

**WELCOME  
TO  
PROUILLE SCHOOL  
HOLY NAME PARISH**

**INFORMATION BOOKLET**

**May, 2009**

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## **PROUILLE VISION STATEMENT**

*Prouille*

*provides*

*a Christ-centred*

*Catholic educational environment*

*nurturing,*

*encouraging,*

*and challenging all*

*to achieve their full potential.*

## **Mission**

### **Religious Education**

*At Prouille children:*

- *are educated in the Catholic tradition*
- *have opportunities to participate in prayer, liturgy and the sacramental life of the Church*
- *develop a deep sense of respect for, and responsibility towards: others, the natural environment, our cultural heritage and global community*
- *see gospel values modelled and are encouraged to live them in their own lives*

### **Children & Learning**

*At Prouille children:*

- *feel safe, happy and affirmed in their learning environment*
- *are encouraged and assisted to achieve personal excellence*
- *have opportunities to make choices; exercise control over their learning; think creatively, critically and work co-operatively*
- *are aware of their rights and responsibilities as members of the Prouille community*

### **Teachers & Teaching**

*At Prouille teachers:*

- *provide quality education in a secure, safe and challenging environment*
- *ensure all children feel valued*
- *nurture the total development of the child*
- *implement current educational curriculum practice*

### **Community**

*At Prouille each person:*

- *works within and towards building a community of disciples*
- *promotes the partnership of parish, school and community*
- *respects each person and fosters 'right relationships' between individuals*
- *is responsible for creating a just school community*

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## **PRINCIPAL'S MESSAGE**

Prouille Catholic School was founded by the Dominican Sisters in 1950; the school flourished under the Dominican Sisters until 1989 when the first lay principal was appointed. Our school motto is "Veritas" – Truth; the motto of the Dominican Order. "Prouille" is the name of a small village in France, and this is where St Dominic, in 1206, established the foundation of the Dominican Sisters.

At Prouille School, the staff strives to provide outstanding Catholic Education, working with parents as partners in this endeavour. Importantly too, Prouille is an integral part of Holy Name Parish, Wahroonga, and the wider community. Our Parish Priest, Fr Stephen Hume, is greatly appreciated for his involvement in school life; his rapport with the students is indeed a gift to Prouille.

Prouille School is an extraordinary community that is particularly characterised by the "welcoming" parents, staff and students. This invaluable trait remains constant year in year out because of the effective Pastoral Care structures in place and the Dominican spirit of generosity that permeates all aspects of school life.

During 2008, Prouille School participated in a Whole School Review conducted by the Catholic Schools' Office. This process, that involved the entire community, ultimately provided a valuable report with numerous "commendations" in all aspects of Schooling and Parish initiatives. Additionally, the report afforded Prouille School a concise set of "recommendations". Now, with a clear sense of direction and purpose guided by a Strategic Plan (2009-2012) and associated Annual Goals, Prouille is well placed to move from strength to strength.

Prouille Catholic Primary School has much to celebrate. The dedication of staff, the calibre of the students and the involvement of many parents/grandparents/friends assure me that we are in a privileged community that will go forward together to meet the contemporary challenges of Catholic education in the increasingly secular world in which we live.

**Mr Philip Ledlin**

## GENERAL INFORMATION

School Telephone Number (02) 9489 3233  
School Fax Number (02) 9489 3954  
School Website: [www.prouille.com.au](http://www.prouille.com.au)  
School Email: [mail@prouillewhrngabrokenbay.catholic.edu.au](mailto:mail@prouillewhrngabrokenbay.catholic.edu.au)

Holy Name Presbytery Telephone Number (02) 9489 3221  
Holy Name Presbytery Fax Number (02) 9489 7801  
Parish Administrator: Father Stephen Hume  
Parish Email: [coordinator@holynamewahroonga.com.au](mailto:coordinator@holynamewahroonga.com.au)

## SCHOOL HOURS

Assembly Bell 8.50 am  
Dismissal 3.00 pm Early Leavers – Kindy to Year 2  
3.15 pm Late Leavers – Years 3-6  
(\* Note: At Year 3 your eldest child becomes a Late Leaver, as do any younger siblings.)

Playground Supervision begins at 8.25 am and concludes with the departure of the last Bus.

School Office Hours 8.30 am - 3.30 pm  
Morning Tea 10.55 am – 11.15 am

## PROUILLE STAFF

### Prouille School is staffed by:

- A full time Principal
- A Religious Education Co-ordinator
- Eleven Classroom Teachers
- Special Needs Teacher
- Gifted & Talented Teacher
- Music Teacher
- Sports Teacher
- An Assistant Principal
- Co-ordinators (2)
- Teacher Librarian
- L.O.T.E. Teacher – Japanese
- School Secretaries (2)
- Teacher Assistant (1)

### Student Executive

- \* School Captains
- \* Library Monitors
- \* Bus Prefects
- \* House Captains
- \* Liturgy Prefects
- \* Parish Liaison Prefects
- \* Music Captains
- \* Mission Prefects
- \* SRC Prefects

## **ASSEMBLY**

School Assembly is held on Fridays at 8.55 a.m. in the front courtyard (not on rainy days). Assemblies begin with the School Prayer followed by the National Anthem. Assembly includes presentation of Merit Awards for various achievements/exemplary behaviour and calling to the stage children who have celebrated birthdays in the current week.

