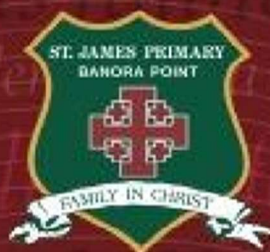


ST JAMES PRIMARY SCHOOL



St. James Primary
MULTI PURPOSE CENTRE

PARENT INFORMATION BOOKLET



Welcome

to St James Primary and the 2025 school year. Our community is an experience, an adventure. It's a place to start, to grow, to live, to learn, and to discover. This year, I invite you to come and be a part of something that will become part of you.

At St James Primary we live by our motto: Family in Christ. We inspire and aspire to be extraordinary in everything we do; we are a vibrant community that supports students to grow and glow in God's love and reach their full individual potential.

St James Primary has a proud tradition of excellence. Excellence in Catholic Education, faith, academia, the arts, and sporting avenues. Students at St James are known and loved, and learning is tailored to every child to meet their educational needs and support them to be people of decency and good character, so they can flourish now and into their adult life.

The collaborative nature of the St James learning environments and the relationship that staff have with students is at the core of student engagement and learning. This, along with positive peer-to-peer interactions and authentic parent partnerships, which are fostered throughout the 7-year journey of Catholic Education at St James Primary provides a salutogenic experience for everyone.

Parents often ask: Why St James? Put simply, we're much more than a school – you can feel the difference as soon as you step on campus, so we welcome you, as parents to be fully involved in your child's education this year and to be part of something that will become part of you.

This parent information booklet details the structural, policy and procedural information of St James Primary and all we have to offer and do at the school; please use it as a guide to support you and your child/ren throughout the school year.

I look forward to journeying with you in 2025.

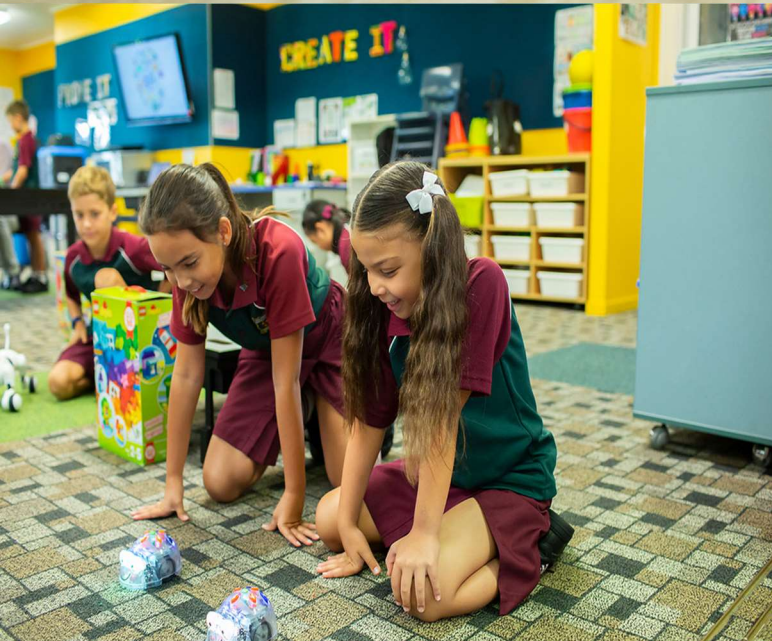
Sincerely,

Nic

Mr Nicholas McTaggart

Principal

"I have come in order that you may have life - life in all its fullness" John 10:10



App	6	Insurance	12
Assembly	6	Instrumental Program	12
Attendance	6	Late Arrivals	12
Awards and Recognition	6	Leaving the School During the Day	12
Birthdays	6	Medications	13
Bus Travel	6	Mobile Phones	13
Camps	7	Newsletter	13
Canteen	7	Out of School Hours Care	13
Capital Developments	7	Parent Helpers	14
Catholic Identity	7	Parish	14
Child Protection	7	Parking & Safe Travel	14
Communication	8	Partnership Expectations	14
Compass	8	Pastoral Care	15
Complaints	8	Personal Belongings	16
Contacting the School	8	Prayer	16
Curriculum	8	Religious Education	16
Dates	9	Reporting to Parents	17
Diary	9	Sacramental Program	17
Digital Devices	9	School Prayer	18
Discipline & Behaviour Education	9	Sport & Extra-Curricular	18
Engagement	10	Staff List	19
Facilities	10	Stages	19
Grade Blogs	10	Strategic Plan	19
Grooming	11	Times	19
Homework	11	Uniform	20
House Teams	11	Website	20
Illness and Accidents at School	11	Welcome & Celebrations of Learning	21
Indigenous Education	12	Workplace Health and Safety	21
Information Communication Tech	12	Yard Care and Supervision	21



St James Primary Ethos

St James Primary School

Ethos

Our Mission

Empowering students to achieve their full potential.

"I have come in order that you may have life - life in all its fullness." John 10:10



Our Vision

We are a dynamic, faith-centred community formed and enlivened by our Catholic tradition. By fostering wellbeing and nurturing respectful relationships, every student feels known and valued, with a strong sense of belonging.

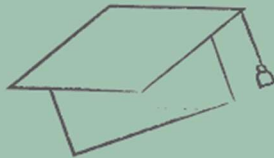
Our curriculum and learning environments are inclusive and vibrant, where students are inspired to achieve academic, emotional, and spiritual growth. Students are challenged to develop critical thinking, creativity, resilience, leadership, collaboration, and communication competencies.

As witnesses to the Good News of Jesus Christ, we strive for excellence and embrace the future with confidence and hope.



Our Graduates

Our graduates exemplify empathy and strong character, and are filled with faith, hope, joy, and love. They are empowered to become highly literate and numerate lifelong learners, with the skills needed to succeed and flourish.








