

# St Pius X Primary School



# Information Booklet



## LIVING IS GIVING

The School's crest motto is illustrated on the left.  
The words "Living is Giving" truly illustrate the beliefs of St. Pius X

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St Pius X is a Catholic school community that works closely with parents, to provide a safe, welcoming and happy school environment. We cater for children from Kindergarten to Year 6. The School's first Principal was a Sister of Mercy and the school is proud of the Mercy charism and traditions.

We celebrate the achievements of all the members of our school in a diverse range of academic, social, spiritual, sporting, artistic and cultural successes. St Pius X is dedicated to the education of each student and believes that all students can learn to a high level and reach their full potential.

Special emphasis is placed on catering for the individual differences and interests of students. We believe that quality Catholic education is essential, in today's modern world. We have Jesus as our guide and we ensure that the Gospel Values permeate all of our words and actions.

The staff is dedicated to providing engaging lessons and enriching experiences that provide deep levels of learning. The staff undertakes regular professional development to ensure that best practice is evident in all learning and teaching activities.

Success at this school is because of many factors – the staff, the parents, and the students who work hard and care for each other. There is a genuine feeling of family, the pastoral care is genuine, the discipline fair and the breadth of our curriculum is extensive to cater for all student needs.

Katrina Isbester  
Principal



## Vision Statement

Our vision for the St. Pius X school community is that in providing a quality, positive learning environment, all children will reach their true potential and be witnesses to the Catholic faith.

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## St. Pius X Mission Statement

- To be a witnessing Catholic community where values are understood, enunciated and practised by staff and pupils.
- To create an atmosphere of love, in which the child will feel secure and accepted and so be able to develop their individuality to their potential.
- To guide the children's learning experiences so that they acquire the appropriate knowledge and skills to satisfy curriculum requirements.
- To provide experiences that will foster the total development of the child.
- To help the children realise that they compete for the personal satisfaction that competition provides and not just for the winning.
- To provide an acceptable discipline that will foster the growth of self discipline in the child.
- To encourage our students that as Christians they are aware of their place in the community and provide them with an education for life.

## Values

Kind    Connect    Respect

## Acknowledgement of Country

In the Spirit of Reconciliation, the St. Pius X school community recognizes the ongoing role of the traditional custodians of this land, the Tubba-Gah peoples of the Wiradjuri nation. It is on their ancestral lands that we continue our learning journey together.

We extend that respect to Elders, past, present and emerging. Furthermore, all Aboriginal and Torres Strait Islander peoples within our school community. Acknowledging their presence and spiritual connection to Country.



## General Information

School Address: Saint Pius X Catholic Primary School  
East Street  
Dubbo NSW 2830

Telephone: (02) 6882 3808

Email: [stpiusdubbo@bth.catholic.edu.au](mailto:stpiusdubbo@bth.catholic.edu.au)

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

### SCHOOL TIMINGS

9.00 a.m.	School commences
11.00 a.m.	1st Break
11.40 a.m.	Class resumes
1.40 p.m.	2nd Break
2.20 p.m.	Class resumes
3.20 p.m.	School concludes for Kindergarten to Year 6

Supervision of children commences at **8.30 a.m.**

The school will not be held responsible for children who arrive before 8.30 a.m.



## St. Pius X General Policy

### Assemblies

Assembly is held every Friday

The School captains and S.R.C. run the assembly.  
Announcements for the coming week are made. Awards are presented.  
The Assembly concludes with the singing of the National Anthem.

All class teachers are present at all assemblies.

### Playground

**8.30 a.m.** All pupils who have arrived early MUST SIT and wait until 8.30 when the teacher goes out on duty

**8.30 a.m.** Supervision is to begin. The ringing of the bell will indicate that supervision has begun and the pupils may, at discretion of the teacher, proceed to the grassed or paved area to play.

**9.00 a.m.** A bell will be rung for children to go to class. They assemble under the large covered area.

**11.00 a.m.** 1st Break  
The pupils are supervised for the first 10 minutes to encourage eating.

The pupils will be directed by the teacher on duty to move to the playing area.

**11.40 a.m.** The bell is rung for the pupils to assemble at their classroom

**1.40 p.m.** 2nd Break  
The pupils are supervised for the first 10 minutes to encourage eating.

The pupils will be directed by the teacher on duty to move to the playing area.

**2.20 p.m.** Students to assemble at their classroom

**3.20 p.m.** Children dismissed from class



## **Pastoral care of Students**

We recognise the uniqueness, potential and dignity of each student. We are sensitive to their social and cultural backgrounds and actively foster their self esteem and ability to interact with others. We encourage justice and equity for all students.

A Pastoral Care and Discipline Policy has been developed to assist with consistency..

## **Children Leaving School Grounds**

No child is to leave the school grounds unless he/she has written consent. Children who arrive late or leave early must go to the School Office and . Parents must sign children in and out via Compass Kiosk. Changes to a child's bus routine must be notified in writing by the parents to the class teacher.

## **Absenteeism**

It is mandatory that if any child is absent for any length of time, a letter or email must be sent to the class teacher or an absent note needs to be added to 'Compass' via the parent portal. The roll is an official and legal document.

