



St Paul the Apostle Primary

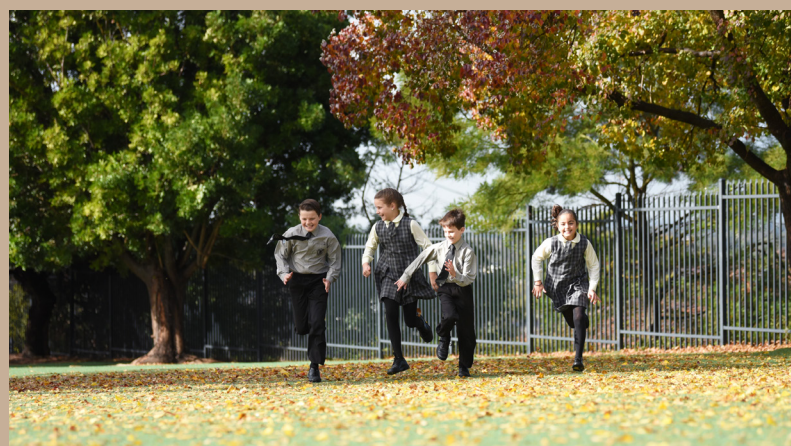
Winston Hills



Parent Information Handbook

St Paul the Apostle, Winston Hills is
a welcoming Catholic community
valuing our unique partnership of
family, school and parish;
providing opportunities for individual
growth and striving for excellence
in learning and teaching.

Our vision is to 'reach new heights
through a community celebrating faith,
life and learning'.



Dear Parents, Carers and Friends,

On behalf of the parish school community, I warmly welcome you into the St Paul the Apostle Primary School family. By choosing to enrol your child in a Catholic school, you have affirmed your belief in the basic values of Christian education. We wish to share with you the joys of helping your child develop their potential in the Christian atmosphere of both school and home. As such, we aim to offer a nurturing environment based on Christian values through a climate of mutual respect. We endeavour to educate the whole child spiritually, physically, emotionally and academically through genuine partnerships with parents and the parish community.

It is vital that parents and teachers work in partnership throughout your child's years of formal education. Research tells us that parents who are involved in their child's education benefit the children academically and strengthens the bond between home and school. As a school, we have many opportunities to keep you informed of current educational trends. Our three-way, student led conferences, parent gatherings and workshops, as well as our school website and the fortnightly newsletter, are important avenues of communication between the school and home. They will keep you informed of what is happening throughout the school year. We encourage involvement from parents at whatever level suits the busy lives of our families including, assisting in the classroom, attending excursions, becoming involved in the Parents and Friends association, contributing to fundraising activities, covering books, hearing children read, managing and coaching sporting teams and helping at athletics and swimming carnivals.

Embarking on the journey of education with your children can be an exciting one. Whether you are a new parent to St Paul's, or an existing parent, know that we will always do our very best for your child. We are here to build on what you have already taught them as their first educators of faith and life.

Teaching is one of the most important and beautiful roles in the community. Thank you for entrusting your very precious children into our care. I ask for your support in this most important task of engaging your child in an educational process which is enjoyable, challenging and rich in experiences. It is with great anticipation that we begin this journey together and I look forward to sharing this time with you.

Peace and Joy!

Megan Baird
Principal



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Our Vision

Our vision is to 'reach new heights through a community celebrating faith, life and learning'.

Mission Statement

We are committed to:

- acknowledging the presence of God in our lives
- nurturing the gift of faith within our community
- fostering the values of respect, justice, and self-worth
- promoting a team centred leadership style that respects and challenges the strengths of all
- encouraging each individual to reach his/her potential – spiritually, physically, emotionally and academically
- providing a creative learning environment that develops confident, independent, life-long learners
- developing a climate of acceptance which acknowledges that each individual is special.

Our Values

Here at St Paul's, we uphold the following values and invite parents to support the values by discussing them with their children.

Faith

We have a great trust in our Lord. God is at the centre of all we think, feel and every action we take. The students at St Paul the Apostle are encouraged to demonstrate an interest in learning about our Catholic faith.