Parents/carers are welcome to stay during Assembly. Please keep to the upper area behind the seating area for the students. While the Assembly takes place, we respectfully ask parents/carers to refrain from talking amongst themselves.

On all other days, children assemble for class:

- Kindergarten to Year 2 – in the rear playground (Primary playground)
- Years 3-6 – on the Tennis Court

## **ATTENDANCES/ABSENCES/PERMISSION NOTES**

Regular attendance at school is essential for progress. Please notify the school on any day your child is absent, by phoning the School Secretary or providing a written explanation when the child returns to school. This ensures that Class Rolls (legal documents) are marked correctly.

All visitors to the school (including parents and relatives) must first report to Administration.

Students arriving at school after 9.00 am must proceed straight to class.

Permission from the Principal is necessary to remove children for any length of time (e.g. holidays).

Permission notes are required when a child leaves the school grounds with another adult (e.g. going home to a friend's birthday party). If parents wish to collect their child/ren before 3.00 pm, permission must be obtained from the Classroom Teacher or Principal. Children are to be collected from the School Office and parents/carers must complete and sign the Early Leavers' Register.

All notes from parents/carers are to be handed to the Classroom Teacher by students (not by parents). Notes should not be handed in at the School Office.

Late notes and notes for children leaving school early for special reasons should be given to the Classroom Teacher first thing in the morning - these will be forwarded to the Principal.

## **BEFORE & AFTER SCHOOL CARE**

- Water St. Kids – Margaret Hedge (Director/Owner) – Enquiries: 0413 078 355

Water St Kids is a privately owned business, providing care and recreational activities for children from Kindergarten to Year 6. Water St Kids is a Registered child care centre and offers Before School Care (7 am – 8.30 am) and After School Care (3.00 pm – 6.00 pm) at Prouille Catholic Primary School, Wahroonga.

## **BIRTHDAYS**

Individual cup cakes or lollipops (preferably without nuts, sesame seeds or nut derivatives – including nutella) are acceptable. See suggested list of ‘nut free’ treats in the School Office.

## **BOOK CLUB**

Students receive title lists of inexpensive paperbacks, which may be purchased through the school, 2-3 times per year. This is offered as a service for those interested, and is not a profit-making exercise.

## **BUSES**

There are bus services currently available covering the following areas:

### **Morning Bus Route:**

- \* From Turrumurra Station
- \* From Westleigh via Normanhurst & Fox Valley

### **Afternoon Bus Route:**

- \* To Warrawee Valley Loop, Fox Valley, Westleigh & Thornleigh
- \* To North Wairoonga & Wairoonga East

(TRANSDEV TSL Shorelink Bus Company - Phone 9457 8888 – Timetables available from the TRANSDEV TSL Shorelink website: [www.shorelink.com.au](http://www.shorelink.com.au). – Go to: School Services - Timetables).

Buses arrive and depart from Cleveland Street. Children assemble for buses within school grounds. Staff walk students to the bus stop and supervise until the last bus leaves.

Transport forms for bus and train are available at the School Office.

## **CHANGE OF ADDRESS & CONTACT DETAILS**

The School must be notified immediately of any change of address or contact phone numbers (including work and mobile phone numbers).

This will enable records to be accurate in case of an emergency.

## **CLASS NAMES**

The class naming system simply relates to the Year and the Teacher (.e.g. 2E 2009 – signifies Year 2 class taught by Mrs Emmerig).

## **CLASS PARENTS**

Each grade level has Class Parents. (See Appendix A - Role Description for Class Parent Representatives):

\* Pastoral                      \* Social                      \* Classroom                      \* Educational

Class parents help new parents settle in to the Prouille 'way of life', organising social gatherings with other class parents. They also assist teachers in co-ordinating parent helpers for reading/sport/computers/excursions/charitable works etc. Please note that any volunteer/helper must complete a Volunteer Prohibited Employment form (available from the Office) and be approved by the Catholic Schools Office before assisting at the school.

## **COMMITTEES**

The Parent & Friends' Association has many sub-committees and welcomes new members. These include:

- Social Committee
- Grounds & Maintenance Committee
- Uniform Shop
- Diocesan Parent Council of Broken Bay

## **COMMUNICATION/INTERVIEWS**

Teachers on duty are there for the safety of the children, whether on Playground Duty, Bus Duty or Water Street Duty. Parents are respectfully asked to understand that this is not the best time to address a specific concern.

Should you require an interview with the Principal or a class teacher, please phone the School Office to arrange a suitable date and time. Interviews with class teachers can only be made outside school hours.

The School Office is to be notified if Parents/Carers, due to an emergency, will be late to pick up children.

## **COMPUTER TECHNOLOGY – I.C.L.T.**

All classrooms have Computers, Printers and Software to support and enhance all areas of the curriculum. Classroom technology is continually upgraded; additionally, extensive Professional Development for all teachers K-6 re technology is integral in the school's Strategic Planning.

## **CORPORAL PUNISHMENT**

No corporal punishment is to be carried out by any member of the Prouille School Community. This includes teachers and other staff members, students, parents, tutors, volunteers, contractors, visitors to the school and After School Care supervisors.

## **CURRICULUM**

Schools in New South Wales come under the State Education Department. The Board of Studies is the body which determines the Key Learning Areas (KLAs).

Religious Education is a critical learning area at Prouille School; it is taught daily and is integrated, where possible, into all Key Learning Areas.

