ST JAMES SCHOOL
Yamba

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St James School Mission Statement

St. James is a Catholic Parish School, called to be a caring partnership of parents, students, staff and pastor who Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.

We encourage the pursuit of academic excellence and the attainment of each person’s full potential. We work together to build a safe, healthy and Gospel centred environment.

St James School Prayer

Father in heaven we the family of St James ask you to unite us all and help us to work together as a team.

Give us pride in St James so that our school will be proud of us.

Help us to be thankful and to respect everything we have been given.

As shepherds watch over their sheep, may you watch over us on each day of our journey through life,

St James Pray for us.
Parish Priest
Father Peter Padsungay

Principal
Miss Ann Dawson

Assistant Principal
Mrs Christine Jeffrey

Leader of Curriculum
Mr Martin Dougherty

Leader of Catechesis
Mrs Tracey Hickey

Leader of Evangelisation
Mrs Christine Jeffrey

Leader of Pedagogy
Miss Ann Dawson

Early Stage 1
Mrs Anne-Maree Lewis

Stage 1
Mrs Tracey Hickey, Ms Katy Monaghan & Mr Martin Dougherty

Stage 2
Ms Emily Brown

Stage 3
Mrs Christine Jeffrey

Executive Release/RFF
Mrs Alanna Petersen

RFF
Mrs Tracey Hickey

Coordinator 1 -Sports
Mr Martin Dougherty

Additional Needs Coordinator
Mrs Anne-Maree Lewis

Secretary
Mrs Sue Smith

Learning Support
Mrs Julie McDonagh

Mrs Michelle Adey

SSO ICT
Mr Scott Thompson

Indigenous Education Assistant
Ms Mishika Randall

Canteen Manager
Ms Louise Birch

Mission and Values Coordinator
Mrs Susan Frazer

After School Care Coordinator
Mrs Marie Gavin
How do I know what's happening at School?

The school newsletter goes home with the eldest child in your family every second Friday. It contains all current planned activities as well as permission slips, notes, birthday notices and assembly news. The newsletter is also available electronically on our website (updated every second Friday). www.yamplism.catholic.edu.au

What does my child need to bring to school?

St James provides all materials for schoolwork. Children in years K—2 are not required to bring any additional materials. Children in years 3—6 may bring additional pencils if they wish. Please encourage children not to bring toys or valuable items to school as they can be lost or damaged. If a special item is brought in for 'show and tell', teachers can store items away for the rest of the day, however no responsibility will be taken if it is lost or forgotten.

What do I send for lunch?

Healthy eating habits are encouraged at St James. Parents may prefer to separate lunch and recess as was previously done at pre-school, or simply just send an array of food for the child to choose from. Additional teacher supervision takes place for the first 10 minutes of lunch time to help ensure that children eat their lunch. It was found that most children ate their lunch earlier in the day; therefore a longer break was established for the morning.

Break times at St James are as follows:

| Lunch: 11.00 am—11.35am |
| Recess: 1.35pm—2.10pm |

Lunch is supervised by the on duty teachers. Extra time is allocated for Kindergarten to eat their lunch.

What is the Resource Fee for?

This fee covers all the books, pencils, paper etc. that is needed by your child during the school year.

Building Levy

Contributes to all capital works projects, both present and future.

How does the Library operate?

A schedule for library borrowing times is organized at the start of the school year. Confirmation of library sessions will be listed in the newsletter at the start of each term for parents to check. All children use the school library and are asked to have a suitable library bag to ensure their books are maintained in the same condition from the time of borrowing. Library bags may be homemade.
Travelling by Bus

Kindergarten children are most welcome to start catching the bus in Term 1. Yr 6 buddies are used to assist Kindergarten students with the routine of catching the bus. Children going home on the bus, line up in bus lines in the afternoon and are walked to their bus by a supervising teacher. A laminated bus tag with your child’s name is issued to attach to the outside of his/her school bag (for the bus driver to sight on boarding the bus). The first tag is issued free of charge, however, if lost or damaged, a replacement fee will be charged. Bus forms can be obtained from the school office or the bus company. Bus passes may take a month to process, however children can still catch the bus. If your child needs to catch a different bus, they must have a note for the teacher and bus driver and money for the bus fare.

School Hours and Supervision of Pupils

Parents are advised that staff are rostered for duty on school days from 8:30am – 9.00am and from 3:10pm – 3:40pm. Parents are requested to please not have their children at school outside these hours as staff are not on duty for supervision. Children who arrive before 8.30am are asked to sit on the seats outside ES1. If there is a need for parents to have their children at school outside the hours listed, please discuss this with the Principal.

