ST. ITA'S CATHOLIC PRIMARY SCHOOL

Information Booklet
2016
We have a hunger of the mind
which asks for knowledge of all round us,
and the more we gain,
the more is our desire;
the more we are capable of seeing.

- Author unknown
Welcome to the community of St Ita’s Catholic Primary school. Our school is located in the West Gippsland town of Drouin, approx 140km east of Melbourne. The school has a student population of 300 which is supported by the Drouin Catholic community to assist parents in the education and formation of their Christian values.

At St Ita’s Catholic Primary School we aim to provide an environment where children feel good about themselves and achieve to the best of their ability. We encourage our students to be active, independent learners with sound values that are developed in a school community that demonstrates our Catholic identity based on the Gospels and teachings of the Church.

The staff at St Ita’s are dedicated, professionals who are committed to instilling and modelling the message that learning is a life-long process. Our curriculum is designed meet the individual needs of all students whilst encouraging each to develop towards his/her full potential.

At St Ita’s we welcome parents into our learning community and value their significant contribution to the education of their children. We promote open and honest communication and provide development opportunities for parents to enhance their role as the prime educators of children.

Our classrooms are modern and appealing and we have a well-resourced Information and Communication Technologies program that permeates through all curriculum areas. St Ita’s has trained Literacy and Numeracy intervention teachers and teacher aides to assist children who experience difficulty in these crucial areas. We offer Reading Recovery in Grade One, Rainbow Reading (reading intervention) in Grades Two to Six and the EMU Program (mathematics intervention).

St Ita’s Catholic Primary school is very much a part of our parish community and plays an active role in contributing to the wider community of Drouin and its surrounding areas.

Yours sincerely

Andrew Osler
Principal
OUR HISTORY

Having a Catholic Primary School in the St Ita’s Parish of Drouin was a vision shared by many for years. This finally came to fruition in 1990 with an enrolment of sixty-five children and four staff members who began classes at the former site of the Our Lady of Sion College in Warragul.

In May 1991, our own school buildings, set in a picturesque corner of Drouin, were completed and officially opened. These included three well-designed, modern and attractive classrooms, a generous library, staff room, workroom amenities and offices.

December 1994 saw the opening of the second stage of the school, which included four new classrooms, a computer room, a school oval, netball court and sports storage room.

In 1995 a large multipurpose room was added. This room is used for assemblies, physical education, music and a variety of other purposes. St Ita’s Computer Lab was networked in 2000.

A fully serviced Art room was established in 2001 and a major focus on developing the school grounds commenced which included sails over the junior and senior playgrounds, constructing a rebound wall and cricket pitch on the lower playground, an extensive planting program, installing a senior adventure playground and decking constructed in the entrance area of the school. The computer laboratory was refurbished and 15 new computers.

Father Herman Hengel commenced as Parish Priest in January 2003 and Mr Andrew Osler was appointed Principal in July of 2009.

In 2010, the Multi-purpose Hall was completed. This wonderful facility provides an area for under-cover Physical Education classes, a fully equipped kitchen for catering and cooking classes, an area large enough to house the whole school for assemblies, concerts etc. and a venue for school social functions.

Throughout its history, the community of St. Ita’s Parish have maintained their key aim to provide quality Catholic education to all of its students.

We are blessed with a wonderful degree of parental support for all activities and program requirements with parents assisting with reading, computers, art/craft program elements, sport and physical education and supervision of excursions of all types. St Ita’s Catholic Primary School continues to be a vibrant centre of learning. The school depends entirely upon the caring people for whom it exists. We are blessed with generous, thoughtful and selfless people in our school community.
SCHOOL LOGO

The School logo was designed by a Mrs Robyn Bennett and Father Flynn back in 1989.

Incorporated in the logo are the main goals of our school, that of faith, wisdom and knowledge. The rays represent the Holy Spirit, the cross Jesus and the circle symbolizes that faith, wisdom and knowledge are unending gifts from God.

SAINT ITA

St. Ita was born of Christian parents towards the end of the fifth century. St. Ita belonged to the noble tribe of Decii in County Waterford, Ireland. She moved to Killeedy, Limmerick and founded a community of women dedicated to God. She also founded a school for boys and one of her students was St Brendan.

Many miracles have been attributed to her and she is widely venerated in Ireland. St Ita died on January 15th which is now celebrated as her feast day. At St Ita’s School we celebrate St Ita’s Day on May 26th as January 15th is in the middle of the summer school holidays.
VISION STATEMENT

At St Ita’s we believe that the gospel values permeate all facets of school life, developing each child's personal relationship with God. We believe in building a community where God's love is made visible through our teaching, prayer, relationships and actions. We believe in building a culture of life-long learning by providing a quality education that caters for the needs of individuals through a rich and relevant and contemporary curriculum.

We believe that in encouraging each child to love who they are, to cherish and nourish their talents and to recognise the different qualities and gifts of each other. At St Ita’s we believe that pastoral care is central to our interaction with children, families and our community.

MISSION STATEMENT

Our parish and school are named in dedication to the works of a great woman; St Ita of Ireland. In faith, wisdom and knowledge we aspire to the generous spirit of our patron. Like St Ita, we aim to cater for the diverse needs of our community. Generosity, kindness and service will be at the forefront of our commitment to the learning and development of the children at St Ita’s. We will work with true faith in God, and in the words of St Ita’s pure heart and an open handedness “inspired by charity”.


ETHOS

As a Catholic school we specifically aim to enhance the spiritual needs, in partnership with parents, of our students.

Central to St Ita’s Catholic Primary School life is the development of a faith response to the gospels. This exemplifies the mission and teaching of Jesus Christ and thereby complements the work of our families and parish.

We seek to create a culture of respect, tolerance, honesty, trust, justice, peace and care for students, their family, staff and all those associated with our school. We affirm the rights of individuals together with their responsibility to the wider community.

St Ita’s Catholic Primary School endeavours to offer a challenging curriculum that caters to the specific need of our students and encourages them to develop their full potential by pursuing excellence.