## **Homework**

This will be discussed at the beginning of the year with your child's teacher.

## **Accident Routine**

It is our policy to call the Ambulance if the injury is severe or needs more attention than we can provide e.g. deep cut/gash, abrasions to a large area, suspected fracture or break, injury to eye or ear. Parents will be contacted immediately after the ambulance has been called and the advice of the officer sought. Please update your information as we cannot ring you if we don't have your number.

## **Sick Children**

When a child reports sick, they are sent to the Secretary's office. The child will be placed in the foyer and observed for a short period before parents are contacted. The Secretary will contact parents where necessary.

No medicine is to be given in the classrooms. All medicine needs to be clearly labelled with the child's name, class and directions for administration, time to be administered, together with written permission from the parents. This medication is to be kept in a secure place in the staff room. Medication forms are on the website.



## **Parental Involvement**

The school believes that parents are the first educators of their children and that we work in partnership to educate the children in our care. Class teachers will often ask for parent helpers when needed. The school has a P and F Association and this is a wonderful way to become involved in the school community. If you feel you could contribute to the school please contact your class teacher or Principal to discuss the matter further.

## **Banking**

The Catholic Development Fund operates a banking system in the school every Thursday. The money to be banked is to be placed in the bag provided and sent to the secretary soon after class begins on Thursday.

## **Children's Book Club**

As a service to the children, so that they have access to cheap, interesting books, suited to their age and interest, the school participates in the Ashton Book Club. A catalogue and order form will come to you from your children approximately every six weeks. There is no pressure on you to purchase any books.

Providing this service, can create many headaches unless the following points are observed:

- return order to teacher in charge before the specified day
- place money in envelope with order form and write on front "book club"
- correct money is essential
- only book club money to be placed in book club envelope

**School Fees**: These are set by the Diocesan office and are billed in three installments in the first three terms. The accounts are sent from our school office.

If there are any difficulties with the fees your first approach is to the Secretary of the School, then the Principal.

**Book Fees/Class Charges**: These fees will be added on to the school fees and are set by the school.

## **Schedule of School Fees (2024)**

Kinder to Year 4	\$1,774 for full year or \$591.50 per term (3 terms)
Year 5 to Year 6	\$2,231 for full year or \$744 per term (3 terms)

**Diocesan Capital Works Levy (per family) \$572 per family per year or \$190.67 per term**

**The sibling discount is only applicable to the "School Fee"**



2nd child	15% discount
3rd child	30% discount
4th and over	45% discount

**The School Fee Agreement form must be returned before the end of this year.**

Statements are issued in the second week of February and charges are for **three terms**  
You may choose - weekly, fortnightly, monthly, term, whole year - at the start of the year.

**Ways to pay -**

Credit Card	Centrepay
Cash	Direct Debit
BPay	
Compass Pay	

Example: Kinder payments could be made weekly (52 weeks) at \$45.10 per week.

**Library**

Our Teacher/Librarian works two days a week.

No class or child will be in the library unsupervised.

If a child loses a book a note will be sent home requesting money to pay for the book.

**Newsletter**

To strengthen communication between school and home a Newsletter is published each Monday on the Website and Compass Parental Portal.

**“Pupil Free” Days**

There will be some days, possibly 6 during the year where you will be asked to keep your children at home and not send them to school. These days are used by the staff to provide more intense and detailed planning to be carried out. Your assistance during these days is most appreciated.

**St. Pius X Parents and Friends**

This association represents the parents and friends of pupils attending school at St. Pius X. The role of the P and F is to provide parents with a platform to discuss various aspects of the school, including education, sense of community and student and family wellbeing. The P and F holds community events and raises money for the school by means of a variety of functions. The money raised is used in assisting the school to purchase resources.





### **Principal's Availability**

The Principal is available to teachers at most times of the day to discuss problems or answer any queries the teacher may have.

The Principal is available most days via appointments and both the Principal and staff are not available on Tuesday after school as this is staff meeting day.

Parents wishing to see the Principal are asked to ring the secretary who will let them know of a suitable time for an interview.

### **Reporting to Parents**

Reporting will take several forms and does not exclude the possibility of individual parents talking to teachers outside these times. Reports are sent home twice a year, mid year and end of the year. Currently students receive a mid year and end of year report. Parent/teacher interviews will occur at the end of Term 1.

### **Grade Evenings**

This is an evening early in Term 1 where the teacher explains to the parents her/his class expectations and any special programmes she/he intends to organise. This night is purely an information night not a parent interview night.

### **Sporting Houses**

At St. Pius X the pupils are allocated to various sports houses to assist in sports organisation during the year. The children represent their houses in the school swimming and athletics carnivals each year as well as during normal sports days and often P.E. times.

The sports uniform should be worn on Tuesday and Fridays.

House captains are elected by each house at the beginning of each year.