Leadership

Servant Leadership is modelled through the way the students live a life of witness and mission by serving all they meet, outreaching to the poor and lowly in our community and world extending the hand of service and being an advocate for Social Justice in our world.

Empathy

Listening to the needs of others and empathising with them during times of need and hardship. Responding to the needs of others in appropriate ways through deeds and words.

Integrity

Having personal integrity and strength to speak out for the injustices on our world and for the beliefs and teachings of our Church is valued at St Paul the Apostle. Allowing the Holy Spirit to work through us so we have the courage of our convictions and the ability to spread our Catholic beliefs to all.

Commitment

Together we are a family, who are supportive and encourage others to grow in their commitment to their faith, by following the examples of Jesus. It is with this in mind that the students are inspired to maintain a positive attitude, tenacity and commitment in the face of adversity.





St Paul the Apostle School Prayer

Heavenly Father,
At St Paul's we pray, that you watch over us in all
we do and say.
Help us to live our values of empathy, leadership,
commitment, integrity and faithfulness.
Guide us to be victors through faith.
We ask this through Christ our Lord,
Amen.
St Paul the Apostle, pray for us.

The information provided in this handbook is correct at the time of publication.
We reserve the right to amend the details and information as necessary.

General Information

School Timetable

Official School Hours are determined by the Catholic Education Office, Diocese of Parramatta (CEDP).

8:55am	Bell rings for commencement of school day
10:55am	Recess (30 mins)
1:25pm	Lunch (45 mins)
3:15pm	Bell rings for finish of school day

Supervision begins at 8:25 am. If children need to be left before this, arrangements for their care can be made with our onsite Catholic Out of School Hours Care facility. All children are to be collected no later than 3:45pm.

As well as the usual recess and lunchtime supervision, children are supervised from 8:25am - 8:55am and from 3:15pm - 3:45pm. The school accepts no responsibility for the children outside these times. In the afternoons, bus travelling children are supervised while waiting for buses.

Each afternoon parents are asked to park their cars in the Parish car park or on the street and to collect their children from the designated area in the school playground between 3:15pm - 3:45pm.

Gates will be opened in the morning at 8:25am and in the afternoon at 3:10pm for parents to access the playground. However, it is requested that you do not enter the corridors or classrooms prior to these times so as not to disturb the children's learning and teacher planning time.

Children will not be permitted to leave the school grounds without a responsible person with them. For safety reasons children are **NOT PERMITTED** to meet parents in the car park or wait outside the Parish Centre in the afternoons, or on Buckleys Road.

Staff Development Days

For the purpose of Staff Development/Inservicing eg: planning a school based religion programme/ maths curriculum etc, the Catholic Education Office, Diocese of Parramatta allows a number of days per year to all Catholic Schools. On these days, parents are asked to make alternative arrangements for the supervision of their child/ren.

Staff Development dates are advised through the School Calendar, School Newsletter and Skoolbag App.

Buses

An application for an Opal Card needs to be completed on line at <https://transportnsw.info/travel-info/school-travel> transport NSW under the SubHeading School Travel. The school will be notified via email and the school administrator will endorse your application on line.

To be eligible for free bus travel students must be 4 years and 6 months of age or older and enrolled as one of the following:

- An infant student (K-2) regardless of the distance between their home and school.
- Primary student (Years 3 -6) who live more than 1.6kms (radial distance) from school, or 2.3 kms or more by the most direct practical walking route to the nearest entry point to the school.

Children's Birthdays

Children's Birthdays are celebrated by publicly acknowledging them once every month at Monday morning assembly.

Food parties do not take place at school; please do not bring/send edible items to school for any purpose or send in invitations to children's birthday parties for the teachers to distribute.

COSHC (Catholic Out of School Hours Care)

St Paul's offers a COSHC facility on the premises. Child and Parent enrolment forms are available on the COSHC website. For further information, please visit www.coshc.catholic.edu.au then select "Find a COSHC" and click on "Winston Hills" - St Paul the Apostle to 0429 017 382 or coshcstpaulwinstonhills@parra.catholic.edu.au

Mobile Phones/Smart Watches

Mobile Phones and Smart Watches are not permitted to be used at school. If a mobile phone is brought to school, it needs to be checked into the office at the commencement of the school day.