Our existence is dependent upon the support of parents. Their faith in the school and its ethos is of paramount importance. Children, whose parents are supportive of St Ita’s Catholic Primary School and who spend time assisting or taking a keen interest in them with their schoolwork, are more likely to be successful in their schooling. Our staff supports parents in the development of their child’s faith.
PASTORAL CARE

At St Ita's Catholic Primary School we believe that children learn best when they are treated as individuals who are thought to be unique and special and the welfare of children, families and staff is paramount.

Program and Policy

- Continue to implement a range of Pastoral Care Programs that satisfy the identified needs of children, staff and their families.
- Ensure that each Pastoral Care Program is well documented, adequately resourced and regularly evaluated;
- Ensure that specialist services are accessed as needed;
- Ensure that suitable processes are in place for effective communication between the school and families with regard to accessing Pastoral Care Programs and Services, and
- Regularly evaluate and update the school Pastoral Care Policy in light of Gospel values and in order to accommodate the changing needs of the school.

Relationships

- Continue to ensure that families are welcomed and invited to participate in the life of the school;
- Build an open and sensitive approach to those in need in our community while taking care to respect confidentiality, and
- Promote with families and staff, the school’s formal and informal pastoral care programs

Healthy Environment

- Provide an environment where children are happy, safe and nurtured;
- Promote open and appropriate communication with parents on a regular basis;
- Maintain positive relationships with parents and encourage them in their support of the school community, and
- Promote the provision of relevant educational program for parents.
STUDENT MANAGEMENT POLICY

Gospel Values:
Respect, social equality, cooperation, shared responsibility; self-discipline and belonging are all values evident in the Gospels. Through these shared values the ultimate aim is that of belonging. Belonging to one’s home, school and community is an integral part of life.

We hope that through the development of these values in the students that we will establish a vital and cohesive school. A major part of such a school will of course be the modeling of these values by the staff and parents.

Aims:
At St Ita’s we want the children to:
- Be happy, safe, respectful of each other’s rights and their own rights and feel confident that they will be listened to when they express their concerns.
- Know boundaries, school rules and reasons why they exist, therefore developing a sense of responsibility.
- Have an environment conducive to learning where each child has the right to learn.

We want St Ita’s to:
- Be a place where the Christian values and Gospels are lived and modeled daily through both word, dealings with others, behaviors and positive routines.
- Have set procedures to follow and clear consequences for inappropriate actions and behaviour.
- Monitor individual behaviors as necessary.
- Be a place where students, staff, parents, parish and visitors feel welcomed, comfortable and appreciated.

School Rules:
At the beginning of the school year, each class determines the rules and appropriate behaviour for their room. A copy of these, together with a copy of the school rules are sent home with every child.
The school rules are divided into the following areas:
1. Respect Rule
   
   We are kind to each other. We look after each other. We respect ourselves. We play friendly games. We respect each other’s differences. We do not tolerate bullying, teasing and bad language. We listen and respond politely when spoken to by saying the teacher’s name at the appropriate times. We respect the property of others.

2. Learning Rule

   We co-operate with others. We share the playground.

3. Movement Rule

   We take care when we are moving about or playing outside. We look after equipment. We eat in the designated area. We take care of our playground.
4. Talking or Communication Rule

   We speak truthfully, kindly and respectfully to each other. We follow teachers’ and other staff directions when given.

5. Safety Rule

   We play safe games. We play in safe areas of the school grounds. Teachers are with us if we are inside.

6. Uniform Rule

   We wear the correct school uniform.

Implementation:
- We need to move forward with a whole school approach. In some individual cases we need to formulate guidelines, expectations and consequences in line with specific circumstances.
- All staff needs to communicate to each other and consistently inform the Principal and the particular child’s classroom teacher of any disciplinary action you have used on special needs children.
- Records of necessary individual children must be kept in an anecdotal record book.
- Positive behaviour is recognized and celebrated through rewards e.g. raffle tickets, class awards etc.
- Children will move in an orderly fashion under the supervision of a teacher.

Sanctions:

Every effort will be made to ensure all students understand school rules and the behaviour expectations of the school. Consequences for breaching the Student Role Expectations will be logically connected to the actions.

In the classroom:
- Warning followed by a reminder if behaviour persists.
- Isolation from peers in a supervised area.
- Timeout in another supervised area (detention).
- Further concerns – RED CARD to the Principal and the Principal come to take the child out. Contact parents in conjunction with Principal
- Continual concerns – advise Principal and appropriate decisions made, and appropriate support program to be arranged.

On the playground:
- Warning, reminder
- Withdrawal from peers in a supervised outdoor time out area.
- Consult class teacher or Principal – contact parents if necessary.
- Continual concerns – advise Principal, appropriate support program to be arranged and this will include parental involvement.

Because in specialist classes you have limited amount of time the warning and time out may happen quicker.

- Warning, reminder
Isolation from peers in a supervised outdoor time out area (time out at recess or lunch and completion of behaviour modification form). This form is sent home to the child’s parents to be signed.

- Further concerns, discuss with classroom teacher.
- Still further concerns with ongoing behaviour consult Principal.
- Continual concerns RED CARD to the Principal and the Principal come to take the child out OR a YELLOW CARD is sent up for the Principal to come and take the class whilst the classroom teacher takes the child out.

Given the above, it is recognised that there may be specific occasions when it is necessary to establish temporary or short-term rules to ensure the safety and uninterrupted education of the students.

**Uniform:**
This process will occur if children are continually out of uniform.

- Reminder
- Bring a note from Parents
- Principal contacts the Parents

The uniform includes no:
- Jewellery except plain studs or sleepers
- Nail polish
- Necklaces
- Sandshoes except on sports day
- Jeans or coloured socks

**Outcomes:**
We will know our policy is effective when:

- Children appear happy and contented.
- There are fewer fights and aggressive incidents.
- The number of repeat offenders has decreased.
BULLYING POLICY

Gospel Values
Respect and Integrity: At St Ita’s Catholic Primary School we treat children as individuals who are unique and special. We endeavour to provide a safe, happy, stimulating and caring environment that promotes learning, personal growth and positive self-esteem. The school is committed to providing this environment with children, teachers and parents being responsible for ensuring this happens.

Definition: Bullying is ineffective behaviours characterised by verbally, physically, socially, or psychologically misusing power (by an individual, or a group) against others.

