Welcome to Trinity Catholic School

Principal: Mrs Katrina McGrath
Assistant Principal: Mrs Julie Doolan
Religious Education Coordinator: Mr Damian Collins
School Secretary: Mrs Leanne Davis
Sports Coordinator: Mrs Rebecca Cooper

Trinity Catholic School Community Council Chairperson:
Mr Andrew Kennett

Trinity Catholic School Community Council Parent representatives:
mrs Susan Manwaring
Mrs Mellissa Ings
Mr Dave Bolger
Mrs Bronwyn Ryan
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Dear Parents,

Enrolling your child for their first year of school is an exciting time in your life as a parent. Our aim is to work closely with you so that your child’s time at school will be a happy, satisfying and rewarding experience.

This handbook is designed to assist students and their families throughout their time at Trinity Catholic School.

Trinity Catholic School is a Catholic, co-educational rural school catering for children from Kindergarten to Year 6. It operates under the auspices of the Catholic Education Office of the Archdiocese of Canberra-Goulburn, which has its headquarters in Canberra.

The Catholic School is a community whose mission it is to provide its members with a holistic education which takes place in an environment formed by Gospel values and the authentic teachings of the Church. All members of the Trinity Catholic School Community have a duty to strive to achieve this aim.

The philosophy of Trinity Catholic School is to develop the whole child, spiritually, academically, physically, culturally and emotionally. This holistic approach helps our students to develop in all areas of human development. Our School motto is: Whatever you do, do well – to know, to love, to serve.

Catholic education, in the form of St Columba’s, St Mary’s and Trinity, has been part of the local community for 125 years. Trinity Catholic School is situated on a 3.4 hectare section of land. There are three ovals, one with a cricket pitch, and there are rugby posts on each oval. We have six netball courts and a modern playground which includes sheltered play equipment and an undercover basketball/netball court. There are six classrooms, equipped with interactive whiteboards, a large and up-to-date library, a school hall and recently refurbished canteen. The school is blessed with a dedicated staff who believe that teaching is a vocation.

St Mary’s Church, situated in the school grounds, was the first Catholic Church built in the town and the stone building, architecture and stained glass windows are an historical treasure. The church is used regularly by the school community who attend Mass or Liturgy there each week. Trinity Catholic School is an active ministry of Our Lady of Mercy Parish and works closely with the Parish and its members preparing students for the Sacraments of Reconciliation, Holy
Communion and Confirmation. Students and parents prepare and celebrate Family Mass in St Anthony’s Church in Harden once a month.

Information Communication and Technology is integrated into all aspects of the curriculum and when our students graduate from Trinity they are computer literate. Sport plays a big part in the life of the school, as we believe that a healthy body is essential to living and learning. The children also have the opportunity to extend their learning and skill through participation in a variety of activities such as the University of New South Wales competitions in the areas of English, Mathematics, Computers, Writing, and Science & Technology; public speaking and Tournament of Minds. The school is very well resourced with an extensive collection of reading materials, technology, musical instruments and sports equipment.

All students learn at a different rate. Trinity Catholic School caters for the learning needs of all our students whether they are in need of extra assistance or they need to be challenged and extended. Our Learning Support Coordinator works with the Learning Support Assistants in tailoring programs to help all students achieve their potential. Classroom teachers program to ensure that all Trinity students are engaged in their learning and progressing at their own rate. One to one tuition in reading and comprehension is provided for students on a daily basis. Our students are actively encouraged to explore their gifts and talents through lunch time interest groups such as Garden Club, Chess or Computer Clubs and Inter-house basketball competition.

Parent participation in all facets of the school is encouraged and promoted. We are indeed fortunate to have parents, grandparents and friends of Trinity who help in the classrooms with reading, literacy and numeracy activities, art, craft, music and drama.

To enhance and support parent involvement, the Trinity Catholic School Community Council (which is an amalgamation of the School Board and Parents and Friends Association) provides a forum through which parents can contribute ideas and suggestions. This organisation, through proactive support and productive fundraising, supports parents in their role as carers and maximises the learning opportunities for the students.

Our school provides a well-maintained and safe environment, which offers a wide range of opportunities for all students to develop in every aspect of life in a positive, caring, Catholic community.

I trust you will find this handbook useful and I am available for further information or to show you around our school. I most sincerely welcome you to our special community called Trinity.

Yours sincerely,

Katrina McGrath
Principal
School Mission Statement

Trinity Catholic School is a community, based on Gospel values where we strive to live our motto "To know, to love, to serve". In providing excellence in education we ensure that we live up to the motto “Whatever you do, do well”.

Trinity is at the heart of a rural community. The school aims to serve this community by upholding its tradition of spirit and hard work in providing quality education for all.