Our Family in Christ

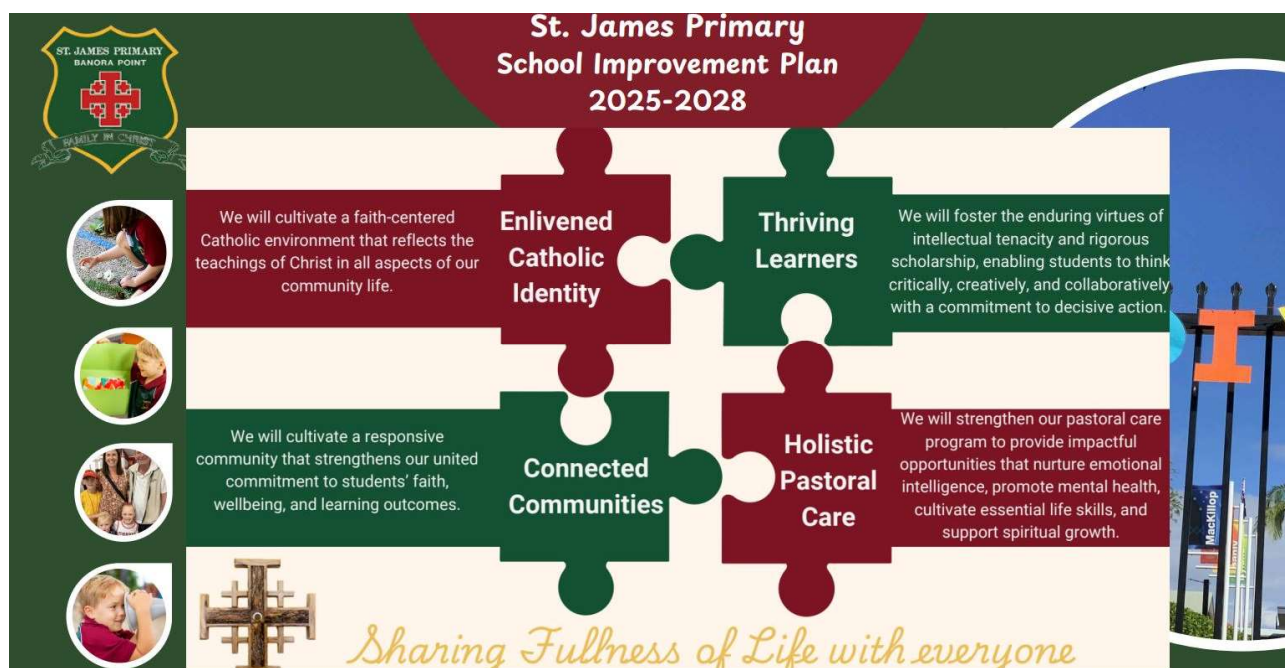
Together, parents, students, staff, and parish, embrace and **believe** the mystery of Christ revealed through faith and act as stewards of creation. We **imagine** limitless possibilities for lifelong learning and foster both strength and gentleness. We **serve** the common good, uphold the dignity of every individual and sow seeds of justice.



St James Primary School acknowledges the Bundjalung people as the traditional custodians of this land. We celebrate the rich diversity of our community and are committed to fostering inclusivity, unity, and respect.

School Improvement Plan

 St. James Primary School Annual Improvement Plan 2025	
 Enlivened Catholic Identity	The St James community will deepen their relationship with Jesus, through opportunities for Spiritual growth.
 Thriving Learners	All students are provided with tailored, evidence-based instructional strategies that align with their learning needs and abilities and challenge them appropriately within their Zone of Proximal Development (ZPD). Teachers will engage with STEAM principles and digital intelligences in the wider curriculum.
 Connected Communities	Foster a vibrant playgroup community that supports children's development while strengthening family connections within our school environment AND invite families to take formalised roles in school events.
 Holistic Pastoral Care	Foster positive and strong relationships between students and staff, to enhance learning and engagement, and establish environments where students feel safe, valued, and welcomed.





App

The COMPASS School Manager App is the only App parents require to access instant and important school information.

For more information please see 'COMPASS' heading (in this handbook).

Assembly

Assembly is held every Friday (8:45am) in the Multi Purpose Centre. Community news and announcements, student presentations and awards are distributed during this gathering. Parents and friends are welcome to attend.

Attendance

As attendance at school is compulsory, parents wishing to take their children out of school for a period of time are required to apply for exemption by filling in an 'Application for Exemption from Attendance at School' form, which is available from the school office. On return of this form, the principal will consider the application and decide whether to grant a 'Certificate of Exemption from Attendance at School'. Principals can grant exemptions from school attendance for fewer than 100 school days in a 12-month period. However, if the request for absence from school is over 100 days, the application must go through the Catholic Schools Office to the Minister. Parents intending to seek an exemption must discuss this with the principal.



Awards and Recognition

Here at St James Primary, we recognise the efforts and achievements of our students.



Our Award System is based on the belief that each child is unique and has special talents, as such, we give recognition to all children for making a concerted effort to develop their talents.

The Awards are given at assembly by the grade teachers for an outstanding display of skills, attitudes, behaviours, or efforts. Parents are notified each fortnight via the electronic Grade Blogs (published the fortnight prior to assembly) of students receiving awards.



Birthdays

Students often enjoy celebrating their birthday with a small treat for their classroom peers. Students may bring chocolate frogs only to share with their grade peers on their birthday. Parents who do not want their child to receive birthday treats are asked to inform their child's teacher.

Bus Travel

Bus travel is available for students at St James Primary. This is supplied by Kinetic (07) 5552 2700. Early bus students are to enter school via the main gate and wait quietly in the sheltered area until teacher duty commences at 8:10am.