It is the repeated intimidation over time of a physical, psychological nature, of a less powerful person by a more powerful person or group of people. This harassment results in the emotional deterioration of the victim.

Procedure:
For the student who is being bullied
1. Stay calm and act in a confident way, standing up for yourself eg. stand tall, hold eye contact, state “I don’t like it when you …” use assertive techniques as taught in class. If you cannot solve the problem yourself then you MUST
2. Tell someone - your principal, school leaders, class teacher, duty teacher, student support teacher, mum, dad, a person you trust (child or adult)
3. If your problem is not solved keep telling someone until action is taken and the problem stops.

Being Proactive:
Teachers:
• Encourage positive behaviours;
• Educate children on bullying behaviour - what is bullying? How can I stop if I am the bully? What can I do if I am being bullied?
• Educate children on assertive techniques, recognising and listening to feelings, body signals role play, class meetings, Healthy Relationship Program, negotiation skills etc.
• Encourage children to seek help if they have tried to solve the problem, and
• Teach children the difference between telling tales and reporting incidents.

Parents:
• Allow time to listen to their child’s concerns.
• Contact class teacher and Principal to discuss concerns.

Children:
• Class meetings, role play, Healthy Relationships Program;
• Encourage positive behaviours amongst your peers;
• Practise the “stand up for yourself” tactics as taught in class - stand tall, calm, maintain eye contact, make statements eg. “I don’t like it when you ”
• Let others now that you are being bullied;
• Understand that the behaviour is the problem not the person.
• Let someone know and ask for help if you find yourself being the bully - practise the positive behaviours as modelled by peers, ask yourself - “Is this the way I would like to be treated?”

STUDENT SUPPORT

The Student Support Co-ordinator aims to facilitate, resource and review the student support structures within the school, so that appropriate educational, social and behavioural interaction may occur.

It is a position of care, trust, support and resourcing, (an in-school consultant). As such the duties of the Student Support Co-ordinator are to:

• Provide student support through the monitoring and further referral of students in need, and to facilitate the Seasons of Growth Program for children who have suffered a personal loss;
• Provide feedback to staff on children receiving student support care, being mindful of confidentiality;
• Compile a resource list of people/organisations who offer academic, social, psychological or emotional assistance to children, parents and teachers;
• Confer with outside agencies when required;
• Offer personal development meetings and provide information of such to staff, and
• At St Ita’s Catholic Primary School, pastoral care for all is its basic aim.
TEACHING AND LEARNING POLICY

Gospel Values
Value - At St Ita’s Catholic Primary School we believe in the innate goodness of each person.

Equality - Each person is made in the image and likeness of God.

Policy Statement
Given the appropriate time and resources, every person can learn. Our teaching and learning practices will aim to improve the quality of learning for all students. We commit ourselves to provide quality and teaching programs in our school.

Aims
To achieve this priority we intend to pursue the following aims:

- Ensure that Christian living and Gospel values and teachings are an integral part, the foundation stone, of our school curriculum;
- Develop in students the skills, competencies and positive attitudes that will enable them to become independent, self-directed and co-operative thinkers and learners;
- Provide high quality learning programs together with teaching strategies that motivate students and teachers to strive for excellence;
- Provide learning activities that cater for all learning styles;
- Provide special programs for children experiencing difficulties;
- Provide a comprehensive, documented curriculum that is regularly reviewed and evaluated;
- Develop and implement realistic goals for learning and effective assessment and reporting practices;
- Provide a school learning environment and Pastoral Care Policy that will assist students to appreciate and live by Gospel values, and
- Be thoroughly organised.

Statement
At St Ita’s Catholic Primary School we value:

- The Catholic faith and the community of believers which encompasses the Parish Priest, the staff, parents, children and Parish;
- An environment conducive to learning where the learners feel confident to take risks and are supported when doing so;
- An environment that is fun, but with enough challenge to achieve growth and success;
- Developing skills and knowledge which keeps us abreast of current educational trends;
- Children’s individuality and differing rates of development, supported by school, home and their peers, and
- A shared vision where the school emphasis is on learning and acquiring skills.
Religious Education at St Ita’s Catholic Primary School is knowledge based, sequential and integrated into the wider curriculum. Our aim is to develop in the children feelings of loyalty and love for their Catholic heritage by fostering a Catholic attitude to life based on the firm knowledge of their duties and privileges as followers of Christ.

Our Religious Education Program places a special emphasis on the Church’s liturgical calendar, covering aspects such as Lent, Easter, Pentecost, Advent, Christmas and feast days. We also pay particular attention, as a school and a Parish, to the reception of the Sacraments of Reconciliation and Eucharist in Year Three and the Sacrament of Confirmation in Year Six.

We bring a balanced approach to our Religious Education Program, “Journeying Together in Hope”. We aim at developing a cognitive (intellectual) and affective (heartfelt) response to God and the Catholic faith realising that while the children need to know about their faith they also need to feel and live it.

In the Year 2016 the Sacramental Program will be as follows:

Grade Three  Reconciliation
Grade Four   First Holy Communion
Grade Six    Confirmation
INTEGRATED CURRICULUM

At St Ita’s Catholic Primary School we believe that children learn best through an integrated approach to curriculum. Integrated learning occurs when an authentic event or exploration of a topic is a driving force in the curriculum. There is a goal to achieve, which provides a focus for the learning, as teachers and students work towards achieving that goal, activities interweave the processes and content from various curriculum areas.

There are four knowledge areas of the curriculum:
- Religious Education
- Society and Environment
- Science, Computer and Technology
- Health

PARENTAL INVOLVEMENT

St Ita’s Catholic Primary School is eager to utilise the assistance of parents or others in the community, willing to give some of their time for the benefit of the children. Parents may have special skills or interests and may assist in the classroom or library under the direction of the teacher, not only providing extra resource people for the school, but allowing the children to interact with other adults besides the teachers.

Parent help is sought during the year for excursions, sports day, P.M.P. and classroom tasks as appropriate. St Ita’s has a very active School Board of Management and Parents and Friends Association. It is essential, if the good work of these committees is to continue, that they receive the support of all parents involved with St Ita’s School.

