



# Handbook

St Andrew's Primary Marayong



St Andrew's Primary School  
36 Breakfast Road Marayong 2156  
P 02 8869 6700

[www.standrewspsmarayong.catholic.edu.au](http://www.standrewspsmarayong.catholic.edu.au)

School office times: 8.30am - 3.30pm





# General Information

## School Hours And Supervision Of Students

Daily Schedule	
8:00	Gates open unsupervised waiting in Cola
8:20	Playground supervision begins
8:50	Bell rings for students to line up
9:00	Morning learning block
11:00-11:30	Recess
11:30	Middle learning session
1:30-2:00	Lunch
2:00	Afternoon learning session
3:10	Afternoon dismissal

## St Andrew's School Song - Growth In Christ

Dreamtime land of the emu  
Stepping forward ev’ry day  
Pioneers came exploring  
And settlers followed in their wake

Then the sisters heard the call  
from the Father  
And a welcoming community was born

Seeking Growth In Christ  
Showing love for one another  
Accepting and respecting everyone

Giving thanks for friends  
As we learn and grow together  
In Christ, we are one family.

Like Saint Andrew  
we will all follow Jesus  
Tho’ from many diff’rent nations  
we are one.

Seeking Growth In Christ  
Showing love for one another  
Accepting and respecting everyone

Giving thanks for friends  
As we learn and grow together  
In Christ, we are one family.  
In Christ, we are one family.

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## Staff Development Days

To support teachers in their professional development and ensure our school offers the best possible learning experiences for our staff and students, four days a year are allocated for staff development.

On these days teachers will be involved in activities such as curriculum development. Dates for these staff development days will be advised through the school newsletter, and you are asked to make other arrangements for the supervision of your child/children on these days.

## School Canteen

The school canteen is open each school day. A list of items and prices will be supplied to each family at the beginning of the school year.

### The ordering procedure is as follows:

- The lunch order, the child's name and his/her class are to be written on the outside of a paper bag. The correct money (where possible) should be placed inside.
- Lunch orders are collected by the class teacher and delivered to the canteen.
- Lunches are returned to the classroom before the bell goes for lunchtime.

Children may buy snacks and drinks during recess and lunch on the days the canteen is open.

***Please note that children must bring their recess - they are only permitted to buy snacks at recess time.***

## Peanut Allergy

Schools cater for many differences that children present: academic, emotional, social and health issues.

Within our school, we have children with **life threatening** allergies. This is a serious matter and one that the school must address. Therefore, we appeal to all parents to assist us in caring for these children by considering the type of foods you pack for your own child's lunch.

Our aim is to minimise the amount of **peanut** and **nut** products brought into the school, and avoid all foods that contain **nuts**. These foods are extremely dangerous to our children with allergies. Common foods that trigger an allergic reaction are listed below and we ask that they **not** be brought to school at **any time**.

- Peanuts – including M & M peanuts
- Cashews, hazelnuts, almonds, walnuts and all tree nuts
- Peanut butter
- Nutella
- Sesame seeds – remember some bread rolls have sesame seeds on them, including some McDonald's hamburger buns
- Foods that contain satay, e.g. Thai, Malaysian, Indonesian dishes
- Chocolate – blocks, biscuits and lollies
- Whole egg – boiled egg, curried egg.

Our canteen does not sell any of the above items. In the case of a child bringing a nut product to school, teachers will bring the matter to the attention of parents.

If peanut or nuts are not on the ingredient list of a particular packaged food, but the food has the statement '**May contain traces of nut ...**', this food may be brought to school and consumed, only by **non-allergic children**.

Due to safety concerns, we discourage children from sharing food. We would also appreciate parents speaking with children regarding this matter.

We thank you for helping us to provide a safe environment for all of our children.

## Term Dates 2017

**Term 1** Monday January 30 - Friday April 7 (**Easter** - Good Friday April 14 - Easter Monday April 17)

**Term 2** Wednesday April 26 -Friday June 30

**Term 3** Tuesday July 18 - Friday September 22

**Term 4** Monday October 9 - Friday December 15

## School Uniform Shop

The uniform shop has moved to the AV room which is situated at the front gate (attached to the library).

The uniform shop is open:

- **Monday** 8:30 - 10:00am
- **Wednesday**: 8:30am - 10:00am

Parents who cannot come during these hours can make an online order by downloading the order form below and emailing it to [elle@ozfashions.com.au](mailto:elle@ozfashions.com.au) Please make sure you have emailed your order prior to 4pm the day before delivery.

For any other inquiries please contact Elle: 0421216414

 [Uniform Order](#)

 [Price List](#)

### The Second hand uniform shop is open:

- **Wednesday**: 8:30 - 9:00am

# Communication With The School

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## **Parent/teacher Communication**

Class teachers will formally report to parents twice per school year. At mid-year, an individual parent/teacher interview will be organised. Twice a year a written report will be provided for all children.

