The idea of Bucket Fillers is based on the book "Have You Filled A Bucket Today? (A Guide to Daily Happiness For Kids)" by Carol McCloud. The premise of the book is this …

We all carry an invisible bucket that contains our feelings. When our bucket is full, we feel great. When our bucket is empty, we feel sad. A bucket filler is someone who says or does nice things for other people. By doing this, they are filling other people's buckets and filling their own bucket at the same time. On the other hand, a bucket dipper says or does things to cause other people to feel bad. A bucket dipper empties their bucket when they say and do mean things.

In conjunction with the Bucket Filler idea, we also implement a program called Making Jesus Real (MJR). MJR calls people who are filling up buckets, Happy Chappys and Chickies who come from the WEST (Welcoming, Encouraging, Sorry, Thankful) and people who are dipping into buckets, Nastie Pasties who come from the EAST (Excluding, Argumentative, Sulky, Talk back). We centre each school term around one of the WEST values, breaking this down even further and really focusing on what it feels like, looks like and sounds like. These programs are a great and fun way of ensuring all of our school community is always thinking about how we greet, speak to and treat each other. A WESTIE award is given out to students who we see or hear about from peers, living out the values of MJR and the Bucket Filling concept.

Performing Arts Concert

At the end of each term, Trinity students are encouraged to participate in the Performing Arts Concert. This allows students to explore their creativity and be recognised by an audience. Students can act, sing, play an instrument, perform skits, read jokes, perform magic tricks etc. On most occasions, class items will also be performed at the concert.
Presentation Night
On Presentation Night, which is held at the end of Term 4, the whole school and community assembles to:

- Congratulate and acknowledge student achievement
- Thank our out-going Year 6 leaders
- Induct and welcome our new Year 6 leaders
- Present graduation certificates to outgoing Kindergarten students
- Welcome our future Kindergarten students
- Farewell our departing families.

Reporting

Interim Reports
Each student receives an Interim Report at the end of Term One. This is a report about the student's study habits and behaviour. Parents or teachers may request an interview at this time.

Semester Reports
At the end of Semester One (Term 2) and Semester Two (Term 4), each student receives a Semester Report. This is a detailed assessment of the students’ achievement across the seven Key Learning Areas. Teachers include comments in Religious Education, English and Mathematics to clarify grades and offer suggestions as to how the student may improve, as well as a general comment regarding other subject areas and behaviour. Parents are able to request an interview with the teacher after receiving the Semester Report.

Three Way Conversations
In Week One of Term Three, parents, students and teachers participate in Three Way Conversations. This is an opportunity for students to discuss the goals that are set at the beginning of the year. Parents are able to visit the classrooms and look at their child's work, discuss the progress of their child's goals and be informed by the teacher of their child's academic and social progress. Teachers are able to offer the students possible ways to achieve their goals or suggestions for new goals, according to their progress.
Representation Opportunities

There are many sporting opportunities and representative pathways offered at Trinity Catholic School. All students participate in our three main carnivals: Swimming, Cross Country and Athletics. Students, turning 8-13 years, who excel at these carnivals may be selected into the Western Region, Archdiocesan, MacKillop and NSWPSSA teams. Other opportunities for sporting representation include: Tennis, Basketball, Cricket, Rugby League, Rugby Union, Soccer, Netball and League Tag.

School Banking

The School acts as an agent for the Commonwealth Bank accepting deposits from students. This service is conducted weekly on Tuesdays and accounts may be opened at any time. Please see Mrs Davis at the front office for further information.

School Counsellor

The school has the services of a qualified counsellor two days per term. This service is provided through an arrangement between Catholic Education and Centacare. Students and their families can be supported through difficult times, including illnesses, relationship, and behavioural or other problems. Appointments with the School Counsellor may be made by contacting the Principal, Assistant Principal or your child’s teacher.

School Hours

School hours: 9:05 a.m. - 3:15 p.m.