The following is an overview of policy statements. Parents are welcome to read the complete documents, which are located in each classroom.
VICTORIAN ESSENTIAL LEARNING STANDARDS

The Victorian Essential Learning Standards describe what is essential for all students to achieve from Grade Prep to Year 10 in Victorian schools. The Learning Standards provide a framework for St. Ita’s in planning the school curriculum by setting out standards for students to achieve in core areas. St. Ita’s will be able to use the Learning Standards to plan Teaching and Learning Programs.

To succeed beyond the compulsory years of schooling, all students need to develop the capacities to:
- Manage themselves as individuals and in relation to others
- Understand the world in which they live
- Act effectively in that world.

To ensure the school curriculum develops students with these capacities, the Learning Standards are developed with three core inter-related strands. Each strand has a number of components called domains. The domains describe the knowledge and behaviours considered essential in the education and development of students to prepare for further education, work and life. They also include the standards by which student achievement and progress is measured. The three strands for the new curriculum and their associated domains are:

**Physical, Personal and Social Learning**
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

**Discipline based learning**
- The Arts
- English and Languages Other Than English (LOTE)
- The Humanities (Economics, Geography and History)
- Mathematics
- Science

**Interdisciplinary Learning**
- Communication
- Design, Creativity and Technology
- Information and Communication Technology
- Thinking
ENGLISH

Our ability to communicate openly and honestly is a key strategy to responsible living in our society. Skills in speaking, listening, writing and reading are crucial if this is to be achieved successfully.

English skills in reading, writing, speaking and listening are essential for life and learning. Language development is achieved by learning language, learning through language and learning about language. English skills can be explicitly taught and linked to meaningful context.

The goals of this learning area are:
- The ability to speak, to listen, to read and to write with enjoyment, purpose and confidence in a wider range of contexts;
- A knowledge of the linguistic patterns used to construct different texts and the capacity to apply this knowledge;
- A broad knowledge of a range of texts and a capacity to relate this to aspects of contemporary society and personal experiences;
- The capacity to discuss and analyse text and language critically, and
- Learning based upon the Curriculum and Standards Framework, CLaSS, First Steps and explicit teaching of reading and spelling strategies and genre.

MATHEMATICS

At St Ita’s Catholic Primary School we see mathematics as a positive experience in which the students develop confidence and a sense of achievement. They will acquire mathematical skills and knowledge to help them deal confidently and competently with daily life.

Mathematics pervades all areas of our lives crossing cultural and linguistic boundaries to provide a universal way of solving problems.

At St Ita’s Catholic Primary School we believe that as a result of learning mathematics all student will:
- Develop confidence and competence in dealing with commonly occurring real-life situations;
- Develop positive attitudes towards their involvement in mathematics;
- Develop their capacity to use mathematics in solving problems, individually and collaboratively, and
Experience the processes through which mathematics develops.

The goals of this learning are that students will display a growing development in:
- Knowledge of number facts and technical skills;
- Depth of conceptual understanding;
- Use of clear, precise mathematical language;
- Ability to apply what has been learned to solve real-life problems;
- Ability to conduct investigations using mathematics;
- Logical reasoning;
- Practical ability in measuring and estimating, and
- Appropriate use of calculators and computers.

**PHYSICAL EDUCATION**

The students have a lesson each week conducted by a Specialist Physical Education teacher. In these lessons the students develop their skills in areas of physical education. The aim of St Ita’s Sports Program is to enable participation, enjoyment and a development of fitness levels and skills.

The students in Grades Three to Six participate in a District Athletics Carnival and students in Grade Five and Grade Six participate in a Winter Sports Competition.

Each student in the school participates in St Ita’s Sports Day, usually held in Term 4.

Every student is expected to wear their sports uniform on their P.E. day.
LOTE

At St Ita’s, the staff are fully aware of the importance of developing communicative competence in languages other than a student’s native tongue.

At St Ita’s all students in Grade Two – Six will learn Japanese.

ART

At St. Ita’s Catholic Primary School, Creative Arts is an area that is well resourced with a fully serviced Art Room that is used by our Art Specialist and classroom teachers.

The students have a forty minute Art lesson each week. The students use a variety of media and produce interesting and creative artwork. You can usually find students’ artwork on display in the foyer area and in the library.

Creative Arts at St. Ita’s encompasses the disciplines of Art, Media, drama, Dance and Music.

MUSIC

At St. Ita’s Catholic Primary School, music is a well resourced area of the curriculum. The students have music lessons with a music specialist each week.

A highlight of the year is St Ita’s Annual Concert that takes place in Third Term at the West Gippsland Arts Centre in Warragul. The students also have the opportunity to perform at St Ita’s Carols Night at the end of the school year. Music and singing are very much a part of our Liturgical celebrations here at St. Ita’s.

In 2008 St. Ita’s formed a school choir. In their first public performance at the local West Gippsland Eisteddfod they gained first place in the School Chorale Section and have gained many first and second placings in subsequent years.

Students also have the opportunity to partake recorder lessons if they choose.
PIANO, GUITAR & SINGING LESSONS
Students at St. Ita’s Catholic Primary School have the opportunity to undertake piano lessons and also guitar and singing lessons. These lessons are conducted at the school, during school hours by visiting instructors.

They are an extra curricula activity and incur an additional cost, paid directly to the instructor.

LIBRARY
Our library is a most valuable resource for your children and is an important facility in the development of a love of literature. Such a love of reading is developed by being read to, by being encouraged to read, and by having ready access to a high standard of fiction and factual material.

Borrowing from the library is conducted at various times during the week. The class teacher and librarian may assist the children with the borrowing process.

It is important that your child brings their library bag as they are unable to borrow books without a library bag. If your child does not have a library bag they are able to purchase one from the school office.
READING RECOVERY PROGRAM

We are extremely fortunate to have the Reading Recovery Program working effectively in our school. Reading Recovery is a school-based, early intervention program which focuses on children who, after one year at school, despite classroom programs, are not underway effectively in reading and writing.

The child chosen for inclusion in the program works daily for thirty minutes with our trained Reading Recovery teacher to increase/improve reading skills and strategies until the child reaches a satisfactory standard.

After completion of the program the child’s reading and writing standards are monitored on a regular basis by the class teacher and the Reading Recovery teacher.