If students need to contact their parents/carers, they can do so through the school's administration. Likewise, if parents/carers need to get a message to their children, they should call the school office.



Enrolment and Fees

Enrolments

Kindergarten applications for enrolment for St Paul the Apostle School take place from February to March each year. Applications for enrolment for children in Years 1 to 6 are taken at any stage of the year.

Parents who seek enrolment should;

- be supportive of religious teaching and practice
- participate in Sacramental Programs
- be supportive of school policies, processes and guidelines
- realise their responsibility to pay School Fees
- actively engage in positive and respectful discussions about their child's learning
- complete and submit all relevant paperwork pertaining to an application for enrolment.

Criteria for Enrolments

In keeping with Diocesan Policy and acknowledging that all parents and children, who are prepared to support the religious principles and ideals of the Catholic School, should be considered eligible for enrolment, St Paul the Apostle Primary School follows the Catholic Education Diocese of Parramatta enrolment policy, procedure and guidelines. These are available on the Catholic Education Diocese of Parramatta website <https://www.parra.catholic.edu.au/Our-Schools/Enrolment>

Fees

Fee charges are set by the Catholic Education Office, Diocese of Parramatta and are subject to change. The current rates are available from the school office. Accounts are sent home in Terms 1, 2 and 3. School Fees can be paid at the school office, by cheque or EFTPOS. Post Billpay, BPay or Direct Debit options are also available. It is also possible to arrange a payment plan with the school finance secretary, please contact the school office for details.

Payments

The majority of school payments are included in your school fees and charges. On occasion, it may be necessary for money to be sent into school, please ensure that it is sent in a sealed envelope with your child's name and class clearly marked.





Communication

Home and School Communication

Parents are always welcome at the school. If you wish to speak to your child's teacher please phone or email the office, or write a note to organise an appointment at a mutually agreed time. Our school email address is winstonhills@parra.catholic.edu.au

Parents receive our fortnightly newsletter, *St Paul's Post*, reporting on school activities. St Paul's Post is available on the school website www.stpawinstonhills.catholic.edu.au and via the Skoolbag App.

Reporting to Parents

Partnerships with parents is important to us at St Paul's. We encourage regular, respectful and open communication. We provide formal opportunities for parents, teachers and students to meet to set goals for student learning. Three way Conferences/Goal Setting Meetings are held at the beginning of Term One with all parents and students. The purpose of this meeting is for parents to meet their child's teacher, to have the opportunity to set goals for your child's learning and to communicate any important information that may assist with your child having a successful year at school.

Formal reports are given to parents twice in each school year. Half yearly three way Conferences/Goal Setting meetings are also held.

The Principal and Assistant Principal are available, if necessary for parent interviews. Please phone the school office on 02 8841 3800 for an appointment.

Teachers are available for interviews with parents once an appointment has been made at a suitable time for both parties. Please understand that teachers on duty in the morning or afternoon have a duty of care to supervise the children so cannot therefore engage in lengthy discussions about your child.

Complaints and Grievances

The school has written protocols in place to address complaints and grievances. These protocols are in line with the CEDP Complaint Handling Policy. A copy of this policy is available on the Catholic Education Office website. www.parra.catholic.edu.au/policy-central

From time to time incidents occur involving one or more children. The school deals with these matters internally following our policies and procedures. If necessary, parents are contacted. At St Paul the Apostle Primary School we are proactive in this area and aim to always address all matters and follow up appropriately. If any parent has a complaint or a concern about any issues impacting on their child, they need to make contact with the class teacher in the first instance. We also have Leaders of Learning who are available to assist in resolving the complaint. If the matter is not resolved the Assistant Principal/Principal should be contacted. At no time should an adult approach or reprimand a student at this school (excluding their own child) for any reason or under any circumstances.

At all times, when dealing with student conflicts, the school will adhere to the policy of procedural fairness. When a situation of conflict arises the situation will be dealt with promptly and with fairness and impartiality. This means that the school will provide a safe and respectful environment where all members of the community feel confident and comfortable to speak.