We believe in:
- Jesus as the core of all our endeavours
- children, parents and teachers feeling safe and happy in our school
- our school being an active and dynamic part of the ever-changing church
- being a compassionate, loving and caring community
- providing quality education that prepares and challenges children to look towards the future with hope and confidence.

History

Murrumburrah was established in the 1860's as a small farming settlement. St Mary's Church, Murrumburrah was built in 1868. Catholic education in Murrumburrah began then in what is now the Parish Priest’s residence. A school building was built adjoining the church in the 1880’s and the school was staffed entirely by the nuns from the Sisters of Mercy. The school was named St. Mary’s. The nuns also established a school in Harden in 1917 called St. Columba’s. The Sisters of Mercy and a strong supportive community of parents laid the foundations for excellence and leadership in sport, academic achievement, community life and liturgy. In the 1960’s, the Murrumburrah School became a primary campus and the site at Harden became a secondary school. In 1984 the two schools changed their names and became Trinity Catholic School, a K – 10 facility. Trinity Catholic School is proud of its heritage and sense of history. Trinity is a vibrant and growing school that caters for boys and girls from Kindergarten to Year 6. It is a feeder school for Hennessy Catholic College in Young and is part of the Canberra/Goulburn Catholic Education System.
School Fees and Levies

Archbishop Coleridge has given his approval to the Catholic Education Commission for the fee schedule for the coming school year.

School fee accounts are posted to all families at the commencement of each Term. The tuition part of the school fees is forwarded to the Catholic Education Office. The Catholic Education Commission determines the level of these tuition fees. The other fees (School, Maintenance and IT Levies) are kept by the school and pays for things like electricity, textbooks, teaching resources, photocopier etc.

The Trinity Catholic School Community Council at the end of each school year reviews the fees and levies. The school fees and levies for 2011 are:

Fees per term

<table>
<thead>
<tr>
<th>Number of children</th>
<th>CEO Tuition</th>
<th>School Levy</th>
<th>IT Levy</th>
<th>Service &amp; Maintenance Levy</th>
<th>Total</th>
<th>Voluntary School Building Fund</th>
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<td>30.00</td>
<td>115.00</td>
<td>443.00</td>
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<tr>
<td>2</td>
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<td>120.00</td>
<td>60.00</td>
<td>115.00</td>
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<td>90.00</td>
<td>115.00</td>
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<td>240.00</td>
<td>120.00</td>
<td>115.00</td>
<td>713.00</td>
<td>45.00</td>
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Yearly School Fees

1 child = $1772.00 plus $180 School Building Fund
2 children = $2132.00 plus $180 School Building Fund
3 children = $2492.00 plus $180 School Building Fund
4 children = $2852.00 plus $180 School Building Fund

Payment for School fees can be made by the term, fortnightly or by whatever period is convenient for your family. A direct debit facility is available at no charge.

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; something can be arranged.

If a family makes no effort to contact the school about unpaid fees, and does not reply to correspondence from the school, then 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.
Pastoral Care

Trinity Catholic School offers students a caring and supportive environment through a wide range of opportunities designed to develop their growth and self-esteem. Emphasis is on an Award system to affirm students in the areas of Academic, Sport, Citizenship, Pastoral Care, Discipline and Parish. A copy of the Trinity Catholic School Pastoral Care and Welfare Policy is available on the website, www.trinity.nsw.edu.au

AWARDS
- Principal’s Award
- Class Weekly Teachers’ Awards
- Pastoral Care Prize
- Reading Awards
- Student of the Week
- Aussie of the Month

Initiatives at Trinity Catholic School
- Quality Teaching Framework
- Learning Support
- Lexia Reading and Cross Training Programs
- Gymnastics program
- Specialist tuition in music.
- Gifted and Talented Program
- Buddy Bears Peer Support Program
- Trinity Sporting Houses
- Leadership opportunities at all stages of the School
- Regular access to a Centacare Counsellor
- Pastoral Care Worker
- Peer Support Program
- Seasons of Growth Program
- Annual Awards Night
- Lunch-time Interest Groups

As a Catholic school, Trinity values each individual student by creating an environment where students feel that they belong. We work with all students to develop their faith, confidence, resilience, compassion towards others and individual talents. We acknowledge that parents are the first educators and endeavour to work in partnership with families to unleash the incredible potential that is within each child. Trinity is an inclusive school where all are welcome.