Sign In Book

Parents and visitors to the school are asked to please report to the school office and sign the visitor’s book provided.

Children being collected from school

If your child is being collected by someone other than the child’s parent/caregiver, a note must be sent to the teacher advising of this change of arrangement. All visitors must report to the office on arrival.

Arriving late/leaving early

If your child is arriving late to school or being collected early please fill out the appropriate form which can be obtained from the school office.

Screening Consent Forms

All parents and community helpers are requested to collect a Prohibited Persons Declaration form from the school office before they can in any way help at school.

Learning Assistance Program (L. A. P.)

L.A.P. is a one to one program where members of the local community do volunteer work with selected children on a weekly basis.

School Policies

All school policies are available through the front desk. Please ask if you require school policy or procedures relating to school procedures or guidelines. Policies particularly relating to parent school partnership are available on our school website www.yamplism.catholic.edu.au
Monday to Thursday the school uniform is worn. On Fridays the students wear their sports uniform. Please ensure your child is in correct school uniform, including socks and footwear. School hats are compulsory and will affect your child’s outdoor play if they are not worn.

Girls
- Checked Blouse
- Navy Blue Skort
- Navy Blue Fleecy Jumper or Fleecy Zip up Jumper w/school emblem
- School Jacket w/school emblem

Boys
- Maroon Shirt
- Navy Blue Shorts
- Navy Blue Fleecy Jumper or Fleecy Zip up Jumper w/school emblem
- School Jacket w/school emblem

Footwear
All children are to wear navy socks with school uniform. School shoes are to be black and sport shoes or joggers worn with white socks with the sports uniform.

Tracksuits
Both boys and girls may wear navy tracksuit pants in cooler weather. No “hoodies”.

Sports uniform
Both girls and boys are allowed the option of light weight navy shorts (Taslon) and the school sports shirt. Girls may wear their skorts. No lycra shorts.

Hair Ribbons/scrunchies
Hair ribbons/scrunchies when worn must be maroon or navy blue. Only scrunchies, ribbons or hair bands are to be worn.

Jewellery
No jewellery except watches, sleepers/studs are acceptable.

Long Hair
For health and safety reasons long hair needs to be plaited or tied. Hair must be neat and tidy at all times.

Footwear
Uniform shoes are to be black, while shoes worn on Friday are to be white sports shoes or joggers. Black/brown sandals for summer may also be worn.

Uniforms are available at Sea Eagle Fashions, River St, Maclean.

Labelling
Please label everything. Not only uniforms but also hats, drink bottles, lunch boxes etc. The labels also have to be regularly checked to make sure they are still visible, as many tend to wear/come off over time. Small children can be overwhelmed by the whole school experience and will often lose or forget their personal belongings. Labelling everything ensures minimal upset for the child, teacher and parents.
Uniform Ordering and Purchasing

Uniforms are only available from Sea Eagles Uniform Shop, Maclean, not from the school.

*A clothing pool is available at school.

Is there a Canteen and Who Runs it?

Canteen operates every Thursday thanks to our school canteen coordinator and the help of our rostered parents. The canteen, however, is always looking for more help as they say . . . many hands make light work...!

If you would like to help with canteen duties for only 1 day every month or so, please contact the school.

The Canteen supervisor organises seasonal menu changes and 'specials' to supplement the already great selection of healthy foods on offer.

A price list and menu is available, with seasonal changes noted in the newsletter.

Can I Come to School too?

Parents are encouraged to be involved in their child's education and school life. At our school, we adopt a 'Parents as Partners' philosophy to education. Any parents wishing to come and help in the classroom with reading and small group work etc. are most welcome; however, we ask that a suitable time and day be arranged with the class teacher.

If your child has had difficulty settling into school routine, we suggest waiting until they feel secure and familiar within the class without you, as your child may assume that you will accompany them in class every day.

How can I Help?

St James Parent Forum is an advisory body to the Principal. The forum generally meets twice a term. An important part of the school is the Fundraising Committee which supports the school in raising funds for special projects. The current focus is purchasing new technology such as notebook computers and ipads for the students.
What is 'News'?

As was the procedure at preschool, each child will be given an opportunity to 'tell' his/her news or show something special to the group. News time is an important part of the school day; it builds on developing self-esteem and confidence in speaking in front of a group, it also highlights the important skill of listening to each other and responding with appropriate questions.

Items that children may like to bring into the classroom for news include:

- Something collected from nature (e.g. bird's nest, shell)
- Art & craft made at home
- Souvenirs and postcards from different places
- Birthday presents
- Something new that the child is eager to show

Choir

The school operates a choir under the direction of Mrs. Annie Commerford.