Teaching and Learning

The Key Learning Areas (KLAs) at St Paul's are often integrated across several curriculum areas. The classroom teacher ensures that the teaching program follows the guidelines set down by the NSW Board of Studies and covers all curriculum areas. The Key Learning Areas are:

- **Religious Education**
- **English**
Reading and Viewing, Writing and Representing, Speaking and Listening
- **Mathematics**
Number and Algebra, Space and Measurement, Statistics and Probability, Working Mathematically
- **Science and Technology**
Built Environments, Information and Communications, Living Things, Physical Phenomena, Products and Services, The Earth and its Surroundings
- **Human Society and Its Environment**
- **History and Geography**
- **Creative Arts**
Music, Visual Arts, Drama and Dance
- **Personal Development, Health and Physical Education**
Health, Wellbeing and Relationships, Movement Skills and Performance, Health, Safe and Active Lifestyles.

Curriculum development is an ongoing process of professional development and parent education, so that we ensure quality provision of teaching and learning in our school.





Religious Activities

Faith development is an integral dimension of a Catholic school. Here at St Paul's we have many opportunities for students and their families to come together as a faith-filled community. These include:

School Masses:	Beginning and end of School year, Feast Days and Solemnities, Remembrance Days, Fathers', Mothers' and Grandparents' Day.
Class Masses:	Usually once per term per class/grade - parents welcome. (Terms 1 - 3).
Liturgies:	Easter Liturgies, Margaret Aylward Feast Day, Welcoming Ceremony and on other special occasions.
Prayers:	The School Prayer is part of our daily prayer. We also pray Prayer of Thanks before meals and the Angelus at midday.
Sacramental Program:	Parish based/ Family Centered Sacramental Program is supplemented with corresponding instruction during preparation time.

PBS4L - Positive Behaviour Support for Learning

At St Paul's we believe that student wellbeing is vital to the social, emotional and academic growth of all our students. A sense of wellbeing and connectedness to school promotes optimal development of each child as a whole and contributes to their personal and academic success. In 2017, we began working on the implementation of the Positive Behaviour Support for Learning (PBS4L) framework to ensure a consistent schoolwide positive approach to pastoral care.

We have three expectations that support positive behaviour in all areas of the school. These are that, in all school settings:

- we are safe,
- we are respectful,
- we are learners.

We will continue to implement this initiative to support students.

School Counsellor

The Catholic Education Office, Diocese of Parramatta provides the services of a School Counsellor one day per week. If you feel your child would benefit from this counselling service, enquiries can be made via the class teacher or Assistant Principal/Principal.

Student Recognition

We have a number of ways in which we recognise students social, academic and personal growth. These include:

- **Student of the Week** - awarded for academic effort and achievement in any Key Learning Area.
- **St Paul's Award** - awarded for those who reflect our school values.
- **Margaret Aylward Award** - awarded once a year at the end of Term 3. Children from Kindergarten to Year 5 nominate one of their peers to receive the Holy Faith Award. Children nominate using the five school values as a guide. These awards are then presented at a special liturgy held in the church in Term 4 in honour of Margaret Aylward, founding sister of the Holy Faith. Parents are notified by the school principal at the end of Term 3. A Year 6 student is selected by the Year 6 children and teachers and is awarded at their end of year Thanksgiving Mass. Their name is then added to the Honour Board located in the school library.

Our 'Student of the Week' and 'St Paul's Award' recipients are acknowledged at our fortnightly assemblies

Physical Education

Students at St Paul's engage in Physical Education lessons with a specialist teacher once a week. In addition to this time, class teachers may conduct sports afternoons and these vary from year to year. Parents are advised accordingly via the school newsletter, Skoolbag or note home.

Children in all grades attend a variety of sporting programs and these may vary from year to year.

Some of our Annual events in 2020 included:

- Dance program.
- Swimming Carnival for students in Years 2 to 5
- Athletics Carnival
- Cross Country for students 8 years and over
- Surf Safety Program for Years 5 and 6 students

Children also have the opportunity to represent the school in various sports during the year eg: athletics, swimming, basketball, netball and football. Participation in these events is by qualification.

Primary students may also be involved in gala days for football, soccer, netball, basketball and touch football. Participation in these events are by expression of interest. The Principal reserves the right to exclude students from representative sporting activities.