Lunch: 11.10am -11:20am (eating time)
11:20am - 11.50am (play time)

Recess: 1.30pm - 2.00pm

Parents are requested not to drop children off prior to 8.30am. Children who arrive before this time must sit outside the staffroom until a teacher commences morning supervision duty.

School Pastoral Care Officer

Pastoral care is central to the ethos and identity of a Catholic school and it is essential that pastoral care for students be given a high priority. The role of schools as an educational institution is to encourage excellence, the pursuit of learning and the care of all individual students. The primary
The purpose of schools is to promote the full physical, social, intellectual, emotional and spiritual development of students.

In addressing pastoral care, Mrs Carmel Babos (Trinity Pastoral Care Officer) implements a whole school approach that:
• endorses the enhancement of emotional wellbeing
• recognises and values the development of resilient young people who feel a sense of belonging and connectedness
• promotes a sense of meaning and purpose in life that is supported by the spiritual dimension of a Catholic school.

Ultimately the wellbeing of the school community is an integral factor for effective learning and teaching. The wellbeing of the whole school community will be enhanced by the creation of a culture that reflects a positive attitude towards learning and the achievement of educational outcomes.
School Uniform:
The compulsory components of the school uniform are listed.

<table>
<thead>
<tr>
<th>SUMMER UNIFORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BOYS</td>
<td>Blue, short sleeve, button up shirt, grey shorts, black leather shoes or boots and grey school socks.</td>
</tr>
<tr>
<td>GIRLS</td>
<td>Blue check dress, black leather shoes and short white socks (not cut offs or ankle socks).</td>
</tr>
<tr>
<td>HATS</td>
<td>A wide brim, blue, school hat is compulsory for all children.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER UNIFORM</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BOYS</td>
<td>Blue, long sleeve, button up shirt, blue woollen jumper, blue/maroon striped tie, long grey pants (not cargo pants), grey school socks, black leather shoes or boots.</td>
</tr>
<tr>
<td>GIRLS</td>
<td>Navy-blue slacks, blue/maroon striped tie, white, long sleeve shirt, blue woollen jumper, white socks, black leather shoes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPORT UNIFORM</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BOYS</td>
<td>Maroon and white polo shirt with school logo, maroon and white shorts, plain white socks, joggers.</td>
</tr>
<tr>
<td>GIRLS</td>
<td>Maroon and white polo shirt with school logo, maroon and white shorts, plain white socks, joggers.</td>
</tr>
</tbody>
</table>

*In Winter, school maroon tracksuit pants with matching tracksuit jacket and maroon and white sports shirt with logo*

<table>
<thead>
<tr>
<th>JEWELLERY &amp; OTHER ITEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAINS</td>
<td>Chains with a cross or religious medallion may be worn only underneath clothing. They are not permitted during sporting activities.</td>
</tr>
<tr>
<td>BANGLES, RINGS BRACELETS</td>
<td>A signet ring, significant bangle or Christian themed bangle/bracelet is acceptable.</td>
</tr>
<tr>
<td>EARRINGS</td>
<td>If earrings are worn, a set of stud earrings only; one in each ear must be worn.</td>
</tr>
<tr>
<td>HAIR</td>
<td>Children’s hair should be maintained in a clean and tidy condition.</td>
</tr>
<tr>
<td></td>
<td>Hair must remain its natural colour – dyes, rinses and/or tips are not permitted.</td>
</tr>
<tr>
<td></td>
<td>Long hair (past shoulders) must be kept tied back at all times.</td>
</tr>
<tr>
<td></td>
<td>Hair accessories must be in school colours only, either blue, maroon or white.</td>
</tr>
</tbody>
</table>
School Uniform Prices