Private Music Lessons

Private music lessons are conducted at school during school hours in piano, guitar and drums, singing etc. Parents who may wish their children to take part in music lessons are asked to contact the school office during school hours.

Buddies

Buddy classes operate once a week with Stage 3 and Kindergarten.

Medications

If your child is required to take any medication please give this to the school secretary for safe keeping in the school office with instructions in writing for the distribution of this medication. If the child has an asthma puffer and is used to keeping this with them, they can continue to do this.

Medical History

If there is any pertinent medical history that may help the teacher and the school with your child, please make the class teacher and principal aware of this.

If you have any questions regarding the Orientation Information contained in this booklet, or any other queries about school life at St James, please feel free to approach the front desk, class teachers or Principal.
Enrolment Information

Setting a good example

Safety of students as they travel to and from school each day is important. It is expected that parents, carers, grandparents and family members will support the school through role modeling safe road use behaviours.

- Using designated footpaths or walking in areas from the road.
- Holding the children’s hand (for those up to 8 years of age) and actively supervising all children as they walk to and from school.
- Teaching children to Stop, Look, Listen and Think every time they cross the road.
- Walking with children to cross roads (do not call children across the road)
- Parking correctly in designated areas.
- Getting children in and out of the car on the footpath side.
- Using seatbelt restraints for all passengers prior to driving away.

The school is located in a 40km school zone where a 40km speed limit applies for the hours of 8:00 - 9:30am and 2:30 - 4:00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school. Drivers are expected to abide by these speed regulations:

Wet weather days are particularly hazardous for children as traffic increases, visibility of children is decreased and slippery roads make driving conditions more difficult. Reduce speed, park correctly and walk with your child from the school shelter area to your vehicle. Children under 8 years should hold an adult’s hand when in the traffic environment.

Arrival and Departure by bus

Students waiting to board a bus in the afternoon are supervised by teachers. Parents and carers are asked to walk with their child to the bus stop in the morning and wait at the bus stop nearest to their house in the afternoon to collect their child. Children under 8 years should hold an adult’s hand when in the traffic environment.

Parents, carers and family members are able to apply for bus travel pass for their child by obtaining an application form from their school office. Students are expected to abide by the rules of the Department of Transport Code of Conduct relating to travel on the buses and follow the directions of the bus driver getting on the bus, whilst travelling on the bus and when getting off the bus. Students who misbehave whilst traveling on the bus may forfeit their bus travel pass temporarily or permanently to the bus company.

Students are expected to:
- Show their valid bus pass to the driver upon entering bus;
- Obey the bus driver at all times;
- Sit correctly on the bus with school bags placed under the seat.

Unavoidable Delays

Should you be unavoidably detained in picking your child up after school, please contact the school office so that staff can meet supervision needs of your child.
Arrival and departure by bicycle

The RTA (Roads and Traffic Authority) and The Catholic Education Office and Training recommend that students under the age of 10 do not ride bicycles to or from school unless accompanied by an adult bicycle rider.

Students who do ride a bicycle to and from school must correctly wear a Standards Approved Australia helmet. This is a NSW government law enforceable by the NSW Police Service. Students must ride in a safe manner and follow the NSW bicycle rules for bicycle riders.

Once at school, students must walk bicycles on site and lock them in the bicycle racks provided. All students riding to and from school are expected to ride via the cycle way along Carr’s Drive and enter and leave the school through the cycle way gate provided at the school entrance.

Arriving and Departing

Parents/Carers may park in the school car park or if you are dropping off your children please do so in the bus bay area. Supervision commences at 8:30am in the mornings.

After school parents are requested to park in the school car park and then come an collect your children. A teacher is on duty until 3:40pm to supervise children awaiting parental pick up.

AT NO TIME are students allowed to walk into the car park without an adult accompanying them.
Visitor Safety Guidelines

You are a valued visitor to our school and to assist you in your stay, please become familiar with the following guidelines.

- St James School is a NO SMOKING environment.
- ALL PERSONS entering St James School must sign in at the school office between the hours of 9.00am and 3:10pm.
- No Chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for inclusion in the Chemical hazards inventory.
- No person will engage in any activity that should be carried out by a certified tradesperson—be it lifting, chemical use, working with electricity etc.
- Evacuation procedures—On the ringing of bell, you must evacuate the premises, following the instructions of staff.
- No external Electrical Equipment is to be brought into this school site unless it has been tested and tagged (ORS Guidelines).
- No person entering this school will lift an object of a heavy nature or that is NOT relevant to their specific abilities.
- Do not permit yourself to be alone with a student in any part of this school. Advise a staff member if you are placed in this position.
- All visitors must use the staff toilet facilities.
- All trades people must report to the School Office before entering the school complex.
- On leaving St James School, parents must sign off.