ACHIEVEMENT IMPROVEMENT MONITOR

The Curriculum and Standards Framework II is strongly and directly connected to the Achievement Improvement Monitor (AIM).

The framework provides a set of achievement levels against which the Aim assesses students in years Three and Five of primary school. Together they provide a more complete range of assessment than has been available to Victoria’s parents, teachers and schools in the past.

The AIM is used in a wide range of assessment instruments to assess students on the learning outcomes of Levels 1-5, even though some of these are higher or lower than the levels specifically associated with years Three and Five.

AIM results complement the school’s assessment under the Curriculum and Standards Framework. Teachers and parents will be able to see how a particular child has performed relative to measures on the state wide standard.
ASSESSMENT AND REPORTING

The basic precept of our school’s Assessment and Reporting Policy is that each parent of a child at our school has the right to comprehensive account of their child’s religious knowledge, academic attitude, effort and progress, and behavioural and social responses to teachers and peers.

It is considered this reporting is essential on a regular basis to be a continuous commitment on the part of both parents and teachers.

Meetings: Formal
- Information meeting early in Term One;
- Parent/teacher Interviews early in Term One, and
- Parent/teacher Interviews middle of Term Three (upon request by parent or teacher)

Meetings: Informal
- Meetings may be arranged upon request of teachers or parents and held at a mutually convenient time.

Reports
- Reports are sent home at the end of Term Two and Term Four.

Portfolios
- Portfolios are sent home in the second last week of each term. They contain samples of the children’s work that are accompanied by information from the teacher, providing the context and comments.

HOMEWORK POLICY

Gospel Values
Homework helps students by completing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

Policy Statement
It is the policy of this school to enhance and develop each child’s learning experience through co-operation between home and school.

Aims
- To assist communication between school and home;
- To assist in the development and maintenance of study skills;
- To assist in the development and time management skills;
- To reinforce skills and concepts learned at school.

Implementation
St Ita’s Catholic Primary School ask the support of parents in the area of homework. Parents are able to help by:
Being interested and supportive by encouraging and assisting;
Setting aside regular time for homework but also allowing for some flexibility for the nights when you have other sporting or creative opportunities planned for set nights.
Signing their child's homework and ensuring that it is of an acceptable standard with regard to effort and neatness, and
The child should be capable of completing their own homework independent of their parent's assistance.

**Guidelines for Homework**

**JUNIOR (Prep, Years One and Two)**
Written homework is generally not given in these year levels, however parents are encouraged to read either with or to their child. Occasionally, simple tasks may be set, particularly for Year Two students.

**MIDDLE (Years Three and Four)**
Fifteen minutes per night plus fifteen minutes reading is a suggested time frame.

**SENIOR (Years Five and Six)**
Approximately thirty minutes per night plus fifteen minutes reading, as a suggested time frame.

**Outcomes**
- Growing links between home and school
- Developing time management and organisational skills
- Fostering good study habits.

**FAMILY LIFE EDUCATION PROGRAM**

This program is run through the Catholic Education Office and deals with the family and sex education topics. It is run of an evening, every second year. Parents and students attend the program together.

The family Life Education program will be offered to students in Grades 1 – 6 throughout June, 2017.
SEASONS FOR GROWTH PROGRAM

“Seasons” is a peer support program for children and young people 8 -12 years of age who are experiencing grief and loss in their lives. This loss may be the result of a death, separation or divorce.

This 10 week program aims to help children put their feelings into words, work through their grief, build a stronger self-esteem, and begin to accept what has taken place in the family.

The Seasons For Growth Program is a purely voluntary program aimed at students helping each other whilst under the direction of a trained teacher.

INCURSIONS / EXCURSION

Excursions are a valuable extension of classroom lessons and are arranged during the year. The excursions provide educational experiences that are not possible at the school.

Incursions are visiting programs performed at our school.

Written permission for children to take part in class excursions and incursions is necessary. Supervision of children on camps and excursions is according to guidelines stated in the “School Information Manual - School Operations” distributed by the Ministry of Education.

ACCIDENT / INJURY / ILLNESS

In the event of your child becoming ill, or sustaining an injury, all attention considered necessary for the child’s physical and emotional welfare will be given by the staff.

In the case of serious illness or injury every effort will be made to contact the child’s parent or the emergency contact/s. If we are unable to make contact the Principal will decide the next step in response to the illness or injury and may summon an ambulance to transport the child to hospital. Parents who have other wishes in this regard may state those directions in writing and submit to the Principal at the beginning of the new school year.

Regardless of any above arrangements, in life threatening situations an ambulance will be called immediately. Parents are assured that child’s best interests will be considered at all times in all circumstances.
**MEDICATION**

Should your child need medication during school hours and you need the teacher to administer that medication, you are asked to provide a signed note indicating the following:

- Medication in a sealed zip-lock bag with child’s name clearly printed on the front
- Signed permission for the teacher / staff member to administer
- A written note with the child’s name, the time of day the medication is to be administered and the dose required
- The name and telephone number of the medical practitioner who prescribed the medication.

**DISPLAN**

Our school has an Emergency Management Plan kept on the walls of the Principal’s Office and the General Office for ready access.

In the event of ANY emergency whatsoever the safety and welfare of the students are regarded as paramount when determining the action to be taken.

**YARD SUPERVISION**

At recess and lunch times two teachers are on yard duty at all times. Staff are also on duty ten minutes before and after school from **8:40am to 8:50am** and from **3:20pm to 3:30pm**. Children are not to be dropped at school prior to 8.40 a.m.

**BEFORE & AFTER SCHOOL PICK UP**

There are 3 areas to be used for before and after school pick up if travelling by car. These areas are the school car line via the school’s main entrance and parking at either the Drouin Rec reserve or the Church car park. Please note there is a speed limit of **10km** within the grounds of St Ita’s, at Drouin Rec Reserve or in the Church car park during pick up and drop off times.

1. **Car line:**

As we have limited parking at St Ita’s, we have in place a pick up system that enables you to stay in your car and we will place your child in your car as you proceed up our driveway. As the driveway entry/exit point can become quite hectic we have in place a process for keeping this time as safe as possible.
If you are approaching school from Grant Street you are required to **continue down** Victoria Street to the round-about at the bottom of the hill and **then proceed back up the hill** to join the queue of traffic waiting to turn left into the school. **By not making a right hand turn into the school in the afternoon, it decreases the congestion at the front of the school.** The same rules apply in the morning as in the afternoon, with regard to the queue in the car park.