School Counsellor

A School Counsellor from Centacare visits the school on a regular basis. Parental permission is required for children to see the Counsellor on a one to one basis. In 2008 Trinity Catholic School was successful in attaining a grant from the Federal Government to provide a School Pastoral Care Worker. This professional will give extra support to students and staff in the pastoral care area.
CURRICULUM

At Trinity Catholic School the Key Learning Areas are:

- Religious Education
- English
- Mathematics
- Science and Technology
- Personal Development, Health and Physical Education
- Human Society and its Environment
- Creative and Practical Arts
- Information Communication Technology

The school reviews and updates Key Learning Areas each year.

RELIGIOUS EDUCATION

The Religious Education is evident in its various forms, in all aspects of life at Trinity Catholic School. The Gospel values of love, compassion, forgiveness and acceptance guide our relationships. The Religious Education curriculum is based on the Archdiocesan guidelines called *Treasures New and Old*. Religious Education is a lifelong process, to which Catholic schooling contributes. *Treasures New and Old* symbolises the importance of a holistic Catholic Education, as we strive to build on the rich tradition of Catholic Education and provide opportunities for spiritual growth as well as knowledge and skills. The school fosters attitudes and values that are life giving, which will assist young people to search for meaning and truth. Our Lady of Mercy Parish supports our school’s mission to provide an environment where celebration of liturgy has meaning for all who are involved.

LEARNING SUPPORT

Each child who comes to Trinity Catholic School is an individual with different needs and goals. As teachers we are committed to recognising these needs and offering students assistance in achieving their goals. Because each student learns at a different rate and in a different way, the Learning Support Coordinator and Learning Support Assistants work closely with classroom teachers.

To target specific Literacy and Numeracy goals, students have access to the following:

- an Intensive Reading Program that gives one-on-one tuition,
- the Lexile Reading program that progresses the students through levels according to the student’s comprehension ability
- small group tuition that is carried out by teacher assistants who target spelling, writing, reading, comprehension and numeracy
- the Mathletics Program that provides an interactive Mathematics program that enables students to work at their own level or to target a particular numeracy skill. (This program can be accessed from home as well as from school.)
- Lexia Reading and Cross Trainer Programs provide all students with a comprehensive system of assistance when needed and with more challenging tasks as skills and knowledge improve.
Co-curricular Opportunities
External University of NSW Competitions, Public speaking, School choir, Gifted and Talented Program, chess competitions, eisteddfods and school parliament are some of the other pursuits available to interested students.

Technology
In 2010 a mini computer lab was established in the school library. This means that whole classes (rather than individuals) can participate in computer programs that up-skill students in the latest technology. Through a regular audit and parents’ financial contribution, computers are routinely replaced. Students from Kinder to Year 6, are able to logon to the MyInternet and Intranet systems, which is an internal/external Internet connection. Trinity Catholic School has an excellent ratio of one computer to every two students. In addition we have available to all students, 10 wireless laptops. In 2006, the school introduced the latest in outstanding technology for teaching and learning, interactive whiteboards. As well, recent technology purchases include, seven scanners, six digital cameras, a digital movie camera and several USBs. At Trinity Catholic School, we realise that it is vital for our school-learning environment to ‘mirror’ the real world.

Sport
Trinity Catholic School believes that healthy participation in sporting activities is a vital part of educating the whole child. The school is divided into three houses Murray House (Red), Roberts House (Gold) and Hennessy House (Blue). Students in Year 6 are elected each year as House Captains. When a child is enrolled at the school they are placed in one of these three houses. We take into consideration what house any other children from that family are in. The houses are named after historical figures from our local community – Roberts (named after James Roberts representing the agricultural foundations of this community), Murray (named after James Murray, representing the commercial businesses serving the community) and Hennessy (named after Father Jerome Hennessy, first Parish Priest representing our Catholic tradition in this parish).
Sporting activities emphasise participation and fair play. The opportunity to represent the school, the Western Region, the Archdiocese, the Southern Division of NSW (McKillop) and at state level is available to any student exhibiting the necessary talent and commitment. Sporting days at Trinity are on Monday and Physical Education (which is part of the Personal Development, Health and Physical Education syllabus) days are on Friday.
**GENERAL INFORMATION**

**COMMUNICATION WITH PARENTS**
A communication diary sheet is compulsory for every student in Kindergarten to Year 2 and is sent home every day. Years 3 – 6 have a student diary that is purchased from the school at the beginning of the year. The communication diary sheet is used as the prime vehicle of communication between teachers and parents. Notes regarding absences, explanations or questions can be written on the home diaries. The diaries are checked at school every day.

Parents are encouraged to discuss issues about their child with their teacher, but an appointment is essential to ensure that the family and teacher both benefit from the discussion.

The school publishes a *newsletter* once a week called the *Trinitarian*. It is sent home with the eldest child in each family every Thursday.