### **Key Learning Areas**

- English
- Mathematics
- Personal Development/Health/Physical Education
- Human Society & Its Environment
- Science & Technology
- Creative Arts

Children who need support in specific academic/social areas, as well as those students who are gifted and talented, are catered for.

## **ENROLMENT**

The official period for enrolment is during the month of May. Kindergarten students need to have reached their fifth birthday by July 31 in the year they commence school.

Enrolments for all classes are considered throughout the year.

An Enrolment Committee acts to interpret Diocesan Enrolment Policy. Each enrolment application is considered individually and confidentially.

## **EXCURSIONS**

A signed permission slip is mandatory before a child can attend School Excursions, Sports Carnivals or cultural performances.

If a permission slip is not received, participation will not be permitted.

## **FEES**

The Catholic Schools Office reviews and determines School Fees annually.

In cases of severe financial problems, parents should seek an interview with the Principal to work out a satisfactory arrangement for the payment of fees.

When fees are outstanding for no apparent reason, they are automatically sent to the Catholic Schools Office for debt collection. Parents must realise that a Catholic Education will not be denied to a Catholic family because of financial difficulty.

The total account is sent home in Term 1, with dates by which certain payments are to be made. To arrange payment by instalments or payment by Credit Card, please contact the School Office.

## HEALTH

Children must not come to school if unwell. Check for head lice (on a regular basis) and worms. Long hair is to be tied back for school.

## HOMEWORK

Homework activities are given to children to reinforce skills learnt at school and to establish a 'homework' pattern, developing independent work habits and self discipline. Children from Kindergarten to Year 6 are encouraged to read every evening and complete set tasks.

The Homework Policy can be viewed on the School Website. Guidelines are as follows:

Reading (oral and/or silent) is a recommended component of nightly homework. Kindergarten students do not normally start home reading until Term 2.

The approximate time expected to be spent on homework per night:

Kindergarten	10 minutes	Grade Four	40 minutes
Grade One	20 minutes	Grade Five	1 hour
Grade Two	20 minutes	Grade Six	1 hour
Grade Three	30 minutes		

Homework is generally not given on weekends.

It is *sufficient* if the child spends the suggested time on the homework. However, if it is not completed, a parental signature can indicate that the time has been spent productively.

## LIBRARY

Prouille Library is used for information skilling, co-operative planning and borrowing. A wide range of resources is available to support classroom curriculum implementation. The computer network provides access to the Internet for data gathering.

Children are encouraged to use the library regularly. Children borrow during library lesson, before school and at lunch time. A library bag is required when borrowing.

## LOST PROPERTY

- All items belonging to students should be clearly labelled.
- Lost Property is stored in a cane basket located in the Administration area.
- Children are responsible for their own articles of clothing.
- At the end of each term, school apparel without names will be handed into the Second Hand Uniform Shop.
- Non uniform, unclaimed items are donated to the St Vincent de Paul Society.

## **MEDICAL INFORMATION**

Medical history relevant to your child should be discussed with the Principal and Class Teachers. If your child needs to take medication at school, it is essential that the mandatory medication forms be completed and updated where necessary. These can be obtained from the School Office.

## **MESSAGE FOLDERS**

All notes/work go home daily in children's message folders. Folders must be returned each morning.

## **MORNING TEA & LUNCH**

<b>Morning Tea</b>	<b>10.55 a.m. – 11.15 a.m.</b>
<b>Lunch</b>	<b>12.45 p.m. - 1.45 p.m.</b>

- Please ensure healthy student morning tea and lunch is provided.
- Students are not to bring knives/pen knives to cut fruit etc. at school.
- Please do not send canned goods, peanut butter sandwiches or nut products.
- Prouille does not have a Canteen.
- Lunch boxes/containers must be clearly marked with name and class.
- Children who come to school without lunch should report this information to the Class Teacher.
- Children sit for a set time to eat lunch (15 minutes).
- Kindergarten, Year 1 and Year 2 students eat lunch on St Thomas' playground.
- Year 3-6 students eat lunch on the Primary playground.

## **MUSIC – Private Tuition**

- Suzuki violin, viola and cello lessons are offered to students from Kindergarten. Orchestra participation is encouraged. Please contact Mrs Moira Hutchinson on 9487 2552.
- Piano lessons are available. For enquiries please contact Mrs Janet Wise on 4359 1710 or 0417 442 452.
- Concert Band participation is welcomed. Lessons for Years 3-6 in Flute, Clarinet, Alto & Teno Saxophone, Trumpet, Trombone, Baritone, Bass Guitar, Percussion and Drums are available. Please contact Mr Frank Rugers on 0416 219 572 or direct enquiries to Mrs Amanda O'Brien via the School Office.
- All instruments are owned or hired privately.

## **MUSIC – School**

All children are involved in weekly developmental music lessons. Students from Year 1 to Year 6 are eligible to audition for the Junior/Primary Choirs.

The school produces a School Musical bi-annually. All students from Kindergarten to Year 6 participate.

## **NEWSLETTER**

Appropriate newsletter items should arrive at the School Office by 9.00 am on Monday morning. All notices are to be checked and approved by the Principal.

“*Prouille News*”, the weekly newsletter, is sent home to all families each Tuesday and is also available on the school website: [www.prouille.com.au](http://www.prouille.com.au) This is an integral form of communication between school and home. It includes upcoming dates and events, important notices, school activities and curriculum items.