Close communication between parents and teachers is essential for the progress of your child.

[You are always welcome to contact us.](#)

The Principal and the class teachers are very willing to discuss the progress of your child whenever you consider this advantageous. Simply contact the school in order to organise a mutually convenient interview time.

## **Parent/teacher Information Meetings**

Such meetings provide an excellent opportunity for parents to discover what is happening in the classroom, and also for parents to provide the class teacher with a better understanding of their child.

Parent/teacher meetings will be conducted early in the school year for all classes. At these meetings, class teachers will familiarise you with procedures and class policies for the year.

# Official School Policies

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## Uniform Policy And Procedure

### Rationale

St Andrew's Primary community regards the uniform as an important aspect of the school's identity and philosophy.

### Aim

The wearing of the St Andrew's Primary uniform is an important part of instilling:

- pride in our school
- a sense of belonging.

### Implementation

#### *Uniform*

- Students are to wear the correct school uniform neatly and with pride.
- Parents are asked to ensure their children wear the correct uniform and not deviate from the items mentioned in the list. If, for any reason, a child is unable to wear the correct uniform, parents are asked to supply a letter of explanation.
- All items of clothing must be clearly marked with the child's full name. Shoes should be marked on the inside. The school accepts no responsibility for items which have been lost.

#### *Jewellery*

- Students with pierced ears are to wear a plain gold or silver single sleeper or stud.
- Nail polish is not to be worn.
- Rings are not to be worn to school.
- Ornamental bangles, bracelets or anklets are not to be worn.
- A single necklace of religious nature, may be worn underneath the student's school uniform.

#### *Hair*

- Hairstyles are to be neat and simple and devoid of any cosmetic colouring or bleaching.
- Girls with shoulder-length hair are to have it tied back, away from the face and eyes. This is for hygiene reasons and to allow clear vision.
- All hair accessories worn by girls are to be in school colours of blue and gold.
- Boy's haircuts are not to be shorter than a number 2 or multilayered (such as pronounced undercuts, designs or steps), or below the collar in length (including rats tails).

#### *Shoes*

- School shoes are to be black and polishable.
- Sports shoes are to be predominantly white or predominantly black, and devoid of bright colours, patterns or slogans.
- No sports shoes are to be high-tops or mid-cut shoes.

#### *School hats*

- Students are to wear the correct school hat every day, regardless of weather. If students do not have a hat, they will be directed to remain in the designated shaded areas.
- Hats are to be worn correctly, with the flap down and the peak of the cap pointing forward.

#### *Basis of discretion*

- Families who cannot purchase the correct uniform due to financial reasons, are encouraged to use the uniform pool or speak to the Principal.
- On fitness days, students are to bring their sports shoes to school in a bag.
- Year 6 students are allowed to wear their souvenir graduation polo shirt on sports days.
- Parents should submit an explanatory letter informing the school about an incorrect clothing item being worn.
- Classroom teachers are responsible for maintaining and checking that the correct uniform is being worn. If there is no parent explanation supplied about a student's incorrect uniform, a uniform note, from the class administration folders, will be sent home to parents.

### Budget

The Principal may use the uniform pool donations to provide for children in need of full or partial school uniforms.

### Evaluation

This uniform policy and procedure will be reviewed with appropriate changes made.

## Homework Policy

### Rationale

Homework is a valuable part of schooling. It allows for the practising and reinforcing of the learning in the classroom. Homework can provide an opportunity for students in planning and organising their time, and continues to develop a range of skills in identifying and using information sources. Additionally, it establishes habits of study, concentration and self-discipline.

### Aim

We believe that homework should be:

- a means of practising and reinforcing the learning in the classroom
- a means of providing parents with knowledge of areas of study in the classroom
- challenging and stimulating on an individual level (to be achieved through a mixture of open-ended revision and consolidating activities).

### Implementation

- Each child will be given homework on a regular, weekly/nightly basis. As a general rule, there is no homework (including projects) set on weekends.
- Priority will be given to the development of literacy and numeracy skills. The completion of classroom tasks should not dominate homework time.
- Parents should be informed, at all times, of what homework has been set.
- Teachers will be responsible for reviewing, marking, monitoring and reporting on set homework tasks.
- Parents will be notified if children consistently fail to complete homework tasks.
- Teachers will modify homework to cater for individual differences and personal circumstances of students.
- Suggested times for daily homework:  
Kindergarten, Years 1 and 2 - **up to 20 minutes**  
Years 3 and 4 - **up to 30 minutes**  
Years 5 and 6 - **up to 60 minutes**
- Daily reading forms part of each student's homework tasks.

### Evaluation

The Principal and staff will be responsible for the planning, implementing and review of this policy.