Thank you for your cooperation and enjoy your stay.
THE SEVEN KEY LEARNING AREAS

Key Learning Areas are broad groupings of subjects. In Catholic Primary schools we teach 7 Key Learning Areas with the inclusion of Religious Education.

Each KLA deals with the knowledge, skills and understandings that are relevant and appropriate for primary students. Subjects are organised in this way to help teachers to meet the scope of the primary curriculum and to ensure that students have access to a well-balanced curriculum.

Religious Education

Religious Education is taught throughout the Stages. Students learn about the world as a community of people, their part in caring for the environment and all living things. The teachings of the Church and a loving and forgiving God, justice and compassion are central themes.

English

English is the Key Learning Area where students develop knowledge, skills and understandings about how the English language helps us to make meaning. English also has a wider role as a means of learning in all KLAs.

Mathematics

Students in Mathematics learn to analyze and solve problems in the areas of space, measurement and number. It involves the study of patterns and relationships and provides a means of communication.

Science (including Technology)

Science and Technology provides opportunities for students to learn about natural and made environments by engaging in scientific inquiry. Science involves students in investigating phenomena in their world and solving real life problems using technologies.

Personal Development, Health and Physical Education

The Personal Development, Health and Physical Education KLA helps students develop self-esteem, social responsibility for personal fitness and the ability to make informed decisions about health and lifestyle decisions.

Human Society and Its Environment

This discipline deals with the interactions of people with one another and with the social, cultural and physical environments as they attempt to meet their needs.

Creative Arts

Creative Arts KLA includes the art forms of dance, drama, visual arts and music. Learning in these art forms provides opportunities for students to develop their abilities to make works and appraise their own works and the works of others.
Policy Statement

This policy is underpinned by the Foundational Beliefs and Practices of Catholic Education in the Diocese of Lismore — The Essential Framework and Diocesan and legislative imperatives.

Student Welfare Policy

We emphasise the importance of the development of the whole person and the implementation of behaviour management strategies which promote the dignity of all.

Rationale

St James School aims to provide a happy and safe environment for all with a focus on respect, justice, equality, love and forgiveness.

The ultimate aim is to develop self-discipline in all children by focusing on, and promoting reconciliation.

We endeavour to live the Gospel values in our every day lives, with a strong personal commitment to the well being of each child.

Guiding Principles

Acknowledging this, these are the principles on which our behaviour management plan is based.

- All members of our school community have rights, which need to be respected, and responsibilities to themselves and others.
- All stakeholders should be aware of their rights and responsibilities.

Class Expectations

School policy is that each class will formulate their own set of class rules and expectations at the beginning of the school year. These are negotiated and therefore owned by the children. Expectations are formulated in a positive way. Consequences are clearly defined. Consequences are based on cooperation, respect and a clear understanding of rights and responsibilities. Expectations and consequences are consistent.
BEHAVIOUR CARE and EDUCATION PROCEDURES

Behaviours such as littering, slight misdemeanours, etc. will be dealt with by the teacher on the spot and a time out given.

If a child within the student body is displaying behaviour such as swearing, minor assault, disrespect towards a teacher or another student, very inappropriate classroom or playground behaviour, the following process will take place:

1. A time out and reflection time takes place where the students write or draw a reflection about the incident and consider appropriate behaviours.
2. A letter informing parents of the behaviour will be taken home by the student after consultation with the Principal.
3. The student will be asked to discuss the behaviour with their parents honestly.
4. After consultation with their child, parents are asked to sign a tear-off slip and return it to the school by the next day.
5. After a child receives three letters for inappropriate behaviour parents will be asked to attend an interview with the Principal.
6. If the behaviour continues possible suspension of school privileges such as camps, excursions, sport carnivals, etc. could occur.

If behaviour still does not improve suspension from attending school could occur.

Behaviours warranting consideration by the Principal, Parish Priest, CEO consultants or school executive with referral such as:

- Aggressive or dangerous behaviour that might endanger the student themselves, other students, staff or visitors;
- Drug related behaviour;
- Sexual harassment of other students or teachers;
- Risk of injury or serious stress to staff;
- Waste or abuse of school resources, both material and personnel, by the student.
- Behaviour which explicitly contravenes current OH&S legislation.

When these behaviours occur, followed by a suspension or exclusion, the student and their parents must attend a re-entry meeting to decide whether inclusion back into the school community can occur.

AT ALL TIMES STAFF ARE REQUIRED TO REFER TO THE Pastoral Care (including Behavioural Care and Education Policy.)