The Parents & Friends’ newsletter is also available on the Parents & Friends’ website: [www.prouillepandf.com.au](http://www.prouillepandf.com.au) This contains news items and minutes of meetings, as well as highlighting P&F sponsored events and activities. To receive this newsletter automatically every week direct to your inbox, please register your e-mail at this website.

## **PARENT HELPERS**

A Volunteer Prohibited Employment Declaration form is sent home to all new families. This form is mandatory and confidential for all who wish to contribute their time to the school community; e.g. assisting with reading, sports, computers, excursions, etc.

## **PARENTS & FRIENDS’ ASSOCIATION**

All existing and incoming parents and the staff of Prouille School are members of the P&F. This association is important - a vital sector of the total school community. Prouille depends on the support of parents in assisting class teachers in many and varied ways, for example: Reading, Writing, Mathematics, Craft, Excursions, Sport, Computing, and in the Library.

The P&F Executive Committee consists of: School Principal, President, Vice President, Secretary, Treasurer and Diocesan Parent Council Representative.

General meetings are held at least four times a year, with the Annual General Meeting scheduled for November. The Executive welcomes parents to the meetings.

### **Buddy Family Program - A Parents & Friends’ Association Initiative**

A current Prouille family is allocated a family new to Prouille, in order to provide help and support and assimilate the new family into the school community.

## **PARENT TEACHER INTERVIEWS**

Formal Parent Teacher interviews are held at the end of Term 1 each year.

Parents are always welcome to organise an interview at any other time if need arises. A phone call to the office is the best way to organise this.

## **REPORTS**

A written report is sent home at the end of Term 2 and Term 4. Each term you will receive a curriculum overview. Class teachers conduct information sessions for parents at the beginning of each year, and are available for interviews at mutually convenient times.

## **RELIGIOUS EDUCATION PROGRAMME**

The Religious Education Programme has been sequentially developed by the Catholic Schools Office and is regularly revised. It covers:

\* Scripture            \* Doctrine            \* Church Tradition            \* Liturgy

The Sacramental Programme is Parish based, with the school working closely, ensuring appropriate Sacramental Units are taught in conjunction with the Parish Programme.

- Confirmation – Year 2
- First Reconciliation & First Communion – Year 3

The Religious Education Programme and Faith Development is not taught in isolation but as a part of everyday life, where children are encouraged to reflect on the message of Jesus and put it into practice.

Wahroonga is a Diocesan parish. The Priest from Holy Name Church visits and supports the administration, staff and children in the area of Religious Education.

### **School Masses**

Whole School Masses are held during the school year at Holy Name Church, Wahroonga. Family Class Masses are also celebrated, as well as Liturgies. Parents are notified in advance of these events either via the school calendar, the school newsletter or by a special note sent home.

### **Buddy Programme**

The “Buddy Programme” is one of Prouille’s Pastoral Care initiatives. Kindergarten children are buddied with Year 6 students at the beginning of each year.

## ROAD RULES

- There is **NO ENTRY** to the school via driveways for drop off/pick up at any time on a school day. School driveways/carpark are for **Staff and emergency vehicles only**.
- The Speed Limit in Water Street is 40 kph.
- For safety reasons, it is requested that all traffic only drive one way – south to north along Water Street – and exit into Cleveland Street.
- Any traffic entering from the north, and exiting to the north, should drive past the school down to the southern end of Water Street to perform a U turn. U turns should be carried out legally.
- A Pedestrian Crossing Supervisor has been provided by the RTA to supervise the pedestrian crossing in Water Street before and after school.

## End of Day Procedures

- Students are brought out by teachers to line up in front of the school.
- Kindergarten students come out by the entrance of St Thomas' playground.
- Teachers on duty supervise children waiting to be picked up in the Kiss & Drop zone by parents/carers.
- In wet weather, children are to be collected from the office verandah.
- Students going home by bus line up in St Thomas' playground for the teachers on bus duty. They are taken by the teachers to the bus stop in Cleveland Street and supervised until all buses have departed.

## Parking Restrictions

- Please do not park in, or across, the school carpark or our neighbours' driveways.
- No vehicles are to double park and/or block the street.
- Please obey the **No Stopping** (*No Stopping at all where sign applies*) and **No Parking signs** (RTA – “*NO PARKING is used where there is a need to load and unload passengers and goods in a short timeframe, 2 mins*”.)
- The **No Parking** area (from 8.30 am – 9.30 am and 2.30 pm – 4.00 pm) in front of the school is a *Kiss and Drop* zone – where children are dropped off and picked up safely and quickly. Drivers are requested to stay in their cars and move off quickly, when children have safely entered the school grounds. This is **NOT** a parking area for cars.
- If the zone is full, please be patient and wait further down the street, or park legally and walk.

## **Parking Restrictions**

- Display laminated family names (available from the School Office) prominently on your car dashboards when picking up your child/ren in the *Kiss and Drop* zone.
- Please park your car legally if you wish to accompany your child/ren into the school.

## **Parking Fines**

These areas are **patrolled** by inspectors from Ku-ring-gai Council and **fines** are mailed to offenders.

## **Safety is Paramount**

- Do not call your child/ren to cross the road if you are parked on the other side of Water Street. This is **dangerous** for your child/ren and other drivers.
- Please escort your child/ren safely across the road via the pedestrian crossing.
- Be especially vigilant and urge your child/ren to use safe practices in wet weather.

## **Playground Rules while waiting for students**

Please note that, for safety reasons, siblings of children attending Prouille are not permitted to play in the playground whilst waiting for school to finish, or at any other time.