The Houses are:

- |         |   |  |
|---------|---|--|
| QUINN   | - | Named after Bishop Matthew Quinn, first bishop of the Bathurst Diocese in 1866 |
| SHANNON | - | Named after the first priest of St. Pius X                                     |
| MCAULEY | - | Named after the foundress of the Sisters of Mercy Mother Catherine McAuley     |
| MOORE   | - | Named after a sister of Mercy who came from the Dubbo area Sr. Therese Moore   |



The colours of each house are:

Moore - blue

Shannon - green

McAuley - red

Quinn - gold

Children are provided with the opportunity to learn a large variety of sports. In today's world of increasing leisure time and the need for exercise, it is important that the child's total development to participate as fully as possible in the program is provided.

A note must be given to the class teacher if your child is unable to participate in sport or PE. Such non-participation should be kept to a minimum for the sake of the child's health and well being.

You should be aware that participation will have a cost. Representative sport incurs a cost, this is not included in the Class Charges.

### **School Uniform**

Parents and teachers are asked to encourage the pupils to wear the correct school uniform and take pride in it. Each class should endeavour to have all its pupils correctly attired at all times. Pupils not wearing the correct school uniform should present a note to the class teacher explaining the reason for the incorrect uniform.

### **ST. PIUS X UNIFORMS**

 denotes purchased from school


#### **GIRLS**

##### Summer

Pink gingham dress

White socks turned over

Black shoes

School hat 

##### Winter

Maroon tunic or slacks

Maroon jumper or cardigan

Fawn blouse and stockings

Tie

White socks

Black school shoes

School hat 


##### Sports uniform - Summer and Winter


Royal blue shorts

Polo shirt

White socks

Clean sneakers

School track suit for winter 

School hat 

V-neck maroon top with school crest

School track suit for winter - must be purchased from school

School jacket – must be purchased from school

#### **BOYS**

##### Summer

Blue shirt

Grey shorts (Polyester and cotton blend)

Grey socks

Black shoes

School hat 

##### Winter

Short or long grey trousers

Long sleeved blue shirt


Grey jumper (maroon/blue/gold - V-neck)

Royal blue V-neck jumper with school crest

Tie

Grey socks

Black school shoes

School hat 



Sports uniform - Summer and Winter  
Hats - available from school office 🌀  
Royal blue shorts  
Polo shirt  
Football socks - Gold with blue and maroon stripes

Clean sneakers  
Royal blue v-neck top with school crest  
School track suit for winter - must be purchased from school  
School jacket – must be purchased from school

**Please note that riding boots are not acceptable.**

All uniforms are available at Lowes Menswear EXCEPT those marked 🌀 which are available for purchase at school.

### **Unacceptable Uniform Items**

- Tattoos – transfers or permanent
- Nail polish, make-up
- Chains unless it is a chain which has a religious pendant
- Any earrings other than sleepers or stud (small), one on each ear only pierced ears
- Any dress rings unless a signet ring only
- Trench coats, flannel coloured shirts
- Dangly bracelets e.g. charms
- Watches that connect to internet (that can receive and make calls or messages)

The school policy is that the students hair should be neat and tidy and as such the following is **not allowed**

- Pigtails on a close shaved head, names or symbols engraved on head,
- long hair (collar length or longer) needs to be tied back
- Colour variations, hair art eg spikes, jewellery in hair
- No Mohawks
- No coloured hair sprays (except on school specific occasions)
- No ornaments in hair except maroon scrunchies, maroon ribbons, maroon headbands

The school reserves the right to determine the appropriate standard of uniform and the appropriate standard of hair styles at all times.



## **Banned Items**

- Cigarettes, vapes, matches, lighters, cap guns, fireworks, peashooters
- Mobile phones, I pads, I phones, cameras
- No electronic games
- Laser pointers, aerosol and pump sprays (e.g. deodorants) hair sprays
- Knives and related items, personal stereos, DVDs
- Chewing gum (unless medically recommended),
- liquid paper and spirit-based marker pens because of damage to carpets and furniture
- Steel rulers or sharpened implements at school are illegal and a safety hazard to themselves and other students

## **Alcohol and Smoking**

St Pius X is a smoke and Vape free environment and the consumption of Alcohol and illicit drugs is strictly prohibited.

## **Child Protection Information**

We take our responsibility to protect children seriously. All staff/volunteers/parents are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular, the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.



3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

### **Maintaining Professionalism**

All staff/volunteers/parents are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour by staff**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers, contractor as well as paid staff



If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CEDB Education Officer: Wellbeing and Safeguarding or Leader HR.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Department of Communities and Justice (DCJ) and the Police. CEDB will wait for the outcome of the Police and /or investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

### **Screening of those working in schools**

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitor's badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children. If you are exempt from WWCC then you will be required to complete a declaration form.
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

Ø A 'parent of a child' includes a carer or person who has legal responsibility for a child.



Ø A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

In a recent change to the legislation any parent attending an overnight excursion, involved in direct personal care, or a formal mentoring program is required to have a WWCC.

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CEDB Child Protection Officer on: **Phone: 63383000**

### **Responding to risk of harm**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline). If the concerns relates to a criminal matter then NSW Police will also be notified.

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CEDB Education Officer: Wellbeing and Safeguarding. Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.