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Backpack</td>
<td>$40.00</td>
</tr>
<tr>
<td>Large Backpack</td>
<td>$50.00</td>
</tr>
<tr>
<td>Winter Jacket</td>
<td>$60.00</td>
</tr>
<tr>
<td>School Woollen Jumper</td>
<td>$50.00</td>
</tr>
<tr>
<td>Grey/Navy Pants</td>
<td>$15.00</td>
</tr>
<tr>
<td>White/Blue Long Sleeve Shirts</td>
<td>$14.00</td>
</tr>
<tr>
<td>Tracksuit Top NEW</td>
<td>$30.00</td>
</tr>
<tr>
<td>Tracksuit Pants NEW</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sports Polo Shirt</td>
<td>$30.00</td>
</tr>
<tr>
<td>Sports Shorts</td>
<td>$15.00</td>
</tr>
<tr>
<td>Polar Fleece Vests</td>
<td>$15.00</td>
</tr>
<tr>
<td>Navy Beanie</td>
<td>$8.00</td>
</tr>
<tr>
<td>Navy Scarf</td>
<td>$5.00</td>
</tr>
<tr>
<td>School Hat</td>
<td>$26.00</td>
</tr>
<tr>
<td>Paint Smock</td>
<td>$12.00</td>
</tr>
<tr>
<td>School Dress</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Clothing Pool

A Clothing Pool is available through the school with most items being priced between $1 and $5.00. For more information please speak to our School Secretary Mrs Leanne Davis.

Year 6 Leavers Shirt

At the beginning of the year, Year 6 students can purchase a Year 6 Leavers Shirt. This shirt is designed in school colours and has the name of each student in Year 6 on the back. This is a special shirt for the graduating class at Trinity for that year. This shirt is to be worn with the school sports uniform on Mondays and Fridays.

Sick Children

Should a child not be well at the beginning of the day, he/she should not be sent to school. Coughs, colds and gastric upsets spread quickly, so please keep your child at home when it seems necessary.

If a child is absent from school for any period, a note explaining the absence is required on his/her return or within seven days of the absence occurring. This can be handwritten or entered via our Skoolbag App. For long periods of absence please telephone to inform us.
If a child is required to take medications whilst at school, clear instructions together with the medication should be given to the child's teacher. Parents of children requiring regular medication (eg. ritalin) will be required to complete a series of forms giving both permission and information.

**Sport & Physical Education**

It is each individual class teacher’s responsibility to implement Physical Education lessons. At Trinity, physical education is part of the compulsory curriculum. Teachers draw on the NSW Board of Studies PE, Health & PD Curriculum as a main resource, which covers all areas of Physical Education including fitness, dance, movement, game skills and water activities.

Kinder, Year One and Year Two learn modified versions (Fundamental Movement Skills) of our major sports and the skills needed to play these. Years Three, Four, Five and Six may take part in interschool sporting competition (when available) as well as general skills training sessions. Athletics training and carnivals usually take place during First or Second Term and in Terms One and Four, water confidence, water safety and swimming classes are a focus of the sports curriculum.

On sports days, it is expected that each child comes to school dressed in full sports uniform. Our sports days are Monday and Friday. Wearing full sports uniform is especially important on carnival days and when playing representative sports.

At Trinity we aim to encourage all children to play the game to the best of their ability, with enthusiasm and enjoyment - emphasising sportsmanship, team spirit and friendship.

**Student Supplies**

At the beginning of each year, students are supplied with a ‘starter pack’ of stationery supplies for their school year. All the students’ school books are supplied, as well as a selection of pencils, textas, glue, scissors, ruler, erasers etc. As the year progresses, teachers may send home a request for extra supplies (especially grey lead pencils and glue sticks) if the student has used their supplies.

**Sun Sense**

As Australia has the highest incidence of skin cancer in the world with 140,000 new cases and 1,000 deaths recorded each year, we have developed a "Sun Sense" policy aimed at minimising the risks of skin damage for our children. The main points in the policy promote:

- positive attitudes towards skin protection
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- personal responsibility for and decision-making about skin protection
- awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

**AS PART OF GENERAL SKIN-PROTECTION STRATEGIES:**

- Children will wear school hats which protect the face, neck and ears whenever they are outside e.g. play time, sport, sports carnivals, outdoor excursions and activities.
- Children who do not have their hats with them will not be allowed to play “NO HAT, NO PLAY”.
- Children will be encouraged to use available areas of shade for outdoor play activities.
• Outdoor activities will be held in areas of shade whenever possible.
• Teachers will schedule outdoor activities before 10am and after 2pm (11am and 3pm daylight saving time) whenever possible.
• As per our policy, students do not have to wear hats during Terms 2 and 3.