## **SAUSAGE SIZZLES**

Prouille School does not have a Canteen. However, at the end of each term a Sausage Sizzle is held. Order forms are sent to parents. Children can purchase various items, including a sausage sandwich, chips, drinks and apples.

## **SCHOOL ACCIDENTS**

Minor injuries are cared for by the school. In the case of serious accidents, parents are notified immediately. Please ensure your contact details are updated in school records.

Enrolment forms include permission signatures of parents for your child to be seen at a hospital or medical centre or by a doctor; to be driven to hospital in case of emergency; and for Prouille School to use an ambulance if this is deemed necessary.

An Accident Record Book is kept at the school.

Prouille's Sick Bay adjoins the School Office.

## **SCHOOL SUPPLIES**

A list of supplies and an order form are provided either at the end of the school year, or sent to new parents before the new school year begins. New parents return their orders directly to the company with their payment.

It is strongly recommended that parents order through Prouille's supplier to ensure accurate sizes and numbers and correct texts.

### **Labelling your child's belongings**

All clothing items, personal items and books should be labelled. A variety of labels – including vinyl labels and iron on labels, etc. – can be purchased from “That's Mine”. Orders can be placed online at [www.thatsmine.com.au](http://www.thatsmine.com.au), over the phone (1800 089 888) or by using the order form in the Welcome kit. The school receives 10% of the cost of all labels purchased through this company and delivery is within 3 days.

## **SCHOOL NURSE**

A School Nurse no longer visits the school each year to check sight, hearing and speech. Parents are advised to contact their local health centre for this service.

## **SPORTS**

Pupils wear the sports uniform when their class is listed for P.E. and Swimming.

Prouille has annual Swimming and Sports Carnivals from which representatives are selected to participate in the Combined Catholic Schools Athletics and Swimming Carnivals.

All grades participate in the Prouille Athletics Carnival. However, only Primary grades (Years 3-6), and selected students from Year 2, participate in the Prouille Swimming Carnival.

### **Netball & Soccer**

Prouille parents have established Netball and Soccer Clubs. Teams are trained by parents for district weekend matches. Interested parents are encouraged to participate. Team coaches, managers and netball umpires are always needed.

#### **Prouille Soccer Club**

Prouille has an independent soccer club which provides our families with the opportunity to play the world game with their school friends. The club was established in 1965 and is affiliated with the Kuringai District Soccer Association, one of the most innovative associations for the development of football. Both boys and girls can start playing soccer from 5 years of age and we also cater for parents as we have both men's and women's teams in the over 35 and over 45 age groups.

## **Prouille Soccer Club (Cont.)**

Our junior teams in the U6 – U11 age groups play small sided games. This means playing on a smaller sized pitch, with fewer players and a smaller ball. This improves player skills and allows more attacking play. Goal keepers aren't introduced until U9's which means all children have the opportunity to feel the excitement of scoring a goal or two. The full sized pitch with 11 players starts at U12's. If we have enough interest we can offer an all girls competition which plays on Sundays. Our first all girls U10 team played in 2009.

Our club is run by a volunteer committee made up of parents with teams coached and managed by parents. There is plenty of support and training available for those interested.

Registration Day is usually in the second week of First Term each year. So watch the School newsletter for more information.

## **Tennis**

Private coaching in tennis is available on some mornings before school and on Saturday mornings for students from Years 1-6. Contact Alan Stopford for details on 9980 8003.

## **STAFF DEVELOPMENT DAYS**

Five Staff Development Days are set aside each year for professional inservice. These are Pupil Free days. Parents will be notified well in advance.

## **STUDENT WITHDRAWAL FORMS**

If, at any time, it becomes necessary to withdraw students from the school (e.g. moving to another area/work transfer), a Student Withdrawal Form from the School Office must be completed and returned to the Principal.

## **UNIFORM**

Uniform Shop opening times are currently:

Tuesday Mornings	8.50 am – 10.00 am
Thursday afternoons	2.30 pm – 4.00 pm

Opening times for the Uniform Shop may vary, but times/changes are noted in the newsletter. The Uniform Shop is located to the left of the Kindergarten rooms

Children are expected to wear full school uniform. All uniform apparel can be purchased from the school's Uniform Shop. Our jumpers and boys' shorts/pants are specially dyed fabrics. All stocked items are high quality and competitively priced with 'local shops'.

### **CHANGE OF UNIFORM TIMES**

Summer to Winter	-	First day of Term 2
Winter to Summer	-	First day of Term 4

Annual School Photographs are rotated to accommodate pictures of students in the Summer and Winter uniform. 2010 will be taken in the Summer season.