Please do not park and leave your vehicle in the upstairs school car-park at any time. These spaces are reserved for staff parking only. Requirement of the disabled parking bay is exempt from this rule.

There is one waiting bay which is only to be used if directed by staff. **Do not use this space to park and leave your vehicle.**

**Once your child has been placed in your car, you may use the overtaking lane to exit the queue. Please use this lane with extreme caution.**

2. **Church car park**

You may also park in the Church car park and walk your child/ren up to school via the ramp from the church car park in the mornings and walk them down the ramp to your vehicle at the end of the school day. There is no pick up or drop off of students from the Church car park as children are not supervised at this point. Please reverse park into the Church car parking bays.

3. **Drouin Rec Reserve**

You may wish to park your vehicle at the Drouin football oval, entry from Sinclair/Grant St and walk through the gates adjoining the school and the oval to collect your child. This gate will be locked at 9.15 am each morning and re-opened at 3.00pm. Please read the directions below and reverse park on the school fence line.
DROUIN RECREATION CAR PARKING RULES

We are fortunate that the local council has allowed us to use the Drouin Rec reserve as a point for both before and after school pick up, however we must have an entry and exit plan for all parents / carers to follow in the interest of child safety.

Below is a specific outline of how to use the Rec Reserve for drop off and pick up. Could we please ask the following of all parents;
- There is to be no parking in the area between the double gates both before and after school. These gates need to kept clear at all times for emergency vehicle access.
- Could all parents / carers please reverse park onto the school fence line that exiting allows for clear frontal vision
- There is no parallel parking on the Drouin Rec fence.
- All parents / carers must walk to the asphalt area to collect their child at the end of each day. No child is to be dismissed to walk to cars unless supervised by parents.
- Could all parents/ carers using the reserve for pick up please follow the directions below.

All traffic to enter and exit from the scoreboard end of the oval.

MAX speed limit is 10 KM the Rec Reserve

No parking at all on the Drouin Recreation Reserve fence.

No cars to exit around the oval.

Reverse Parking only

Reverse Parking only

MAIN GATES
SUN SMART POLICY

Our Sun Smart Policy has been developed in line with recommendations of the Anti Cancer Council of Victoria. It ensures that all children attending this school are protected from skin damage caused by the harmful ultra-violet rays of the sun.

As part of general Sun Smart strategies our school will have a NO school hat, NO play policy by:

- Encouraging students to wear hats which protect the face, neck and ears whenever they are outside (eg. recess, lunch, sport, excursions), and
- Working with the parent community to provide SPF 15+ broad spectrum, water resistant sunscreen for students and staff whenever possible.

CLEAN - AIR POLICY
(NO SMOKING POLICY)

In the interests of all parties involved in Catholic education we ensure that a safe working environment is maintained in our school.

In order to maintain a safe working environment the following will apply:

- No smoking on school premises
- No smoking in school buildings at any time.
SCHOOL TERMS 2017

Term One
Commences: Monday 30th January (Staff)
Concludes: Friday 31st March

Term Two
Commences: Tuesday 18th April
Concludes: Friday 30th June

Term Three
Commences: Monday 17th July
Concludes: Friday 22nd September

Term Four
Commences: Monday 9th October
Concludes: Friday 22nd December

BELL TIMES

Monday
8:50am Assembly: 8.50am (fortnightly)

Tuesday - Friday

8:50am Bell – students proceed to classrooms
11:00am - 11:30am Recess
12:50pm - 1:00pm Eat lunch
1:00pm - 1:45pm Lunch time
1:45pm - 1:50pm Toilet break & return to class
3:18pm Students prepare for dismissal
3:20pm Dismissal
ADMINISTRATION OFFICE

Ms Helen Paterson and Mrs Claire Garner are our Administration Officers. The Administration Office is open between the hours of 8:45am and 3:45pm Monday to Friday.

CAMPS, SPORTS AND EXCURSIONS FUND

In 2015, the Victorian Government unveiled a new $148 million initiative to ensure all Victorian students can take part in school trips and sporting activities. The Camps, Sports and Excursions Fund (CSEF) will run over four years and provide payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. $125 per year will be paid for eligible primary school students, with $225 per year paid for eligible secondary school students. Payments will go directly to the school and be tied to the student.

FINANCE

Our school is a Catholic Parish Primary School in partnership with two hundred other such schools throughout Victoria. We exist under the “leadership” of the Catholic Education Office, Warragul, which is responsible to the Bishop, and is responsible for many financial and administrative aspects of Catholic Education in the Diocese of Sale.

Our Principal is the responsible authority at the school level and administers all aspects of affairs pertaining to the school.

Both Federal and State Government contribute financially to our school and such money covers primarily the costs of our teachers’ wages. While we receive State and Federal Government grants for approximately 80% of our expenditure we rely on school fees and fundraising for the balance.

SCHOOL CAMPS

Grades 4 attend a 2 day camp each year and Grades 5 & 6 attend a 3 day camp each year. The cost of the camps are billed as an extra cost.

School Camps:
Grade Four  Cost approximately $135 billed with Term fees
Grade Five  Cost approximately $260 billed with Term fees
Grade Six   Cost approximately $260 billed with Term fees
ST ITA’S CATHOLIC PRIMARY SCHOOL
SCHOOL FEES – 2016 school year

FEES PER FAMILY
$210.00 per term or $840.00 per year
plus
$135.00 Building Maintenance Levy per year
$135.00 Information Technology / Library Fee per year
$50.00 Grounds Maintenance Levy
$100.00 Building (Capital) Levy

FEES PER CHILD
$210.00 Book and classroom fee per year. Covers excursions, incursions, sporting programs, athletics events, books/stationary/class requisites, art supplies etc.

$60.00 Ipad insurance / maintenance levy per year - Gr 5/6 only

TOTAL
$1470.00 fees for one child (Gr Prep – 4)
$210.00 to be added for each extra child (Gr Prep – 4)
$1530.00 fees for one child (Gr 5-6)
$270.00 to be added for each extra child (Gr 5-6)

The only extra cost through the year will be for camps, sacramental programs and optional sport programs.