Academic progress is reported each term. In Term One students receive an Interim Report that provides information about their Behaviour and Work Habits. The Semester One Report goes home at the end of Term Two. Students, parents and teachers participate in Three Way Conversations in Week 1, Term Three and Semester Two Reports are issued at the end of Term Four.

An information evening for all parents is offered in Week Three, Term One.

**MINIMUM AGE OF ADMISSION**
It is the Archdiocesan policy that children enrolling in Kindergarten should turn five years old by 30th April of that year. Any parent wishing to enrol a child who is not in that category must discuss the possibilities with the Principal who must then refer the matter to the Director of Catholic Education in the Canberra Goulburn Archdiocese.

**SPECIALIST TUITION**

**Music**
Specialist Music Tuition is available through a co-operative venture with the Young School of Music. Tuition is provided during school hours on the school premises. Bookings and fee payment are to be made through the Young School of Music.
Ph: 63825735.
**Gender Equity**
Trinity Catholic School is committed to gender equity and equal opportunities for all members of the school community. Non-sexist language is promoted in class and in all school documents. Equal opportunity for all students, in all activities is offered.

**Indigenous Education**
Trinity Catholic School is committed to parity of educational opportunities between indigenous and non-indigenous students. The school is also committed to increasing the awareness of aboriginal culture and history within the wider community. The school participates in NAIDOC Week celebrations and makes reference to this important area in its key policy documents.

**Admission of Students of Other Faiths**
It is Archdiocesan policy that the enrolment of students of other faiths including, non-Christians are encouraged and are most welcome. Enrolment is upon the understanding that the child’s parents must agree to actively support the school philosophy and practices and all students must participate in the school’s Religious Education program and associated activities.

**Trinity Catholic School Community Council**
The Trinity Catholic School Community Council is made up of the Chairperson, Deputy Chairperson, Secretary, Treasurer and parent representatives who are elected by the Trinity community. The Principal, Parish Representative and Burser are ex-officio members. The Council meets on the third Tuesday of the month at 7:00pm. The first meeting of each term is an open forum that any Trinity community member may address after notifying the Council by written correspondence.

All parents are asked to join one of the following Parent Portfolios:
1. Street stall and Raffles
2. Harden Show BBQ
3. Harden Community Telephone Book
4. Trinity Catholic School Canteen
5. Swimming Carnival catering
6. Athletics Carnival catering
7. Calcutta
8. Grants

These are the major fundraising initiatives undertaken throughout the year.

There is also:
9. Hospitality - who welcome and care for new families or help out at school functions
10. Maintenance - who help keep the buildings and grounds in a tidy, safe and attractive condition
School Practices and Procedures

Accidents
In the case of accidents, First Aid is administered and parents are contacted, if necessary. In serious cases, immediate medical attention will be sought, and parents are asked to complete an authorisation form on enrolment.

Assemblies
Short assemblies are held each morning after the buses have arrived. School Parliament is held on Fridays of every second week from 2:30 – 3:10 pm, unless previously notified. Upcoming Parliament Sessions are included in the Home Dairy, the School Calendar and Newsletter. On alternate weeks to Parliament, an assembly is held on Friday at 1:50pm, to announce the weekly award winners.

All parents have a standing invitation to attend.

Behaviour
At Trinity, we encourage the children to develop both a sense of self-worth and self-discipline. We encourage the children to respect the rights and feelings of others, and to take responsibility for their own actions. The school goes to great lengths to ensure that children, staff and parents clearly understand the school’s expectations in relation to the behaviour of students. We expect parental support in enforcing these high standards of behaviour. Rules are based on Gospel values, common sense and safety aspects. Below is a list of expectations of all students.

Students are required to:
- Be punctual
- Wear full school uniform
- Stay within the school grounds during official school hours
- Respect the school environment and property
- Be courteous to teachers, other students and visitors
- Avoid inappropriate language

In 2008 the school reviewed the Pastoral Care and Welfare Policy. A copy of this policy is available for parents on the school website.

Buses
Bus About bus company delivers and picks up students from Trinity Catholic
School. Students are appointed as Bus Monitors. Bus Monitors report on the behaviour of students on the buses. Parents are asked to familiarise themselves with the Bus Code of Conduct information published by the Road Transport Authority.

**Bus Passes**
You will need to contact the local bus company on 6386 2716. Bus About will then organise a bus pass for your son or daughter. It is important to notify the school if your child’s travel arrangements change.

**Canteen**
The canteen opens Wednesday, Thursday and Friday at recess. We strongly encourage parents to participate in the canteen roster. All parents, grandparents and friends of Trinity are welcome. The Harden Hot Bake provides lunches daily. Lunch orders are placed in baskets in the classrooms each morning and are delivered by Hot Bake staff to the school each day. Students who have a lunch order need to bring their recess from home, as the lunch orders do not arrive until 1:00pm.