Recommendations from the Uniform Shop for purchasing your child's first uniform:

<b>Boys' Summer Uniform</b>	2-3 Shirts, 1-2 Shorts, 3 pairs of White Socks, Jumper or Vest.
<b>Boys' Sports Uniform</b>	1 Black Shorts, 1-2 Polo Shirts with Prouille Logo, 1 pair of White, No Trim Sports Socks, Track jacket with Prouille Logo & Trackpants for Winter.
<b>Boys' Hat</b>	Black Cricket Hat worn with Summer, Winter & Sport Uniform
<b>Boys' Winter Uniform</b>	2-3 Long Sleeved Shirts, 1-2 Long Pants or Shorts, Tie, Jumper and Vest, 3 pairs of Long Black Socks. (Boys may wear shorts in Winter with long black socks.) Black Rain Jacket optional. (Short black socks available in Hornsby.)
<b>Girls' Summer Uniform</b>	2-3 Uniforms & 3 pairs of Short White Socks, Jumper or Vest. Optional – Black Sports Briefs under uniform.
<b>Girls' Sports Uniform</b>	1 Wrap Skirt, 1-2 Polo Shirts with Prouille Logo, Black Sports Briefs, & 1 pair of White, No Trim Sport Socks.
<b>Girls' Hat</b>	Straw Hat to be worn with Summer & Winter Uniform. Black Cricket Hat to be worn with Sport Uniform.
<b>Girls' Winter Uniform</b>	1-2 Tunics, 2-3 Blouses & 3 pairs of Black Tights. (Please note: Girls may wear long black socks with Winter tunic.) Uniforms to be worn longer than top of socks.
<b>Hair Tidy Items</b>	Black Ribbons, Clips and Hair Accessories are to be worn. Girls with shoulder length hair and longer must tie their hair back.
<b>Footwear for Boys &amp; Girls</b>	Black Leather School Shoes. White Jogger/Sandshoes for Sport.
<b>School Backpack</b>	Black Backpack with Prouille School Logo

**PLEASE NOTE**

- Summer Tunics to be worn at knee length.
- Winter Tunics to be worn at mid calf length.
- In Winter, girls should not wear the Sports Skirt over their tracksuit pants. They may bring the skirt in their school bag and change into them for sport, or wear their tracksuit all day.
- Prouille Soccer Jacket is not to be worn to school.
- Prouille School has a “**NO HAT – PLAY IN THE SHADE**” Policy.
- No jewellery is to be worn to school (small stud/sleeper earrings and watches are acceptable).
- No nail polish is to be worn at school.
- Boys' hair must be cut above the collar.
- Boys are not permitted to wear an ear-ring/stud.
- Attach a key ring that is easily recognised by your child to their school bag.

**GIRLS SUMMER UNIFORM**

Rust & White Check Tunic  
 White Short Turn-down Socks  
 Black School Shoes  
 Fawn Jumper and/or Vest  
 Straw Hat  
 Black Hair Accessories only  
Prouille Black School Bag  
 Optional – Rust Jacket, School Badge

**GIRLS SPORT UNIFORM**

Rust & White Check Skirt  
 White Logo Polo Shirt  
 White Sports Socks  
 White Sandshoes/Sneakers  
 Black Scungies (under skirt)  
 Black Prouille Tracksuit  
 Black Soft Brimmed Hat

**GIRLS WINTER UNIFORM**

Tartan Pinafore  
 White Blouse with Rust Trim  
 Black Tights/Black Long Socks  
 Fawn Jumper and/or Vest  
 Rust Jacket – optional  
 Black School Shoes  
 Black Hair Accessories only  
Prouille Black School Bag  
 Straw Hat  
 School Badge – optional  
 Black Rain Jacket - optional

**BOYS SUMMER UNIFORM**

Taupe Shorts  
 White Short Sleeved Shirt  
 White Socks  
 Black School Shoes  
 Black Soft Brimmed Hat  
 Fawn Jumper and/or Vest  
Prouille Black School Bag  
 School Badge – optional

**BOYS SPORT UNIFORM**

Black Shorts  
 White Logo Polo Shirt  
 White Sports Socks  
 Black Prouille Tracksuit  
 White Sandshoes/Sneakers  
 Black Hat

**BOYS WINTER UNIFORM**

Taupe Shorts (as for summer) or  
 Taupe Trousers  
 White Long Sleeve Shirt  
 Rust Tie  
 Fawn Jumper and/or Vest  
 Long Black Socks  
 Black School Shoes  
 Black Soft Brimmed Hat  
Prouille Black School Bag  
 School Badge – optional  
 Black Rain Jacket - optional

**OTHER REQUIREMENTS – AVAILABLE FROM THE UNIFORM SHOP**

Black Hair Accessories, Plastic Hat Protector, School Library Bag, School Swim Bag, Spare Buttons (Summer/Winter Tunics & Jackets), Back Pack Rain Cover, Message Folder, Pencil Cases, Pencil Grips, Art Smocks, and Scungies/Sports Brief.

Helpful hint from the Uniform Shop:

Wash paint stains with Sunlight Laundry soap – use cold water and a nail brush as modern stain removal products, e.g. Napisan, Preen, etc., actually set the paint.

## **WORKING BEES**

Working Bees occur four times a year and all families are asked to be represented at least once. Alternatively, a donation towards maintenance is encouraged.

## **SOME SUGGESTIONS FOR PARENTS**

Parents are always looking for ways of helping their children to do well at school. Here are a few hints that can be guaranteed to get results:

- Help the youngsters feel good about themselves and about learning. Encourage every effort. Try to praise, rather than blame.
- Read to them from the earliest age. There is no better way to create a desire to read.
- Give presents of simply-written and well-illustrated books on a wide range of topics – both fiction and non-fiction.
- Encourage the children to write regularly in a variety of ways – letters, diaries, factual accounts, imaginative stories, recipes, etc.
- With the younger ones, especially, try to cultivate a sense of number, size, length, height, width, volume, area, weight and time in everyday life. Join with them in estimating, counting, calculating, and so on.
- Regularly give them one of the most precious gifts you can – **Your Time**.