Camps

All students participate in camps, excursions, and incursions, as outlined below (dates subject to change):

Kinder	After school activity and afternoon tea until 4:30pm – Nov 12th
Year 1	After school activity and dinner until 5:30pm – Nov 12th
Year 2	In school activities & day excursion until 6:30pm – Nov 12th
Year 3	1 night /2-day camp to Bilambil – November 27th & 28th
Year 4	2 nights / 3-day camp to Tyalgum – November 5th - 7th
Year 5	2 nights / 3-day camp to Lake Ainsworth – November 10th - 12th
Year 6	3 nights / 4-day camp to Brisbane April 7th – 10 th

All students will participate in excursions, along with incursions throughout the year. Levies are included in the school fees and levies. Camp costs will be invoiced separately in the weeks preceding the camping activity.

Canteen

Our healthy school canteen operates for recess and lunch each Tuesday and Friday. Online orders are available via the **Compass** app or orders can be placed with money via the classroom lunch order system.

Parent Canteen helpers can volunteer by informing the Canteen staff. Our Canteen Coordinators organise all purchasing and assistants, as well as being on duty each day the canteen is open. The canteen menu is available on the school website: www.bppplism.catholic.edu.au and is aligned to the NSW Healthy School Canteen Guide.

Capital Developments (2025)

- Focus on improving traffic flow and management.
- Enhancing Kindergarten play space.
- General upkeep and improvements to classrooms and outdoor spaces.

Catholic Identity

We provide our students with a unique educational and faith experience which seeks to form them into young people of faith, hope, purpose, and joy. We support each child to develop a commitment to the core values of the faith.

- Love of God.
- An opportunity for a personal encounter with Jesus Christ.
- Love and service of others.
- Integrity, goodness, and truth.

Our Catholic school is a Christ-centred community which is built on a commitment to the Gospel. We seek to serve the Gospel by accompanying young people in such a way that they may experience the 'fullness of life' (John 10:10) in learning and living well.

Child Protection

Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment, must report any concern regarding the safety, welfare, or well-being of a child. This means that they must report any issue to the principal when they suspect, on reasonable grounds, that a child is at risk of significant harm; the principal will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document. St James adheres to the NSW

Communication

Communication within school, from school to home and from home to school is the hallmark of effective, efficient, and successful schools. A written copy of the school's Communication Strategy is located on the school's website.

There are several ways to communicate with your child's teacher and the school. Please use the protocols outlined in the Communication Strategy found on the school website.

Please send emails to teachers via the school's office bpp@lism.catholic.edu.au

Classroom teachers will be available to informally talk with parents and students from 8:30am Monday-Friday when the classrooms open (unless they are on playground duty) and in the afternoon from 3pm.

Compass

Compass is our communication and school management platform. The COMPASS School Manager App will be the ONLY school app parents need; Compass allows parents to receive notifications about school events, news and information; enter an explanation about absences, update family contact details (mobile phone & email); view school calendar; download and view school academic reports; book parent-teacher conferences and best start MAI Assessments; pay and provide digital consent for events; order canteen; pay school fees.

Complaints

Occasionally there is a need for parents to raise concerns about practice or policy in schools. Wherever possible, grievances should be resolved through an informal process of discussion and cooperation with the class teacher/s

concerned. If the concern cannot be resolved at this level, the following procedures should be followed:

- Written complaint addressed to the principal.
- Principal addresses the complaint with a staff member and provides a copy of the written complaint.
- Principal notifies Catholic Schools Office of complaint (if appropriate or applicable).
- Principal clarifies the complaint.
- Principal investigates options for a resolution.
- Meeting between all parties to discuss options for a resolution.
- Decide on an option deemed to be most appropriate.
- Implement decisions and feedback to all concerned.

It is important to note that anonymous complaints are not accepted or acted upon. The Parental or Guardian Complaint Procedure Policy is available from the school's website (Policies).

Contacting the School

Students are not permitted to leave the school grounds in school time without permission. If it is necessary for a parent/guardian to see a child during school hours, he/she must report to the school office and the child will be called over from the classroom. Under no circumstances are parents to go directly to a classroom during school hours (8:40am to 3:00pm).

Curriculum

Students at St James Primary follow the New South Wales Australian Curriculum. The curriculum covers a broad range of learning areas known as the Key Learning Areas (KLAs). They are:

- English.
- Mathematics.
- Science and Technology.
- Human Society and Its Environment

(HSIE).

- Creative Arts.
- Personal Development, Health and Physical Education (PDHPE).
- Other (Administration, sport, assembly, flag raising etcetera).

As a Catholic school, Religious Education is both a Key Learning Area and integral to our way of life. In all KLAS we aim to be a school of the 21st century by providing students with learning environments that encourage investigation, exploration, and creativity. Students are provided with opportunities to develop technological information and higher order thinking skills as they develop an understanding of how they learn. Through reflection and evaluation, the children are empowered to independently extend their learning.



Dates (subject to change):

MAI Assessments	February 3 rd & 4 th
Best Start	February 3 rd , 4 th , 5 th , 6 th & 7 th
Year 1-6 begin	February 5 th
Kindergarten begin	February 10 th
Beginning of Year Liturgy	February 14 th
School Photos	February 17 th
Shove Tuesday Event	March 4 th
Cross Country	March 14 th
Good Friday	April 18 th
St James Feast	May 3 rd
Mother's Day Event	May 9 th
Pupil Free Day 1	June 5 th
Pupil Free Day 2	June 6 th
Public Holiday 1	June 9 th
Athletics Carnival	June 13 th
Music Spectacular	August 21 st

Pupil Free Day 3	August 22 nd
Father's Day Event	September 5 th
Book Week Dress-Up	September 26 th
Grandparents Day	September 26 th
Pupil Free Day 4	November 13 th
Pupil Free Day 5	November 14 th
Swimming Carnival	December 12 th
Christmas Event	December 11 th
End of Year Mass	December 16 th
Yr 6 Dinner Dance	December 16 th
Final Day	December 17 th
Pupil Free Day 6	December 18 th
Pupil Free Day 7	December 19 th

Diary

Each student is given a School Diary/Reading Diary. This can be used to communicate with your child's teacher/s. The diary must also be signed by a parent or guardian to confirm that homework tasks, such as reading, have been completed.