Library

The Library is a wonderful resource centre available to all children, parents and staff.

The children may visit the library each week to listen to a story, discover literature, authors and illustrators and to borrow books.

Books borrowed from the library need to be taken home in a library bag. Library bags can be made from a pillowslip or a large tea towel folded in half and sewn with a drawstring. Library bags can be purchased from the clothing shop.

Parents are very welcome to visit the library. There is a special section in the school library for parents to borrow from.

Learning Beyond the Classroom

A range of excursions and incursions are organised throughout the year for each grade to enhance the learning. The cost of these learning opportunities are usually included in your fees statement.

Learning at home

At all times, learning at home must be relevant and differentiated to suit the range of learning needs in the school.

All children (K-6) should be reading each night. This includes the child reading and being read to by an adult. We actively encourage the practice of 'reading together' that is adult and child together. Any extra homework given should take no longer than 15 minutes for students in K - 2 and 20 - 45 minutes for children in 3 - 6 and should supplement the learning at school.

Learning at home should not be a source of worry or frustration for the student, teacher or parent. Students are encouraged to complete the assigned work to the best of their ability and seek the teacher's help with any difficulties.

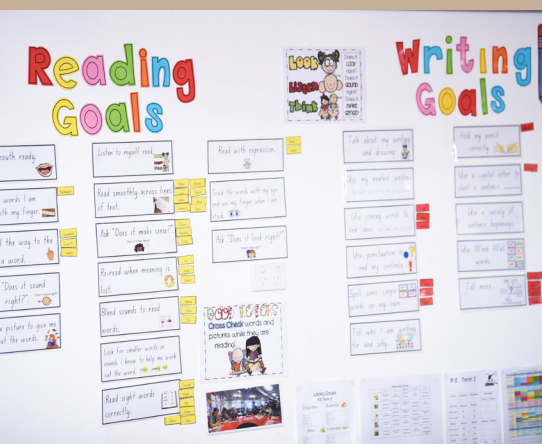
Set homework should be acknowledged by the teacher. Homework is not given when families choose to take holidays during term time or when children are sick and away from school. Although optional, during times of extended leave, our recommendation is for the child to read daily and keep a journal while away.

Teacher Absences

Throughout the year, class teachers may be ill or released from class to attend inservice courses, etc. Qualified teachers continue the teacher's daily program on these days working closely with their grade partner to ensure the child's learning continues. Consistency of relief teachers on a class, depending on availability, is always a priority.

Buddy System

Each Kindergarten child is given a buddy from Year 6. Kindergarten students will be 'buddied up' when going to Mass and during special occasions at the school. At times, the Year 6 students will visit their buddy class for learning opportunities.





Student Wellbeing

Absences and Non-Attendance

By law, students are expected to attend school each day that the school is open. Regular attendance is essential for progress. If a student is absent from school for any reason, please advise the school via the Skoolbag app, email to winstonhills@parra.catholic.edu.au or with a note on their return to school. If a student is away for more than three consecutive days and no word from home has been received, the school may contact the parents/carers with regard to the student's absence. Partial and full day absences are noted on student reports.

Families are discouraged from taking extra holidays during the school term. For extended absences from school (less than 5 school days), (extra long weekends away or extended holidays), please notify your child's teacher at least six weeks prior to leaving.

For extended periods of absence (5 school days or more) an 'Application for Extended Leave - Travel' is available from the school office and needs to be completed by you and returned to the school for the Principals' approval, at least six weeks prior to travel commencing. Once approved, a Certificate of Leave will be issued.

Regular absences (partial or full) or habitual unexplained absence will be followed up by the Principal or Assistant Principal in accordance with CEDP's procedures, policies and guidelines.

Late Arrivals / Early Departures

Sometimes, circumstances occur that result in a student being late for school. **A student is considered late if he or she arrives after the morning bell, that is 8:55am.** In this case, it is a requirement for the student and parent to first go to the office to fill in a late notice and the student will receive a late pass before going to class. This will be recorded on the class roll as a partial absence and must be explained by parents. If a student is continually late for school, the parents/carers of that child will be contacted as, collectively, this amounts to a considerable loss of learning time. Late arrivals are noted on student reports as partial absences.