Trinity School’s Community Council
The School Community Council assists the Principal with the management of the school.

Six parent representatives are elected to the Council and they meet twice per term to discuss school related issues. In addition to the main council there are numerous ‘teams’ such as fundraising, publicity, uniform, technology and canteen etc. which meet as often as required to achieve their goals. All parents are encouraged to join up with one or more of the teams so as to become involved in the progress of Trinity Catholic Primary School.

To provide an opportunity for parents to have a voice, the second Community Council meeting each term is preceded with a Parent Open Forum Meeting. All parents are invited to attend these meetings.

Volunteers
Parent volunteers offer a huge resource and support base for the school community while showing their children the importance of participating in the larger community.

Not only will the school reap the benefits of your involvement — you will too. By interacting with teachers, administrators, and other parents on a regular basis, you will gain a firsthand understanding of your child's daily activities. You will also tap into trends and fads of school life that can help you communicate with your kids as they grow and change (all without intruding on their privacy or personal space).

There are a number of ways you can volunteer:

• School sports days
• Reading/Maths groups in the classroom
• Assist with supervision on school excursions
• Coach/Manage various sporting teams.

Please see your child’s teacher for more volunteering opportunities.

All volunteers at Trinity Catholic School must have a Working with Children Check.
Working with Children Check

A Working with Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The result of a Working with Children Check is either a clearance to work/volunteer with children for five years, or a bar against working/volunteering with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

Parent volunteers do not have to pay for the Working with Children Check. For more information please go to: http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check
<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Principal welcomes any parents contact by telephone or appointment</td>
<td>Principal – Mrs Marylou Gorham</td>
</tr>
<tr>
<td><strong>General Enquiries:</strong></td>
<td></td>
</tr>
<tr>
<td>- Sick bay</td>
<td></td>
</tr>
<tr>
<td>- School functions</td>
<td></td>
</tr>
<tr>
<td>- Lost property</td>
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<tr>
<td>- Buses</td>
<td></td>
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<tr>
<td>- Student Medical Information</td>
<td></td>
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<tr>
<td>- Uniform</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office Staff – Mrs Leanne Davis or Mrs Maria Connell</td>
</tr>
<tr>
<td></td>
<td>Principal - Mrs MaryLou Gorham</td>
</tr>
<tr>
<td><strong>Absences from school</strong></td>
<td>Classroom Teacher</td>
</tr>
<tr>
<td><strong>Extended absences from school</strong></td>
<td>Principal – Mrs Marylou Gorham</td>
</tr>
<tr>
<td><strong>General Student’s Progress</strong></td>
<td>Class Teacher</td>
</tr>
<tr>
<td><strong>Pastoral Care Concerns</strong></td>
<td>Class Teacher</td>
</tr>
<tr>
<td></td>
<td>RE Coordinator – Mrs Penny Lucas</td>
</tr>
<tr>
<td></td>
<td>Pastoral Care Officer – Mrs Carmel Babos</td>
</tr>
<tr>
<td><strong>Sacramental Program Enquiries</strong></td>
<td>Fr Joshy Kurien, Mrs Penny Lucas or Mrs Julie Doolan</td>
</tr>
<tr>
<td><strong>Excursion Enquiries</strong></td>
<td>Class Teacher organising excursion</td>
</tr>
<tr>
<td><strong>Uniform Concern</strong></td>
<td>Class Teacher</td>
</tr>
<tr>
<td></td>
<td>Principal – Mrs Marylou Gorham</td>
</tr>
<tr>
<td><strong>Enrolment</strong></td>
<td>Principal – Mrs Marylou Gorham</td>
</tr>
<tr>
<td><strong>Students with Special Needs</strong></td>
<td>Learning Support Teacher – Mrs Anne Glover &amp; Principal Mrs Marylou Gorham</td>
</tr>
</tbody>
</table>