Digital Devices

Digital devices (including watches & phones) that can take photos and/or video, and have the capacity to communicate (e.g.: make a phone call or text) are not permitted at St James Primary by students. This includes smartwatches in 'school mode'.

Discipline & Behaviour Education

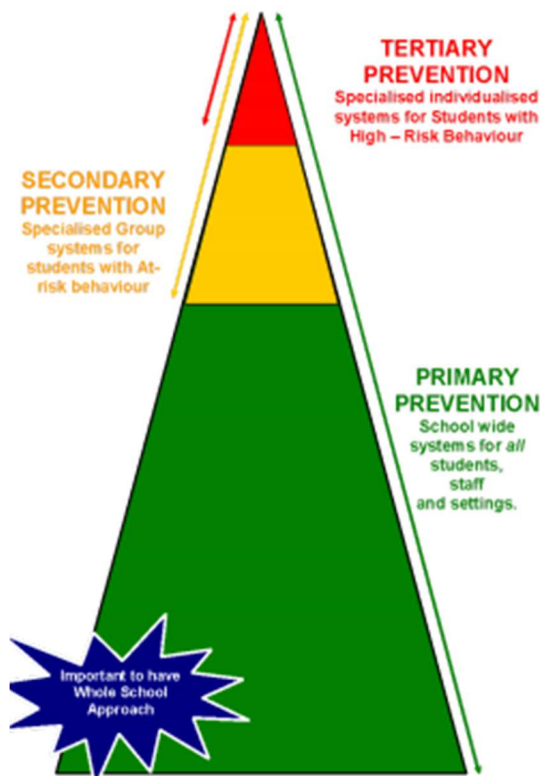
All students will work within the behaviour frameworks, where they will learn to:

- **Be Respectful**
- **Be Safe**
- **Be a learner**

We use the Play is the Way program to support students' behaviour education. Play is the Way is a social and emotional learning methodology using physically interactive games and activities, guiding concepts, an empowering self-reflective language and 6 key virtues that form a

pathway to empathy. Further information is available from the Play is the Way website: <https://playistheway.com.au/>

If students require additional support and supervision regarding behaviour, staff will follow the Positive Behaviours in Schools flowchart to ensure consistency and support so that all students can act in accordance with school universal expectations



Positive Behaviours in Schools Flowchart



Engagement

Parent engagement enables parents, teachers, students, Principal/Assistant Principals and staff to work together, as co-responsible leaders, committed to developing a genuine Christian community within the school environment. Parent engagement plays a vital role in the life of our school.

The values underpinning our parent engagement are:

- Service: Helping each other and recognising the needs of others.
- Inclusion: Every person has the opportunity to belong and be included.
- Unity: Seek to bring people together.
- Empowerment: Every person's life is enriched by their experiences of belonging to St James Primary.
- Mutuality: Respect and appreciation for the gifts that each person brings to our school.

The functions of parent engagement include parental support, providing an information network, advising the principal and staff of the views of parents, and to nurture the spiritual lives of those in our school community.

Parent engagement is open for all parents and friends of St James Primary and many parents are needed for us to enrich our school. The role of parents is to support student learning and wellbeing, and the various school activities, along with assisting with proper consultation in relation to recommendations.



Facilities

The school is enriched with fine facilities that enable students' learning and wellbeing to flourish. All grade cohorts are educated in flexible learning spaces, and they have access to a library, science/technology laboratory, multi-purpose centre, music room and art room, along with vast playground space.



Grade Blogs

Every Grade writes a Grade Blog each fortnight (published on the App/Website)

and sent via a link on Friday); parents are expected to read and familiarise themselves with the content of the Blogs as they explain the week ahead for our school. This is an important component of classroom/home communication.

Parents are expected to read the Grade Blog to keep informed of all that is happening in the school.

Grooming

An important aspect of the school's uniform is paying attention to good grooming and presentation. To this end, expectations such as polished shoes and wearing hats always apply to all students.

Another aspect of the uniform standard is hair length and styles. It is expected that the children's hair is neat, clean, and properly groomed. No extreme hairstyle, cut or colour are permitted.

The specifics are:

- Boys: Brushed or combed; collar length; above the eyebrows and not covering the ears.
- Girls: Long hair tied back. School colours are to be used.

Jewellery grooming expectations include:

- Earrings - studs or sleepers worn in both ears (one only).
- A watch.
- A religious medal or a crucifix on a chain.
- Other jewellery items are not to be worn to school.
- Nail polish and make-up is not permitted.



Homework

Students may receive homework from school. Parents are asked to encourage and support their child/ren's homework endeavours. Homework will vary in content; however, home reading should be a nightly activity for all students.

House Teams

Upon enrolment students are allocated a sporting house. (Siblings are allocated the same house). Once students have been allocated a house, they remain in that house for the remainder of their enrolment at St James Primary. These houses are the students' 'team' for sporting events and are used to build school spirit at events such as Assembly.