Parents are asked, where possible, to make appointments, such as dental or medical, outside school hours. If this is not possible you are asked to collect your child during scheduled class breaks eg: recess, so that the learning for other children is not disrupted.

If you know your child is being collected early for an appointment eg: dental appointment, please notify the teacher with a written note prior to the appointment. Parents will still need to complete a form from the office when taking their child out of school. Children leaving school early must be collected from the school office, not the car park or the classroom.

Allergies/Anaphylaxis

St Paul the Apostle is an **ALLERGY AWARE SCHOOL**.

As some members of our community suffer from life threatening allergies which may cause anaphylaxis, children are not allowed to share their food or drinks or bring food items eg: Easter eggs/lollies, cakes etc. to give to other students. Please do not send any products to the school that contain nuts.

Illness

Please do not send children to school if they are not well. Not only do they become very distressed, they also run the risk of infecting other children. If a student becomes ill while at school, a parent/ carer, will be contacted and the child will wait in sick bay until they are collected. It is not necessary for children to have work sent home when they are unwell. Rest is important at this time and reading is invaluable at any time.

Should your child be diagnosed with an Infectious Childhood Disease, please contact the office with relevant information, as well as a written note sent to the class teacher on your child's return to school. In some cases, a medical clearance from your child's doctor will be required prior to them returning to school.

DISEASE	PERIOD OF EXCLUSION
Chicken Pox	Until fully recovered - exclude at least 7 days after the first spots appear. Scabs must be dry.
Measles	For 4 days from appearance of the rash or until a medical certificate is produced.
Mumps	Until fully recovered - 9 days from the onset of the swelling.
Whooping Cough	Until your doctor tells you it is safe to return (normally after 5 days of antibiotics) or for 21 days from the onset of coughing.
Conjunctivitis	Until discharge from eye has ceased.
Impetigo	Exclude only if on exposed surfaces, such as scalp, face, arms and legs.
Pediculosis (Head Lice)	Until hair is treated and completely cleaned, neither nits nor lice being present.
COVID19	Each student who presents with flu-like symptoms must have a COVID19 test and are not able to return to school until they return a negative COVID19 result and are symptom free . A negative COVID19 test result must be provided to the school before a student can return. The test results can be a NSW Health or COVID19 Testing Centre letter, SMS or email and/or a medical certificate. Please forward this documentation to: winstonhills@parra.catholic.edu.au



Immunisation

Upon application for enrolment, parents are required to provide the school with an Immunisation Certificate which is obtained from the Australian Childhood Immunisation Register in Western Australia.

The coloured statement will be posted to you from www.medicareaustralia.gov.au after your child has completed his/her immunisation program.

Changes in 1992 to the Public Health Act require parents to provide this documented evidence of the immunisation status of children enrolling in Kindergarten. This does not mean that immunisation is compulsory. Parents will always have the right of choice. However, in the event of an outbreak of a vaccine-preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Injury

If your child has a serious accident, we will inform you by way of your home, work or emergency contact number.

If time does not permit, the Principal assumes responsibility and seeks medical, dental or hospital treatment immediately. If your home, work, emergency contact phone numbers or address changes please advise the school office immediately.

Members of staff are continually updating their Emergency Care and CPR certificates, with some members holding current Senior First Aid Certificates.

Administration of Medication

Only prescribed medication can be administered at school.

Parents/guardians are required to fill out appropriate forms requesting that the school administer medication to their child/ren. These forms, available at the school office, must be completed and signed by the prescribing doctor, before any medication is administered.

These forms include:

- Notification and request by Parent/Guardian for the administration of medication during school hours. Form signed by prescribing doctor.
- 'Deed of Indemnity'
- Permission for release of medical information.





The medication must be sent to the school office in a container labelled with a 'Chemist's label', with the following clearly marked:

- Child's name
- Name of prescribed medication
- Dosage
- Time and frequency of administration
- Name of prescribing doctor

Apart from Asthma puffers, students are not to keep any medication in their bags or on their person.