Billing Structure

TERM 1
Book and Classroom Fees $210.00 (per child)
Building (Capital Levy) $ 25.00
Ipad insurance levy $ 60.00 (per child Gr 5/6 only )
Term 1 Fee $210.00

TERM 2
Building Maintenance Levy $135.00
Building (Capital Levy) $ 25.00
Term 2 Fee $210.00

TERM 3
Technology and Library Fee $135.00
Building (Capital Levy) $ 25.00
Term 3 Fee $210.00

TERM 4
Grounds Maintenance Levy $ 50.00
Building (Capital Levy) $ 25.00
Term 4 Fee $210.00
PREP ATTENDANCE 2017

Prep students will have a “rest day” on each Wednesday in February. From the week following the Labour Day weekend, attendance will be full time.

SCHOOL ASSEMBLIES

1. Monday morning flag raising, every fortnight at 8.50 a.m. the students and teachers gather to sing Advance Australia Fair and raise the Australian Flag.

2. Friday afternoon assembly - this is a whole school assembly at 2:45pm every second Friday in the Multipurpose Hall, where students have the opportunity to pray together and share class news. This is on alternate weeks to the flag raising assembly.

Parents and all family members and friends are most welcome to attend both assemblies.

BUS TRAVELLERS

Children travelling home by bus are supervised by a teacher at dismissal. Your child’s behaviour on the bus is your responsibility. Continual misbehaviour will result in the withdrawal of the privilege of bus travel for the child concerned. The bus co-ordinator for this area is Maureen Hickman, Drouin Secondary College, telephone number: 03 5625 1002 should you wish to make any comment regarding behaviour, safety, convenience, satisfaction etc. Application forms are available in our office.

EMERGENCY TELEPHONE NUMBERS

In cases of emergency, the school will need to contact parents immediately. Please make sure that all home, work and emergency numbers are on the school records and are up to date.

STUDENT ABSENCES

If a child is absent from school, for any reason, a written explanation from the parent or guardian must be provided on the child’s return to school. The presentation of a note is a legal requirement for schools. Please contact the school office if you intend taking your child/ren from school during the day. If your child/ren are to be collected by someone other than yourself, signed written confirmation is required beforehand giving a nominated person permission to collect your child/ren.

STAFF MEETINGS

Staff members gather for staff meetings and PLT meetings at 3:45pm every Monday and Wednesday and are unavailable for interviews or meetings during that time.
NEWSLETTER DAY

A school newsletter is provided every Wednesday. The newsletter is to inform parents of school activities and to act as a reminder of events planned. The newsletter is emailed to families (or a paper copy can be requested, where necessary.) It is also available via the ‘Skoolbag’ app and on the school website www3.stidrouin.catholic.edu.au.

SKOOLBAG APP

Skoolbag is a mobile App for smart phones and smart devices such as iPads & Android tablets that we use to communicate newsletters, events, or urgent alerts directly to you. Click on the ‘App store’ icon & type in ‘St Ita’s Drouin’ in the search area. Once you see St Ita’s appear, click ‘Free’ & ‘install’. If it is on an iPad, change the drop list to iPhone apps. Once installed, click ‘open’ and select ‘ok’ to receive push notifications. Click the ‘more’ button on the bottom right hand side and ‘set-up’ to toggle the categories that are applicable to you. More information is available on www.skoolbag.com.au

WORKING BEES

Periodically working bees are conducted to attend to particular building, grounds or equipment needs as these arise. These working bees are essential in the fact that they reduce maintenance costs to the school, thus in turn keeping school fees lower. They are a great opportunity to meet other parents and families and have some fun along the way.

SCHOOL PHOTOGRAPHS

Arrangements are made on an annual basis to have photographs of individual students, class groups, family groups and the whole school taken by professional photographers. The photographers have a photo package that they offer to parents. While there is no obligation to purchase any photographs, all students have their photograph taken for school records.

BOOKCLUB

Scholastic Australia provides an excellent opportunity, on a regular basis, for students to purchase quality books at a most reasonable price. From this further discounts are also provided for the school.

Order forms are sent home on approximately eight occasions per year. There is no obligation for parents to purchase books. Completed forms and money need to be returned in an appropriately marked envelope by the nominated closing date.

All cheques are to be made payable to “Scholastic Bookclub Australia”
LABEL CLOTHING

Parents are asked to name all articles of clothing: jumpers, hats, bags, raincoats etc. Teachers cannot identify unmarked clothing, which is often mislaid or wrongly claimed by other children. Please check your child has their own items. Children must be taught to take responsibility for their own belongings. However, on those occasions when an article of clothing is lost parents are encouraged to notify the school as early as possible and every effort will be made to find it.

LOST PROPERTY

Where property is marked clearly it will be returned to the owner. Should marking be indistinct or absent, property will be placed in the lost property cupboard, located in the foyer of Room 9, downstairs near the Hall.

LUNCH ORDERS

The students are able to order lunch orders on Monday, Wednesday and Friday. The lunches are supplied through our school canteen. The order, together with the child’s name and class should be written on the outside of an envelope / paper bag with money securely enclosed and handed to the class teacher at the start of the school day.

HEALTH (IMMUNISATION) REGULATIONS

In Victoria, vaccination is promoted in multiple ways. One of these is through the provisions of the Health (immunisation) Regulations. Since 1990, all children enrolling in primary school are required to present a School Entry Immunisation Certificate, which the parents can only obtain from the health department of a local council. This certificate states if they have completed the required childhood immunisations against Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.