The House Teams are:

- **MacKillop (in honour of Australia's first Saint, Mary MacKillop).**
- **Polding (in honour of the first Bishop of NSW, Bede Polding).**
- **Ryland (in honour of the school's first principal, Mrs. Elaine Ryland).**
- **Hanly (in honour of the first parish priest of Tweed Heads, Fr. Cornelius Hanly).**



Illness and Accidents at School

For accidents of a minor nature, first aid will be administered at school. If a child

is injured or ill, the school will inform parents. Please ensure your contact details are up to date via the Compass system and with the school office so that you can be easily reached.

In the case of a serious illness or accident, the principal (or nominee) will contact the parents straight away, and an ambulance will be called if necessary.

Indigenous Education

The Indigenous Education Support Program provides funding based on the number of Aboriginal and/or Torres Strait Islander students enrolled at the school. The Indigenous Education Support Program aim is to improve educational opportunities for Aboriginal and Torres Strait Islander students. An Aboriginal Education Support Worker is employed by the school to support the learning and wellbeing outcomes of Indigenous students, along with the teaching staff.

Information Communication Technology

Information Technology is integrated into all learning in all grades. All classrooms have interactive whiteboards and access to Wi-Fi is available throughout the entire school. All children at the school can gain access to the internet. The school has installed a filtering program that is designed to deny access to inappropriate sites.

Students have access to multimodal learning through their access to the following tools:

- K-Year 2: iPads.
- Years 3-6: 1:1 iPad.

Instrumental (music) Program

Students have the option of learning a musical instrument. Studies clearly demonstrate students who participate in musical activities such as learning

an instrument and learning to read music largely excel in academic studies whilst at the same time develop positively in other areas from fine motor skills to listening skills as well as communication, team building and social skills. More information is available from the school office.

Insurance

Each student in the school is covered by Catholic Church Insurance 'School Care – School Activities' cover, at no cost to the parents. This covers them for any accident or injury that occurs while taking part in school activities.



Late Arrivals

Children arriving after 8:40am need to be accompanied to the office by a parent or carer who must sign them in. The child is issued with a late stamp which must be shown to their teacher. Children are not to be sent into the school grounds unaccompanied after 8:40am.

Leaving the School During the Day

If parents wish to collect their child during school hours, they need to report to the office to sign the child out. The child will then be called from the classroom. The child will need to be signed back in if returning during the day. Children are not permitted to go with anyone other than their listed parents/emergency carer without prior written authorisation from the parents/guardians.

M

Medications

It is a school and Diocesan policy that medication, including over the counter medication, is not administered unless it has been authorised by a medical practitioner. If it is necessary for a child to have medicine on a medical practitioner's orders during school hours, then the following applies:

- *The parent with the legal responsibility for the student makes a written request to the principal including the instructions for administration of the medication. Forms for this purpose are available from the front office.*
- *All medication must be in a container labelled by a pharmacist/dispenser, showing the name of the medication, the "use by" date, and the name of the student's medical practitioner, the name of the student, the dosage, and the frequency of administration.*
- *All medication must be kept in the school office and administered to students in the school office to ensure accuracy and care.*
- *In some cases, it may be necessary for the student to keep the medication in their possession (e.g., asthma medication). Where this is the case the parent with the legal responsibility of the student should include the instruction in their written advice.*
- *Medication which is not labelled is not accepted for use.*

Mobile Phones

Mobile phones are not permitted at school for students at St James Primary.

N

Newsletter

The Principal's Newsletter is produced on a fortnightly basis and contains important dates, information regarding upcoming and recent events, features on what the children are learning, and photos of the children participating in educational activities. The newsletter is published via the school's Website and App each fortnight. Parents are expected to read the Newsletter and Grade Letter to keep informed of all that is happening in the school.

O

Out of School Hours Care

Capturing Kids' Minds After School Care Program is a child-focused program that aims to provide quality after school care for primary school aged children in a warm, safe, caring environment. Capturing Kids' Minds After School Care is a Child Care Benefit (CCB) approved centre located on the St James Primary campus and run by qualified staff.

The focus for children in CKM's care is centred around the core beliefs of:

- *Building self-esteem.*
- *Encouraging social development.*
- *Educational support.*
- *Mind/body awareness.*

At all times, Capturing Kids Minds' aims to provide a safe, caring environment for children K-6.

This includes:

- *Providing an educational environment/structure for students to engage in homework.*

- Offering creative play areas inside the centre.
- Maintaining harmonious and positive relationships between Capturing Kids' Minds staff, parents, and guardians.
- Treating all students, staff, and their families with respect.

The service is open Monday to Friday during NSW school Terms.

Operating hours are as follows:

- Before School care: 6:30am-8:15am
- After School care: 3:00pm – 6.00pm
- Vacation Care & Pupil Free Days

CKM can be contacted via phone: 0418 698 690.



Parent Helpers

St James Primary values the assistance of parent helpers. Please speak with your child's teachers or our Parent Engagement Officer to arrange ways and times where support can be given. Parents are required to sign in at the school office. For some activities, a NSW Working With Children Check (WWCC) and paperwork is required.

Parish

St James Primary is an integral part of the evangelising mission of the Church, as such we work in close partnership with St Joseph's Parish and the congregation. Families are encouraged and welcome to be involved in the Parish, and contact can be made in person (Frances St, Tweed Heads) or telephone (07 5536 7522).

Parking & Safe Travel

To support student safety, parents are expected to park in the school car park or to use the specified bay for the setting down/picking up of children.