**Car Parking**
It is very important that parents realise the need for traffic safety when dropping off or collecting children. In the morning the bus shelter can be used as a ‘drop off’ area. Parents collecting their child/children in the afternoon are asked to park their car before collecting their child/children from the supervising teacher.

**Clothing Pool**
Trinity Catholic School operates a clothing pool for the sale of pre-loved uniform items. This operates on Monday morning from 9:00 to 10:00am or at other times by appointment. Donations of uniform items are most gratefully received but it is requested that the items are washed, ironed and any name tags removed if possible.

**Emergency Contacts**
In the interests of your child/ren please ensure that the school has up-to-date information about your address and phone contacts including home/work and at least one emergency contact.

**Excursions**
Excursions within walking distance of the school are undertaken from time to time. Permission for these is included in the Application to Enrol in an Archdiocesan Catholic School form. Longer excursions are conducted when appropriate and parents will be advised of these in advance. Permission notes and/or medical forms are required for longer excursions. Every two years the school has a whole school excursion (K-6).
**Homework**
Children are assigned homework on a regular basis. Written homework is expected, to varying degrees in primary grades (Years 3-6). The format of this will vary from teacher to teacher and from class to class. Some teachers like to set long-term assignments, while others set a daily task. Teacher expectations for each class will be stated at the beginning of each year. All classes use a homework diary or diary sheet. This is a useful means of communication between home and school and should be checked each night.

**Kindergarten** start with home readers and then have a small amount of sight words/spelling homework.

**Years 1, 2 and 3** have home readers and sight words/spelling homework.

**Years 4, 5 and 6** have reading and a mixture of Mathematics and English work that reinforce the work covered in class.

Staff recognise the importance of children learning to master time management skills through homework so parents are asked to support the school in ensuring that homework is completed.

**Sabbath Week**
Whilst homework is seen as essential we acknowledge the importance of quality family time as well. To this end we have established the practice of Sabbath Week. Based on the biblical tradition that the seventh day was a day of rest, the seventh week of each term is to be free of homework, meetings etc.

**House Captains**
At the end of each school year, students from Year 5 are elected as House Captains for the following year. House Captains are announced at the annual Presentation Night.

It is an honour for the students to be elected as a House Captain. They are responsible for encouraging all students to participate in sport, show good sportsmanship and help organise sporting activities.

**Insurance**
Accidents to students are only covered if the family has an accident cover. Catholic Church Insurance offers such a cover for 24 hours a day, 7 days a week. Brochures are available from the front office.
PROFESSIONAL DEVELOPMENT
The Archdiocese allows four professional development days for staff. These take the form of Pupil Free Days when students are not expected to attend school. This allows staff uninterrupted time to review school policy documents and update professional skills and qualifications. These days normally occur on the first day of each term. Parents will receive notification about Pupil Free Days.
In addition to these four days, individual teachers attend professional development courses throughout the year. Relief teachers are engaged to replace classroom teachers and they follow the normal timetabled lessons when teachers attend professional development or training.

LIBRARY
Children attend Library lessons once per week and are required to have a library bag for the protection of borrowed books. The Librarian is always happy to hear from parents and grandparents who can help in the Library covering and cataloguing books or tidying and dusting shelves. The Library is open for student use on Tuesday and Friday at lunch time.

MEDICATION
Administering drugs is not the role of school staff but we do understand that students may sometimes return to school and need to finish a course of medication. If a child needs medication then the parent should ensure that the child, their class teacher and the School Secretary know the details of dosage, times etc.
The required medication, other than asthma puffers, is to be stored in the Office, not school bags. The school requires written permission to offer any medication to a student.
We encourage all children who have asthma to carry their puffers at all times and parents need to ensure that the school has a copy of their child’s ASTHMA ACTION PLAN FOR YOUNG PEOPLE.
Trinity Catholic School is recognised as an Asthma Friendly School, having completed the necessary training and criteria in 2009.

MEDICAL ALERT INFORMATION
At the beginning of every year parents will receive a medical alert form. Please complete this form ASAP and return it to school clearly explaining the child’s medical condition, an action plan and contact numbers. This information is collated and distributed for staff to use in an emergency.
**Parental Involvement**
Parents can help the school in many ways. Some ways to help are:
- Serving on the Recess canteen roster
- Assisting with cultural programs
- Helping in classrooms with reading, art and craft and Literacy or Numeracy groups
- Assisting at sporting events
- Transporting children for sport or excursions
- Assisting at Working Bees
- Joining a Parent Portfolio
- Covering books and other library tasks

**Parliament**
At the end of each year children going into Year 6 have the opportunity to stand for election for the Trinity Catholic School Parliament. All children throughout the school help to elect two Prime Ministers and Cabinet Ministers. Ministers report to the Parliament every two weeks about their portfolio. Students throughout the school are encouraged to approach these Ministers if they have any questions or suggestions.