Medical Action Plans

Parents need to provide medical action plans for any child who has Anaphylaxis, Diabetes, Allergies, Asthma or any long term medical condition.

Anti-Bullying Policy

At St Paul's, we have specific policies, procedures and curriculum measures established and implemented to develop and maintain a culture of care in which bullying behaviour is not accepted under any circumstances. Staff in the school are committed to taking all reasonable measures to ensure that the school is a safe place for students, staff and parents.

We endeavour to ensure that the school provides a safe learning and work environment for students and staff, free from victimisation, harassment, unlawful discrimination, vilification, abuse of any other threats to the health and safety of any members of the community.

All members of our community, staff, students and parents, are expected to work together to build a school that is inclusive and where students are supported and engaged in their learning. At all times the value of the individual is affirmed and personal qualities such as compassion, kindness, respect and tolerance are fostered and modelled by staff and students.

Through our PBS4L program, we teach students how to be SAFE, RESPECTFUL and a LEARNER in all school settings. This is promoted at all school assemblies and in fortnightly newsletters to the wider school community.

Should an instance of bullying be reported to the school we will investigate the incident in a timely manner. Parents/Carers are encouraged to speak to their child's teacher in the first instance and then if unresolved, the Stage/Grade coordinator, then the Assistant Principal or Principal if they are concerned about bullying behaviour within the school.

Corporal punishment is prohibited in all instances when dealing with students at the school. This includes non school staff and parents if enforcing discipline at a school level eg: at school or school events.

Child Protection Requirements for Volunteers

In Catholic Education Diocese Parramatta (CEDP), we see parents and carers as partners in your child's learning journey. Parents and carers are encouraged to become involved in our schools in many important ways such as supporting classroom learning, being part of advisory groups, mentoring programs, coaching sporting teams and supporting other extra-curricular activities, canteen support and other kinds of help.

A range of checks and undertakings are required for people who work for or provide services to CEDP. These checks reduce potential risk and form part of our strategy to build child safe communities.

CEDP has launched a Building Child Safe Communities form and online training module that all volunteers are required to complete.

The purpose of this training is to inform you of the standards of behaviour and other requirements that must be adhered to when volunteering for CEDP.

The undertaking should take no more than 5 minutes to complete and the training module approximately 10 minutes. Once the form and training modules are submitted, an automated email will be sent to you within two business days to confirm the status of your submission.

The undertaking form will expire within two years or when your Working With Children Check expires (if applicable), whichever is sooner. At that time you will need to complete the undertaking form and training module again. You will receive an automatic reminder email when this occurs.

Further information on the online form and training module can be found at www.parra.catholic.edu.au and clicking on about us/building child safe communities. Within the form you will also find help sheets and a video tutorial to assist you.

Safety in the Car Park

We are very fortunate to have the use of the Parish car park to facilitate student drop offs and afternoon pick ups. However, we ask for your support in making this area as safe as possible for all in our community.

Parents parking for dropping off and picking up:

- Park inside the white lines in the spaces allotted
- Do not park or stand in the driveway or near steps; it endangers children crossing the area to the steps and holds up the incoming traffic
- Do not double park at any time.
- In the afternoon children are not permitted to walk through the car park unless they are with an adult.

When using the 'Kiss and Drop Zone':

- Drive right to the end of the paved area
- Allow children to have their bags with them ready to alight - not in the boot
- Drivers are to remain in cars
- Encourage children to alight on the passenger side
- Exit the area slowly to rejoin the traffic
 - Follow arrows in the car park in a clockwise direction when entering or leaving the car park this means driving around the rear of the Church.
 - Please drive as though a child is going to run out in front of you at anytime; it can happen.
 - The car park speed limit is 10km hour.

Safety Reminders for St Paul's Parish car park

BE CAREFUL - our children are precious!

BE COURTEOUS - is a 20 second delay worth a child's safety?

BE THANKFUL - many schools do not have the 'safety net' our Parish car park provides!

SLOW DOWN!

Above all, PLEASE BE PATIENT AND CAREFUL - a few extra minutes is NOT a long time to wait.