The school zone is designated walking pace (5-10 kms), and it is vital that all families and visitors adhere to the traffic management plan to assist with traffic flow and the safety of the children. The Traffic Management Plan is in the school website (Parents and Families) <https://bpplism.schoolzineplus.com/safe-travel>

Partnership Expectations

What parents can expect:

- Assist and encourage you in your role as primary educators of your children.
- Develop positive parent partnerships.
- Provide opportunities for you to help shape our educational and administrative policies.
- Support the spiritual growth and the living of Gospel values for everyone.
- Care for your child, respond to his/her needs & work to develop his/her potential.
- Support students to follow our Positive Behaviour Framework.
- Be readily available to discuss your child's progress and our school policies/ procedures.
- Keep you informed about school happenings and educational programs.
- Continually upgrade our professional skills and programs to provide an exemplary education for your child.
- Work to make St James Primary a caring Christian community where each person is welcomed, known, and loved.
- Model and emphasise in our educational programs, the Good News of God's love for each one of

us.

What the school expects from parents:

- Commitment to the Catholic ethos and nature of the school.
- Cooperation with the school behaviour and uniform guidelines.
- Commitment to paying the school fees.
- To take an active part, where possible, in the activities of the school and the parent engagement opportunities.
- To be aware of, accept and support the policies and procedures of the school.

Expectations of students:

- Respect, courtesy, and care for others.
- Hospitality to everyone.
- Acceptance of differences.
- Cooperation with teachers and with other children.
- Acceptance and responsibility for their own actions.
- Willingness to try to solve problems with others without using 'hands-on'.
- Cooperation with the school behaviour guidelines and discipline framework.
- Consistent effort to learn and make progress in class.
- Participation in all school activities.
- Wear the full school uniform with pride.

Pastoral Care

Pastoral care is achieved or forfeited in the quality of relationships established in the school. In the school's daily and routine life, the way in which people interact with each other is a significant determinant of each person's sense of self-worth, belonging and wellbeing. The fostering of high-quality relationships is a responsibility shared by everyone.

St James Primary does not tolerate harassment or bullying in any form. Our Ethos Statement affirms that our school

will provide learning environments that are safe, inclusive, and contemporary.

All members of the school community need to be committed to ensuring a safe and caring environment, which promotes personal growth, and self-esteem.

Two principles are central to this policy:

- Everyone has the right to feel safe all the time.
- Hands off guidelines apply in all situations.

The following framework is used to support the pastoral care of all.

Relationships: Pastoral Care seeks to promote wholeness, inner strength, resilience, and wellbeing through life-giving relationships in all domains of Catholic school life.

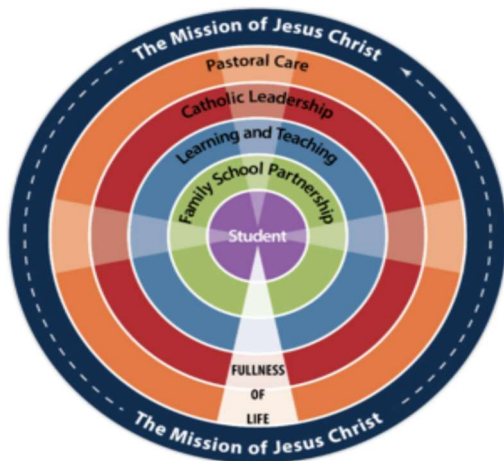
Systems and Structures: Various systems and structures are in place, which include the roles and responsibilities of staff, as well as the policies, procedures and practices which are in place across the key areas of school life.

Roles and Responsibilities: All staff in Catholic schools in the Diocese of Lismore have responsibility for the Pastoral Care of members of the school community and for promoting the wellbeing of students.

Professional Learning and formation: Ongoing professional learning, drawing on current and emerging research and practice related to Pastoral Care and wellbeing, is important for all school staff.

Policies and Procedures: System policies and procedures clearly articulate, align with and support schools to ensure 'best practice' in relation to wellbeing.

Resources: Resources to support the development and maintenance of Pastoral Care and student wellbeing need to be sufficient, accessible, and accounted for. Such resources include access to systemic-wide support through the Catholic Schools Office Lismore.



Diocese of Lismore - Fullness of life Framework

Personal Belongings

We encourage students to not bring personal belongings to school. However, should a special item be brought to school, the school takes no responsibility for loss or damage to items.

Parent Community Support Group

To encourage parental engagement in the school, St James has a formal Parent Community Group, which:

- supports the mission of the Church by promoting the Catholic identity and values of the school and by supporting the School Improvement Plan.
- serves the common good of all students.
- welcomes and seek to engage parents in the work of the School Community Group and in partnership with the school.
- engages parents in ways that empower them to contribute their unique skills, gifts and insights. provide inclusive, transparent and clear communication between the school, families and parish through regular dialogue.

Meetings are held once per Term and are open to all families. In addition to this, each Grade has Grade Parent Representatives that support the classroom and teachers and are

formalised members of the Parent Community Group.

Prayer

Prayer is an integral part of the school day at St James Primary as it enables us to enter a relationship with God. There are many opportunities for students to be engaged in prayer daily both in the classroom and as a whole school community. Students are invited to bring home a prayer box whereby they can set up a prayer space at home for family prayer. Students will learn and discover the traditional prayers of the Catholic Church throughout their primary school education.



Religious Education

The Religious Education Curriculum provides appropriate teaching and learning opportunities for each student to further develop:

- A knowledge of God's love made visible in the life, death and resurrection of His Son, Jesus Christ, and the young Christian's call to respond in faith, love, and service.
- A knowledge and understanding of God's revelation in Sacred Scripture, the tradition of the Church, and the working of grace in the holiness of the Saints.
- A knowledge and understanding of the Church's work in today's world, in which all share in the mission of Jesus Christ to build the Father's kingdom of justice, holiness and peace.
- A sense of wonder, joy, and delight in responding to the mystery of God's life shared with us in the Sacraments, in prayer

and the other means of grace.