**Photographs**
From time to time photographs of students will be taken and placed on our web site and in school publications. Photographs of the children will not be used unless parental permission has been granted. Each year class photos are taken by a company brokered by the school. Dates are published in the school newsletter.

**Refrigerators**
Each classroom has its own refrigerator for the exclusive use of pupils. This ensures that drinks and lunches are kept cool and the risk of food poisoning is greatly diminished.

**Reporting**
See Section General Information – *Communication with Parents* pg 10

**School Attendance**
Children are required to attend school five days per week. The Law states that a written explanation is required when a child is absent. These are kept on file. For safety reasons children are not permitted to leave the school grounds unless they are under the direct supervision of a parent/guardian or teacher.
**School Banking**
This service is provided by the Commonwealth Bank and organised by the School Secretary. The banking day is announced in the School Newsletter or the Home Diary at the beginning of each year.

**School Hours and Supervision**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am</td>
<td>Supervision commences</td>
</tr>
<tr>
<td>9:05 – 11:00 am</td>
<td>Learning time</td>
</tr>
<tr>
<td>11:00 – 11:30 am</td>
<td>Recess</td>
</tr>
<tr>
<td>11:30 – 1:00 pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>1:00 – 1:45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:50 – 3:10 pm</td>
<td>Learning time</td>
</tr>
<tr>
<td>3:15 pm</td>
<td>Home time and buses</td>
</tr>
<tr>
<td>3:25pm</td>
<td>Supervision concludes or after the last student has been collected</td>
</tr>
</tbody>
</table>

At all other times outside of school hours there is no supervision of children and the school grounds are out of bounds, unless a previous arrangement has been agreed to by the Principal.

For the first 15 minutes of recess and lunch the children are seated in the shelter shed.

**School Liturgies, Sacraments and Prayer**
Each Thursday the children and staff attend Mass or Liturgy at St Mary’s Church, Murrumburrah at 12.00 pm. Parents are most welcome to attend.

The whole school participates in morning prayer and each class participates in prayer at various other times during the day.

Sacramental preparation:
Year 3 - First Reconciliation
Year 4 - First Eucharist
Year 5/6 - Confirmation (Operates on a two year cycle).

The active involvement of parents in the Parish Sacramental Programme is earnestly encouraged.

The students and staff prepare and participate in a parish Family Mass on the first Sunday of each month, in St Anthony’s Church, at 9:30am.

*Destination ~ Journey ~ Success*
Sun Smart
Trinity operates a Sun Smart Policy which involves a No hat! No play! rule. Children must wear a Trinity Catholic School hat. Sunscreen is available in each classroom and we encourage all children to bring their own sunscreen from home.
APPENDIX 1

IMMUNISATION

- All children enrolling at Trinity are to supply proof of immunisation.
- Immunisation is an important safeguard against serious diseases such as Measles, Diphtheria, Whooping Cough, Poliomyelitis and Tetanus.
- Regardless of your child’s immunisation status, you are required by the Catholic Education Office and the Department of Health to provide a copy of the Immunisation Certificate. By law, unimmunised children will be excluded from school should outbreaks of the above diseases occur.
- The following are common diseases that your child might contract during childhood.

SOME INFECTIOUS DISEASES OF CHILDREN

(For more information contact your local public health unit, community health centre, pharmacist or doctor. This information has been provided by NSW Health www.health.nsw.gov.au)

Chicken Pox
Time from exposure to illness 2 to 3 weeks.

**Symptoms**
Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

*Do I need to keep my child home?*
Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

*How can I help prevent spread?*
Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

Conjunctivitis
Time from exposure to illness 1 – 3 days

**Symptoms**
The eye feels scratchy, is red and may water. Lids may stick together on waking.

*Do I need to keep my child home?*
Yes, while there is discharge from the eye.

*How can I help prevent spread?*
Careful hand washing, avoid sharing towels, Antibiotics may be needed.

Gastroenteritis
Time from exposure to illness depends on the cause: several hours to several days

**Symptoms**
A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches
Do I need to keep my child home?
Yes, for at least 24 hours after diarrhoea stops.

How can I help prevent spread?
Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

German Measles (Rubella)

Time from exposure to illness 2 to 3 weeks.

Symptoms
Often mild or no symptoms, and mild fever, runny noses, swollen nodes, pink blotchy rash that lasts a short time.
Can cause birth defects if pregnant women are infected.