Sun Safety

We endorse the use of hats and sunscreen at St Paul's. Students are to wear their hats when on the playground and this includes before and after school, at recess and at lunch. Students are encouraged to apply sunscreen before school. Children without hats are to play in the COLA shaded area only. On days of extreme weather, the students may be asked to remain indoors for recess and/or lunchtime.

Animals on School Grounds

No animals are to be brought into the school grounds without the written permission of the Principal. The school is also a pet free zone due to allergies and the variety of fear levels of community members.

Safe Environment

The school buildings and grounds are a 'drug free, alcohol free and smoke free zones'. Smoking is not permitted anywhere on the site.



Uniform and Grooming

We are proud of our public image and our uniforms further add to our sense of unity and belonging at St Paul's.

Parents are asked to support the school's uniform policy, ensuring their children's hair is neat and tidy and that they wear the correct uniform to school each day.

The St Paul the Apostle School Bag is compulsory.

Summer Uniform

Girls: Pleated, grey and white check dress worn with black turn over socks and black shoes.

Boy: Open neck shirt worn with black shorts and black turn over socks and black shoes.

School hat is obligatory.

Winter Uniform

Girls: Pleated charcoal grey check tunic worn with a lemon peterpan blouse, tab tie, charcoal cardigan and black tights or black socks and black shoes.

Boys: Long sleeved collar shirt worn with black trousers, school tie, charcoal vest and black turn over socks and black shoes.

The black 'bomber' jacket is only to be worn with the winter uniform.

Summer Uniforms are usually worn in Terms 1 and 4. Parents may use their discretion if weather is unseasonal. Winter uniforms are usually worn from the beginning of Term 2 until the end of Term 3.

Sports Uniform

Unisex:

Charcoal grey sport jacket with gold panelling and white piping

Charcoal grey short sleeve sport polo with gold panelling and white piping

Charcoal grey long sleeve sport polo with gold panelling and white piping

Charcoal grey sport short with gold panelling and white piping

Charcoal grey tracksuit pant with gold panelling and white piping

White ankle socks

Predominantly white sport shoes or all black joggers.





Accessories All Year Round

Charcoal grey bucket hat
Black drawstring excursion/library bag
Black backpack
Black school shoes
Art Smock
Raincoat - for safety reasons, please leave all umbrellas at home.

Jewellery

Jewellery is not permitted at any time. The only exceptions are a watch and gold/silver sleeper or stud earrings can be worn by girls. Smart watches are not permitted.

Hair - Girls and Boys

Hair must be neat, tidy and the child's natural colour. All shoulder length hair needs to be tied back. Hair needs to be neat, brushed and appropriate for school ie: no colours, patterns, undercuts, buzz cuts, lines or extreme cuts. School personnel will challenge inappropriate haircuts.

Uniform Shop

The school uniform shop is run by private provider, Oz Fashions.
The uniform shop is open every Thursday (unless otherwise advised) during school terms from 2:30 - 4:00pm. Uniform order forms are available at the school office.

Due to COVID19 there will be no uniform fittings for students until further notice.

Online orders are to be placed on the 'QKR' app by MasterCard.
Delivery to the school is every Thursday afternoon during the school term free of charge and orders must be placed by 4pm Wednesday for delivery on Thursday. Please choose carefully as we do not refund if you simply change your mind or make a wrong selection, however, we gladly exchange within 14 days.

Returned merchandise MUST be in its original condition with all tags still attached and accompanied by proof of purchase otherwise the exchange will not be honoured. Any item that has been worn will not be able to be exchanged.

Please email all exchanges to elle@ozfashions.com.au

Please note that Oz Fashions warehouse in Granville DOES NOT sell the St Paul the Apostle Uniform in store.

If you have any enquiries please contact Elle elle@ozfashions.com.au or 0421 216 414

Contact

School Telephone Number

(02) 8841 3800

Postal Address

44 Buckleys Road
WINSTON HILLS 2153

Email

winstonhills@parra.catholic.edu.au

St Paul the Apostle Parish Presbytery Telephone Number

(02) 9639 6516

Catholic Education Diocese of Parramatta (CEDP)

The Bethany Centre
470 Church Street
Parramatta NSW 2150
(02) 9840 5600

School Website:

www.stpawinstonhills.catholic.edu.au



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