Note that the legislation does not make immunisation compulsory. However, certification of Immunisation status is compulsory, and this must be done only on the prescribed form, issued by the local council. Doctor’s letters, photocopies of Infant Welfare Books and statutory declarations are not acceptable by the school, but should be submitted to the local council and an appropriate certificate issued. If the child has not completed the required vaccinations, then their parent or guardian must obtain a certificate or incomplete immunisation form from the local council.
## INFECTIOUS DISEASES

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT SHALL BE EXCLUDED FROM SCHOOL:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHICKEN POX</strong></td>
<td>Until fully recovered. N.B. some remaining scabs are not an indication for continued exclusion.</td>
</tr>
<tr>
<td><strong>VIRAL HEPATITIS</strong></td>
<td>Until a medical certificate of recovery is produced, or on subsidence of symptoms, but not before seven days after onset of jaundice.</td>
</tr>
<tr>
<td><strong>IMPETIGO</strong></td>
<td>Until sores have fully healed. The child may be allowed to return provided that the appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hand and legs are properly covered with occlusive dressings.</td>
</tr>
<tr>
<td><strong>MEASLES</strong></td>
<td>For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td><strong>MUMPS</strong></td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td><strong>RINGWORM</strong></td>
<td>Until appropriate treatment has commenced, supported when requested, by a medical certificate.</td>
</tr>
<tr>
<td><strong>SCABIES</strong></td>
<td>Until appropriate treatment has commenced, supported when requested by a medical certificate.</td>
</tr>
<tr>
<td><strong>RUBELLA (GERMAN MEASLES)</strong></td>
<td>Until fully recovered and at least four days from onset of the rash.</td>
</tr>
<tr>
<td><strong>HEAD LICE</strong></td>
<td>Infestation can occur at various times during the year. The Council no longer provides regular head check free of charge, however, there is an obligation on parents through Health Regulations to inform the school if their children are infected with head lice, and we request that children be excluded from school until infestation is clear.</td>
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UNIFORM POLICY

At St Ita’s Catholic Primary School all students are required to wear the appropriate school uniform. The general practice of wearing uniforms during the year will be as follows:

Terms One and Four - Summer Uniform
Terms Two and Three - Winter Uniform

If your child is wearing incorrect uniform then you will be sent a note asking you to ensure the correct uniform is worn. If there are any difficulties in obtaining the correct uniform please contact the school office. We also have a bursary fund that has been provided by a school family to assist any St Ita’s families in purchasing our school uniform.

COMPULSARY SCHOOL UNIFORM

GIRLS . . . . . SUMMER
Red and white gingham dress
Royal blue windcheater / jumper with school logo
White socks (not low cut socks)
Black lace-up or buckle, leather shoes
Long hair neatly tied back using school colours: red, white and blue
School hat (choice of brimmed or bucket) for Terms One and Four

GIRLS . . . . . WINTER
Blue tartan tunic
Royal blue polo shirt with school logo
Navy blue tights or long socks
Black lace-up or buckle, leather shoes
Royal blue windcheater / jumper with school logo
or Navy blue bomber jacket with school logo (Grade 6 only)
Optional: Royal blue beanie with school logo
Optional: Navy blue rain jacket with school logo
Optional: On days of extreme cold, tailored navy blue school pants can be worn (with black leather lace up or buckle shoes).

BOYS . . . . . SUMMER
Grey shorts
Royal blue polo shirt with school logo
Royal blue windcheater / jumper with school logo
Grey socks
Black lace-up or buckle, leather shoes or boots
School hat (choice of brimmed or bucket) for Terms One and Four
BOYS . . . . . WINTER
Dark grey trousers
Royal blue polo shirt with school logo
Royal blue windcheater / jumper with school logo
or Navy blue bomber jacket with school logo (Grade 6 only)
Grey socks
Black lace-up or buckle, leather shoes or boots
Optional: Royal blue beanie with school logo
Optional: Navy blue rain jacket with school logo

SPORTS UNIFORM

GIRLS: School windcheater
   Red sport shirt with school logo
   Royal blue shorts or netball skirt
   Royal blue tracksuit pants
   White socks (not low cut socks)
   Sports shoes

BOYS: as above, excluding the netball skirt

Please note: Runners are only to be worn for sport, not as school shoes.
School bucket hats or school caps are compulsory in Terms One and Four.
School beanie is optional in Terms Two and Three.

Jewellery
One pair of plain studs or sleepers only, to be worn in the lobe of the ear. No other
jewellery other than a watch is to be worn to school.

Purchase of our School Uniform
All uniform items, including school backpacks and school library bags will be available
from the School Uniform Shop, located at St. Ita’s School.

The uniform shop is open:
Every Monday morning – 8.45 a.m – 9.15 a.m.
and “assembly” Fridays 3.15 p.m. – 3.45 p.m. or by appointment if necessary.
ST ITA’S SCHOOL BOARD OF MANAGEMENT

The function of St Ita’s School Board of Management is to assist the Parish Priest and School Principal in the overall running of the school. It endeavours to reflect the concerns, interests and values of the school community as a whole by having input into the philosophical, curricular, financial and physical development of the school.

The Board is comprised of the Parish Priest, the School Principal, seven elected parent representatives, a staff representative and a representative from the Parents and Friends Committee. Meetings are held on the third Thursday of each month except during the School Holidays. Elections for the School Board of Management are held in March.

PARENTS AND FRIENDS COMMITTEE

Our Parents and Friends Committee has two main functions. One is to provide opportunities for the school families to socialise together and build upon a sense of community. The other is to raise funds through various functions to support the programs available for our children at St Ita’s.

The Parents and Friends committee is comprised of an elected Executive, Parents, Friends and the School Principal. Meetings are held on the third Tuesday of each month, except during School Holidays, starting at 7:00pm. All parents and friends of St Ita’s community are invited to attend these meetings. The Annual General meeting is held in November.
PRIVACY POLICY

STANDARD COLLECTION NOTICE

St. Itas’ catholic Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.

Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to others schools, government departments, Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, schools within other Dioceses, medical practitioners and people providing service to the school.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son / daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in our school newsletter, local paper and magazines.

Parents may seek access to personal information collected about them and their son / daughter by contacting the school. Pupils may also seek access to personal information about them. However there will be occasions where access id denied. Such occasions would include an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

We may include your contact details in the class lists and School emergency contact directory.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
Passing it on . . .

Lord, it takes a lot of living
to understand that we are constantly
passing something on to others,
simply by who we are.
It’s an awesome challenge;
But if we try to be
Authentic and real,
The best we can be,
Example will take care of itself.

Help us to realise that much of what we do
Is taken with small steps -
Little things that make a big difference.
Help us to risk taking time to be
People of joy, of peace
And of love.
Then, what we have to pass on
Will be you.