Do I keep my child home?
Yes, for at least 4 days after the rash appears.

How can I help prevent spread?
Immunisation (MMR) at 12 months and 4 years of age.

Glandular fever

Time from exposure to illness 4 - 6 weeks

Symptoms
Fever, headache, sore throat, tiredness, swollen nodes.

Do I need to keep my child home?
No, unless sick

How can I help prevent spread?
Careful hand washing, avoid sharing drinks, food and utensils and kissing.

Hand, Foot and Mouth Disease

Time from exposure to illness 3 to 7 days

Symptoms
Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet and perhaps the nappy area.

Do I need to keep my child home?
Yes, until the blisters have dried.

How can I prevent spread?
Careful hand washing especially after wiping noses, using toilets and changing nappies.

Head Lice

Time from infestation to eggs hatching usually 5 to 7 days.

Symptoms
Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

Do I need to keep my child home?
No, as long as head lice management is ongoing.

How can I help prevent spread?
Family, friends and classroom contacts should be examined and managed if refused.

Hepatitis A

Time from exposure to illness about 2 to 6 weeks

Symptoms
Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

**Do I need to keep my child home?**
Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

**How can I prevent spread?**
Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

**Impetigo**

Time from exposure to illness 1 to 3 days

*Symptoms*
Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.

**Do I need to keep my child home?**
Yes, until treatment starts. Sores should be covered with a watertight dressing.

**How can I prevent spread?**
Careful hand washing.

**Influenza**

Time from exposure to illness 1 to 3 days

*Symptoms*
Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

**Do I need to keep my child home?**
Yes, until they feel better

**How can I help prevent spread?**
Immunisation, is recommended for the elderly and people with chronic illnesses.

**Measles**

Time from exposure to illness about 10 to 12 days until first symptoms, and 14 days until the rash develops.

*Symptoms*
Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

**Do I need to keep my child home?**
Yes, for at least 4 days after the rash appears.

**How can I help prevent spread?**
Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

**Meningococcal Disease**

Time from exposure to illness 2 to 10 days.

*Symptoms*
Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

**Do I need to keep my child home?**
Seek medical help immediately. Patient will need hospital treatment.

**How can I help prevent spread?**
Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.
Mumps
Time from exposure to illness 14 to 25 days.

**Symptoms**
Fever, swollen and tender glands around the jaw.

**Do I need to keep my child home?**
Yes, for 9 days after onset of swelling.

**How can I help prevent spread?**
Immunisation (MMR) at 12 months and 4 years of age.

Ringworm
Time from exposure to illness varies (may be several days)

**Symptoms**
Small scaly patch on the skin surrounded by a pink ring.

**Do I need to keep my child home?**
Yes, until the day after fungal treatment has begun.

**How can I help prevent spread?**
Careful hand washing.

Scabies
Time from exposure to illness
New infections: 2 to 6 weeks;
Reinfections: 1 to 4 days.

**Symptoms**
Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

**Do I need to keep my child home?**
Yes, until the day after treatment has begun.

**How can I help prevent spread?**
Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet Fever
Time from exposure to illness 1 to 3 days.

**Symptoms**
Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

**Do I need to keep my child home?**
Yes, until at least 24 hours of treatment has begun and the child is feeling better.

**How can I help prevent spread?**
Careful hand washing. Sick contacts should see their doctor.

Slapped Cheek (Erythema infectiosum, Fifth disease, Parvovirus B19)
Time from exposure to illness 1 to 2 weeks.

**Symptoms**
Mild illness; fever, red cheeks, itchy lace - like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

**Do I need to keep my child home?**
No, most infectious before the rash appears.

_How can I prevent spread?_

Careful hand washing; avoid sharing drinks.

**Whooping Cough (pertussis)**

Time from exposure to illness 7 to 20 days.

_**Symptoms**_

Starts with runny nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.

_Do I need to keep my child home?_

Yes, until the first 5 days of a special antibiotic have been taken.

_How can I help prevent spread?_

Immunisation at 2, 4, 6 and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts maybe excluded from childcare until the first 5 days of a special antibiotic has been taken.

**Worms**

Time from exposure to illness several weeks

_**Symptoms**_

Itchy Bottom

_Do I need to keep my child home?_

No

_How can I help prevent spread?_

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.
APPENDIX 2
TRINITY CATHOLIC SCHOOL UNIFORM POLICY

Purpose
This policy outlines necessary uniform items and how these items are to be worn as part of a whole school uniform.