- *An active participation in the worship of the Church, especially the Eucharistic celebration of the parish community in the Sunday Mass.*
- *An appreciation for the history and culture of the Church, both universal and local, and an active participation as a young person in the life of the Church.*
- *A confidence in making a contemporary, personal witness to Jesus Christ and the faith of the Church.*
- *The capacity to engage with, explore and find meaning in the traditions, scripture, and teachings of the Catholic Church.*
- *A capacity to reflect on life's experiences in the light of the faith.*

Reporting to Parents

At St James Primary reports are written in accordance with Commonwealth Government requirements, NESAC (NSW Education Standards Authority) and the Australian National Curriculum (NSW). All schools in the Diocese of Lismore provide two written reports (one in each semester), which report on all subjects studied by their child including Religious Education. In Years 1-6 student reports are based on an achievement scale, supported by a description of the meaning in relation to their progress against the achievement outcomes. Reports for Kindergarten students use a three-point achievement scale (working towards, working at and working beyond) and will reflect Australian Curriculum (NSW) Foundation Statements.

Teachers use a range of different assessment strategies and tools to gather evidence of student achievement with reference to the outcomes in the Australian Curriculum (NSW). Based on the evidence, teachers make an on-balance judgement to decide which grade best matches the standard the student has

achieved. Teachers are not expected to allocate a set number of each grade within their class.

The performance of the individual student relative to the rest of the cohort will be made available to parents on request.

Written reports are just one way that we communicate with you about how your child is progressing at school. In addition to formal reporting. Teachers will support the students through a cyclic conferencing process of goal identification, work towards goal achievement and celebrating when the goal is attained. Students also develop social-emotional learning goals that are shared with parents.

All parents and students attend 3-Way Conferences with their teacher/s. These are held in Terms 1 and 3.

The focus for 3-Way Conferences is:

- *Building learning partnerships between school and home.*
- *Discuss students' glows in learning, particularly against previous goals set.*
- *Discuss and set students' grows (creating new goals).*
- *Discuss and set student social-emotional goals.*
- *Share, if needed, sensitive information (with or without students present).*
- *Parental celebration and feedback to their child.*



Sacramental Program

All classes throughout the school undertake sacramental units as part of their Religious Education Program. This supports the Parish based program, but for children to receive the sacraments of

initiation, they must be formally enrolled by the Parish and take part in lessons at School.

Most of the children who will participate in the program will be in either Year 3 or Year 4. Year 3 will be prepared to receive the Sacrament of Confirmation, and Year 4 will be prepared to receive the Sacraments of Reconciliation and First Holy Communion. It is at the parents' discretion however, as to when their children are ready to receive the sacraments.

For further information, please contact Kathy Twohill (Pastoral Associate) at the St Joseph's Parish Office: 07 5536 7522.

School Prayer

Father,
We believe that St James is a great place to learn and have fun.

We pray our school community will see joy in all that we do, encourage each other, and show respect for one another.

We thank you for the love and care of our families, teachers, and friends.

With Jesus in our hearts, may we always be a Family in Christ.

St James – Pray for us.
Mary our good Mother – Pray for us.
And let us always remember to – Pray for one another.

Amen.

Sport & Extra-Curricular

Sporting activities at St James Primary include:

- PDHPE specialist class for 1.5hrs per week.
- All students from K–6 attend an intensive swimming program.
- Athletics Carnival.
- Swimming Carnival.
- Cross Country Carnival.
- Winter Sports competitions.
- Term 4 electives program.

- Students in Stage Three have opportunities to attend sporting events such as: Zone Gala Days, Diocesan Netball Challenge and Rugby League Challenge.

St James Primary students can participate in school representative sport to the highest level in Primary School sport, which is representing NSWPSA at an All-Schools Carnival, which includes:

- St James Primary Representative at a Tweed Zone Carnival.
- Tweed Zone Representative at a Lismore Diocesan Carnival.
- Lismore Diocesan Representative at a Polding Carnival.
- Polding Representative at a NSWPSA Carnival.
- NSWPSA Representative at an Australian All Schools Carnival.

There are numerous extracurricular activities offered at St James Primary. These include:

- Camps (Years K-6).
- Excursions.
- Incursions.
- Choir.
- Private instrumental lessons
- Participation in community events.



Staff List

Nic McTaggart	Principal
Kylie Cane	Assistant Principal
Karen Sanderson	Assistant Principal
Jacqui Malone	Leader of Pedagogy
Bianca Maxworthy	Learning Diversity
Karri von Mengersen	Learning Diversity
Michelle Clarke	Kindergarten
Maddie Smith	Kindergarten
Holly Veitch	Kindergarten
Sophie Sullivan	Year 1
Lewis Capellari	Year 1
Jo Ryan	Year 1
Michael Keating	Year 2
Jo Pickett	Year 2
Marisa O'Connor	Year 2
Josh Sudiro	Year 3
Megan Robinson	Year 3
Kate Quinton	Year 3 Mon-Wed
Many Barone	Year 3 Wed-Fri
Gavin Holmes	Year 4
Neisha Sharp	Year 4
Alisha Faga	Year 4 Mon-Wed
Lisa Fitzhugh	Year 4 Wed-Fri
Brad Bugden	Year 5
Alison McClymont	Year 5
Tarri Johns	Year 5 Mon-Wed
Tracey Ryan	Year 5 Wed-Fri
Daniel Sutherland	Year 6
Michelle Dermody	Year 6
Monique Rochester	Year 6
Lisa Fitzhugh	Art
Jacinta Condon	Office Manager
Tracey Smith	Office Administration
Kat Rogers	Office Administration
Kelly Styman	School Support Officer
Melissa Everingham	School Support Officer
Anastasia Scott	Student Wellbeing Officer
Andrew Stubbs	Indigenous Support
Cathy Reid	Canteen
Amanda McTaggart	Canteen/Community

Jordan Ross-

Swaver Counsellor

Danielle Salmon Counsellor

Stages

In NSW schools, the curriculum is organised under the term Stages. The Stages in the primary sector are:

Early Stage One – Kindergarten

Stage One – Years One & Two

Stage Two – Years Three & Four

Stage Three – Years Five & Six

Each Stage has several student outcomes that need to be mastered. It is the level of achievement of outcomes that is used for reporting.