## APPENDIX A

### **Role Description for Class Parent Representatives**

Thank you for taking on the role of Class Parent; we know you will find the following information helpful for you in this role.

#### **Purpose**

The role of the Class Parent Representatives is to coordinate class social functions, provide communication links and to encourage a sense of class unity in the school community.

This is achieved through events that are pre-set as a Year Responsibility and by functions decided on by the class parents each year. The pre-set functions have come about as a fairer way of distributing the responsibilities of the social functions while continuing the fun side of school life. There is usually a minimum of two class parent representatives for each year with a recommended maximum of four to five people.

#### **Class Lists**

A class list is circulated each year, which provides a contact for all parents in that class. The list includes: child's name, parent's name, address and telephone number.

Class Parent Reps can obtain a "master" list from the office after permission has been sought by the school for the names to be published for that class (part of Privacy Act regulations). You will then need to re-format this information into a suitable contact list and ensure all parents and the school office receives a copy of this list. These lists may also need to be upgraded during the year if there are new families joining the school community or parents moving house.

#### **Notices**

Before circulation to the class, the Principal must approve all handouts/letters/notices. Please ensure you allow enough time for this when circulating information in your class.

If there are any items for the school newsletter, they need to be handed into the school office by Monday morning. If you have independent fliers, they may be given to the school office for approval.

#### **Class Functions**

Functions are decided upon by the Class Parent Reps and help old and new parents to get to know each other. This is very helpful when it comes to encouraging someone to be a class parent for the following year.

Some suggestions that have been successful are morning teas, casual dinners, family picnics, barbecue, etc. It is advised that an invitation be given to the Class Teacher for each function. Classes usually have at least one function per term. This is especially important for the Kindergarten class and in all classes with new families.

## APPENDIX A (Continued)

### **Role Description for Class Parent Representatives**

#### **P&F Basket**

All messages, mail etc to members of the P&F Executive, Class Parent Reps or parents are sent home via the class pigeon holes located in the office.

#### **Class Mass**

Each class is asked to assist in the organisation of a class Mass once a year, which is done in conjunction with the class teacher. The Class Parent Reps assist in asking the parents to perform certain roles during the Mass or afterwards with a morning tea.

#### **Social Events**

The P&F Social Event calendar is prepared each year. For each event there is a folder which contains past reports to assist in the successful running of the activities. The Executive Committee will pass on these folders to you.

After your allocated social event, there needs to be a report written and given to the P&F President. This allows for improvements each year and gives guidelines for those classes new to that event. Included in this report should be full financial details that will be given to the P&F Treasurer.

#### **Handing over to other Class Representatives**

It is advisable to try and find replacements for this role towards the end of the year if possible and inform the P&F President who these will be. This makes it easy to organise the early functions in the year and start off the year smoothly.

#### **General Guidelines**

- You need approval from the P&F Executive for spending over \$50.00.
- There may be the need to organise support for families experiencing difficulties at different times. The role of Class Parent Rep is to help facilitate this support. For example, the birth of a baby, someone may be sick in the family or a death has occurred. The type of help may be simply dropping off or picking up children, sending a card or flowers, or may be organising a meal roster for a couple of weeks.
- It should not be assumed that all families require help and so it needs to be discreetly approached and asked first. However, it can be an invaluable service.

## APPENDIX B

### **Student Leadership Team**

#### **Purpose**

To provide direction for Student Leadership at Prouille School.

Leadership is designed to enable students to develop knowledge, understanding, skills, values and attitude about what good leadership brings to a learning community.

Outcomes and Content are organised under the following heading:

- **What is Leadership? Globally, Nationally and Locally**
- **Behaviour/Expectations of Leaders**

#### **Framework**

Through its implementation, we aim to assist Year 6 students in our community to:

- Understand the importance of his/her role in society
- Develop skills for taking active, responsible and informed roles
- Appreciate, value and utilise their personal relationship with God
- Share their leadership qualities with the Prouille community

The Leadership Program will be reflected through:

- Gained knowledge of successful leaders
- Awareness of individual gifts
- Developing skills for active roles in the school community

The Program will:

- Provide a sequential program of learning
- Ensure selected students are given experiences of service in a structured and supportive atmosphere
- Make responsible choices about serving others and develop confidence to stretch beyond their comfort zone
- Provide student leadership support to staff, students and the community

## APPENDIX B (Continued)

### Student Leadership Team

#### **Broad Description for all Leadership Positions**

- Demonstrates leadership qualities
- Demonstrates competence in communication
- Demonstrates empathy towards others
- Demonstrates management skills in diversity between themselves and others based on the Gospel message: *“Love one another as I have loved you”*.

#### **Support Program**

- Specific Role Descriptions
- Goal setting at the beginning of each term
- Mid-term meetings
- Minutes of meetings recorded
- Celebration of achievements

#### **School Captains**

- Wear uniform badge with pride
- Display exemplary behaviour
- Take responsibility when asked
- Represent the school:
  - Parish activities
  - Commemorative gatherings – both in and out of school
  - Prepare and deliver speeches
  - Support staff in various activities when required
  - Support Buddy system
  - Assist staff on Orientation Day and new Kinders at the beginning of the school year

## APPENDIX B (Continued)

### **Student Leadership Team**

#### **Liturgy Prefects**

With the Religious Education Co-ordinator, School Leadership Team and class teacher, Liturgy Prefects prepare and support:

- Class Masses
- Parish Masses
- Liturgies
- Liturgical music/number board/overheads
- Practise readers
- Distribute Mass booklets – School and Church
- Appropriate Sacred Space items
- Correct protocol in Masses and Liturgies
- The return of all items used in liturgies to correct storage

#### **Mission Prefects**

With the Religious Education Co-ordinator, Mission Prefects:

- Select charities for specific fund raising
- Establish a profile on the selected charities
- Organise a process for the fundraising and advertise appropriately
- Write a letter to the specific charity explaining how and why donation was made
- Share with the community any certificates or letters of appreciation from the targeted charities
- The return of all items used in liturgies to correct storage

## APPENDIX B (Continued)

### **Student Leadership Team**

#### **Colour Captains**

Colour Captains liaise at all times with the PE teacher to:

- Implement a broad, sound Physical Education program that caters for core, modified and extension levels
- Ensure members of their Colour Houses understand the history of established House names
- Prepare colour teams for the Swimming and Athletics Carnival by developing:
  - Spirit
  - War Cries
  - Mascots
  - Aerobics
  - Knowledge of program
  - Guiding teams to follow rules of the day
  - Representing Prouille with pride at combined sport meets, gala days and competitions

#### **Bus Prefects**

Responsibilities pertain to set rules, ensuring the safety of all travelling on school buses. Areas of duties include:

- Walking safely in bus lines to the allotted area
- Ensuring bus passes are evidenced and ready when boarding the bus
- Ensuring all children are seated
- Ensuring there is no movement from seats while the bus is in motion
- Ensuring a level of acceptable noise is in place
- Listening and following the bus driver's instructions
- Respectful behaviour at all times
- Standing only to alight the bus
- Ensuring school bags are placed as safely as practical
- Prefects are to report breach of rules to the principal or a member of the School Leadership Team

## APPENDIX B (Continued)

### **Student Leadership Team**

#### **Library Monitors**

- Display a strong interest in all areas of Library
- Support Librarians during set lunch times
- Oversee use of computers
- Scan library books
- Return books to correct areas
- Support librarians and class teachers in preparation for the Easter Parade and Book Week activities
- Promote short-listed books annually
- Read with Kinders and help to choose appropriate books when borrowing
- Collect Library box from classrooms
- Ensure Library protocol is displayed

#### **SRC Monitors**

- Monitor the safety needs of the school re plant and equipment
- Liaise with the Principal, School Leadership Team and Parent Maintenance Committee re safety and OH&S needs
- Promote initiatives re plant/equipment/grounds improvements

## APPENDIX C

### **Prouille School Rules**

1. Play fairly in all games and activities.
2. Wear full school uniform with pride.
3. Uphold classroom rules.
4. Move around the school in a safe manner.
5. Keep the school clean and tidy.
6. Respect the culture and race of every person.
7. Respect the privacy and property of the school and every person.
8. Resolve conflict peacefully.
9. Speak with respect to students, staff, parents and other members of the community.
10. Respect requests by staff members.
11. Play safely and be aware of others' safety.
12. Travel to and from school in a safe and co-operative manner.
13. Abide by the "hands off" rule.

## APPENDIX D

### Universal Playground Rules

- There is no playground supervision until 8.25 am each morning.
- Eat your lunch before you play (10 mins Yrs 3-6; 15 mins K-2).  
Do not put your lunch in the bin.
- **NO HAT – SIT IN THE SHADE.**
- Keep out of the gardens.
- It is forbidden to play in or around the toilet areas.
- Watch out for other people and respect others on the playground.
- Respond to bells immediately.
  - **1<sup>st</sup> Bell** – Toilet & wash bell – move to Assembly area. (No running).
  - **2<sup>nd</sup> Bell** – Come to attention for the supervising teacher.
- Running permitted **only** on St Thomas' Playground or Tennis Court.  
(1/2 court game of basketball permitted on tennis courts).
- **No tackling.** (“Hands off” play.)
- Verandahs and the Assembly area are out of bounds –  
Before school, recess and lunch.
- Skipping ropes are for skipping only. Return to basket when finished.
- Place all rubbish into the bins.



# NATIONAL ANTHEM

## ADVANCE AUSTRALIA FAIR

1. Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.

In joyful strains then let us sing,  
Advance Australia Fair.

2. Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair.

In joyful strains then let us sing,  
Advance Australia Fair.

## SCHOOL SONG

### PROUILLE VERITAS

1. Prouille Veritas!  
Open my eyes and show me the Light.  
Prouille Veritas!  
The Way and the Word that you plant in my heart  
And as I grow to learn and to know  
The truth will come first in my life.  
Prouille Veritas!  
Open our eyes to the life.
  
2. Prouille Veritas!  
Heavenly Father I give you today  
Prouille Veritas!  
All that I think and do and say  
Fill us Lord with your life and goodness  
Unite us in charity  
Prouille Veritas!  
Open our hearts to the life.
  
3. Prouille Veritas!  
Open our minds to our destiny  
Prouille Veritas!  
Show God's Holy Spirit living in me  
Let the Spirit show me what to do  
And give me the strength to shine through  
Prouille Veritas!  
Open our minds to the life.

## **SCHOOL PRAYER**

Heavenly Father, I give to you today,  
All that I think and do and say,  
Fill us, O Lord, with Your life and goodness  
And unite us in charity.

Holy Spirit, living in me,  
Show me what to do and give me  
the strength to do it. Amen.

St Dominic – pray for us.

Our Lady Help of Christians – pray for us.