Policy
Uniform should comply with Occupational, Health and Safety requirements and acknowledge sun safety obligations.
Trinity School expects students to take pride in their appearance and to be in full school uniform at all times.
Sports uniform should be worn each Monday and Friday, with Day uniform worn Tuesday to Thursday. Uniforms should be kept neat and tidy.
While students may wear one watch, one medallion of religious significance and one pair of gold or silver stud earrings (not sleepers or dangling earrings), no other jewellery is to be worn.
It is necessary to forward to the school a note in the Diary Sheet when your child is not in the correct school uniform.
Hair ties must be maroon or blue and be worn by those children who have hair longer than shoulder length.
Nail polish and stick-on tattoos are not to be worn with the Day or Sports uniform.
Year 5 and 6 girls who choose to wear the blue skirt and white shirt must ensure that if the shirt is worn out, the hem of the shirt must be no lower than hip level.
Shirts that do not comply with this regulation length must be worn tucked into the skirt.
Boys are to wear blue Day uniform shirt tucked into the waistband of grey shorts or pants.
Sports uniform polo shirt may be worn out if the hem of the shirt sits at hip level.
Shirts longer than this length must be worn tucked into shorts/pants/shirt.
All children must wear the school hat while playing outside at recess and lunchtime; no hat, no play. During Term Two this rule will be encouraged but not enforced due to climatic conditions.
Students who are not attired in correct uniform will not be permitted to represent the school or be photographed for public relations activities.
All items of uniform are to be clearly marked with the child’s name.
A lost property box is located near the office. Parents and children are encouraged to check this area if clothing or other items are lost.
A School bag with crest is preferred for the sake of consistency with the rest of the uniform.
SUMMER UNIFORM

BOYS
Grey school trousers or grey school shorts
Blue school shirt
Plain black school shoes/boots with grey socks
Trinity School hat (Available from the front office)

GIRLS
Blue school dress – available locally
Blue school skirt with white blouse (Year 5 and 6 Girls only)
Plain black school shoes with white ankle length socks
Trinity School hat

WINTER UNIFORM

BOYS
Grey school trousers (not tracksuit pants or cargo pants)
Long sleeved blue school shirt (not a long sleeved polo shirt)
Blue Trinity School jumper (Available from the front office)
Grey socks
Black school shoes or boots with a supportive sole
Maroon Trinity School Jacket (Available from the front office)

GIRLS
Long navy blue school pants (not cargo pants, leg-ins or tracksuit pants)
Long sleeved white school shirt (not a polo shirt)
Blue Trinity School jumper (Available from the front office)
White socks
Black school shoes with a supportive sole
Maroon Trinity School Jacket (Available from the front office)

OPTIONAL
Navy blue school vest (Available from the front office)
Navy blue school beanie (Available from the front office)
Navy blue gloves (Available from the front office)
Navy blue scarf (Available from the front office)

Ribbons and hair ties must be navy blue or white

BEANIES, SCARVES, GLOVES, COATS OR VESTS OF OTHER COLOURS ARE NOT PERMITTED.

SCHOOL PANTS SHOULD TAKEN UP TO THE CORRECT LENGTH AS THEY CAN CAUSE SAFETY ISSUES THROUGH TRIPPING.
SPORTS UNIFORM

BOYS
Maroon shorts with double white stripe or track suit pants
White and maroon polo shirt (embroidered)
Maroon and white football socks or white socks
Joggers
Trinity School hat

GIRLS
Maroon skirt/shorts or track suit pants
White and maroon polo shirt (embroidered)
Maroon and white / or white socks
Joggers
Trinity School hat

References
Nil

Approved by: Trinity School Board
Implementation Date: 2009
Revision Date: 2012
Appendix Three

Approved School Uniform Suppliers

Clothing Hub – Harden (Neill Street 6386 5066)
Maroon shorts with double white stripe
Maroon and white football socks
Maroon skirt/shorts
Girl’s dress/skirt
Girl’s white Day uniform blouse
Girl’s navy trousers
Boy’s blue shirt
Boy’s grey shorts/trousers

Trinity School Office
School Winter uniform jacket (embroidered)
Royal blue pullover (embroidered)
Navy vests
Maroon tracksuit (embroidered)
White and maroon polo shirt (embroidered)
Sports Representative Polo Shirt
Navy beanie (embroidered)
School bag
School hat

YES – Young (Boorowa Street 6382 7225)
School crest embroidery

Items such as appropriate coloured hair ties, socks, black school shoes/boots, white joggers etc may be purchased from your family’s preferred retail outlet.
Trinity Catholic School
Destination ~ Journey ~ Success

Trinity a school of Excellence in all areas

Trinity a school rich in Catholic Tradition and Partnerships

Trinity a school excelling in E-Learning

Trinity a school strong in Pastoral Care and Welfare

Trinity a school for EVERYONE!