Strategic Plan

St James Primary engages in rigorous review processes aligned with the Catholic Schools Office, Lismore review process. This assists with school improvement and the vetting of strategic directions of the school. The current plan is illustrated on Page 5.



Times

School Times are:

Monday – Friday:

- Arrival: 8:10am (Gates open).
- School commences: 8:40am.
- Morning Recess:
10:40am – 11:20am.
- Lunch: 1:05pm – 1:45pm (**Friday 12:35pm-1:15pm**).
- Dismissal: 3:00pm.

Office Hours are **8:10am – 3:30pm**
Monday to Friday.

Parents can advise of a child/ren's absence in advance via our school app (absentee form). Parents of a child with

an unexplained absence will be contacted via text message. Notification via reply of text (with reason) needs to be received by 3:00pm on the day of absence.



Uniform

The St James Primary uniform is a full-time active-wear uniform.

School identity is an integral aspect of the life of St James Primary, as such all students are expected to adhere to the school's uniform expectations and presentation standards as outlined below.

Uniform expectations are:

- Parents and staff of St James Primary will encourage the children in caring for their uniform, in personal presentation and good grooming.
- The set uniform is to always be worn except in special circumstances.
- Parents are requested to send a note when a child will temporarily not be in full uniform. Temporary out of uniform matters must be rectified within 7 days of notification from parents or the school.
- School uniforms are currently only available through the school Uniform Shop located on site. (Items from stores such as Kmart are not permitted).

Children who wear incorrect uniform without a note of explanation will receive an 'Out of Uniform' note for their parents to sign. If a student continues to be out of uniform, follow up will occur.

The uniform shop is managed by St James Primary and operates in the following hours:

- Mondays 2:30pm - 3:30pm

- Thursdays 8am - 10:15am

Please note: Payments EFTPOS only.

Uniforms can be pre-ordered via our website

<https://www.bpplism.catholic.edu.au/uniforms>

Boys Uniform:

- Black polishable joggers.
- St James socks.
- St James maroon shorts.
- St James polo top.
- St James house/school hat.
- St James jumper and/or jacket.
- St James track pants.

Girls Uniform:

- Black polishable joggers.
- St James socks.
- St James maroon shorts or skorts.
- St James polo top.
- St James house/school hat.
- St James jumper and/or jacket.
- St James track pants.
- Maroon or bottle green tights.

Example of appropriate shoes:



Website

The St James Primary website: <https://bpplism.schoolzineplus.com/>

is updated regularly. The aim of our website is to provide parents, staff, students, families, and others who may be interested in our school with useful

and current information. Parents are encouraged to familiarise themselves with its varied content including an event calendar, school policies and the school/grade newsletters.

Welcome to the school year & Celebrations of Learning

At the beginning of each year, a Welcome Gathering will occur. At this time classrooms will be open for parents to gather and meet their child/ren's teachers. The gathering will enable parents to ask questions about:

- What will be covered in the different KLA's.
- Approach to teaching & learning.
- Teacher's expectations of the children.
- Homework.

These gatherings are an important opportunity for parents to meet our school staff and view our learning environments, along with socialising with other families.

Throughout the year the school will hold various 'Celebrations of Learning' events that are an opportunity for students, parents, and staff to celebrate achievements and showcase learning. The celebrations of learning events are linked to different key learning areas throughout the school year.

Workplace Health and Safety

The Principal and Staff of St James Primary recognise and accept the duty of care to employees, students, and its community in accordance with the Workplace Health & Safety Legislation of NSW.

All members of the school community have a responsibility to ensure the health and safety of themselves and others by complying with the Occupational Health & Safety regulations and procedures of the school.

To ensure a safe environment, the School Management will provide:

- Regular workplace training.
- Clear practices and procedures.
- Necessary equipment and resources for best practice.
- Regular maintenance of physical facilities.

Should anyone have concerns about the Occupational Health and Safety within the school, they are encouraged to contact the Principal or Assistant Principals.



Yard Care & Supervision

We have safety gates surrounding the school, which are opened at 8:00am each school day and then closed during school hours. Students are welcome to arrive at school from 8:10am.

Playground supervision occurs before school from 8:10am – 8:40am and during Recess and Lunchtime. After school supervision occurs until 3:15pm for students utilising the car pick-up zone and until all bus children are collected.

Students may arrive at school from 8:10am onwards and must be collected at 3:00pm. Students who are not collected by 3:10pm will be sent to the office and the school will contact parents to ascertain how the child/ren are getting home and support collection arrangements.

***"I have come in order
that you may have life
- life in all its
fullness."
John 10:10***



Believe I have come in order that you may have life - life in all its fullness
I have come in order that you may have life - life in all its fullness
all its fullness I have come in order that you may have life - life in all its fullness
I have come in order that you may have life - life in all its fullness
Imagine
I have come in order that you may have life - life in all its fullness
Serve I have come in order that you may have life - life in all its fullness



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Believe I have come in order that you may have life - life in all its fullness
I have come in order that you may have life - life in all its fullness
all its fullness I have come in order that you may have life - life in all its fullness
I have come in order that you may have life - life in all its fullness
Imagine
I have come in order that you may have life - life in all its fullness
Serve I have come in order that you may have life - life in all its fullness

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