



Trinity Catholic School

Vernon Street, Murrumburrah NSW 2587

Ph: 02 6386 2111

Email: office.murx@cg.catholic.edu.au

www.trinitym.nsw.edu.au

Trinity School Prayer

Loving God,

Thank you for giving us this new day.

In everything we think, say, and do,

May others see that you live in each one of us.

Help us to make good choices,

To treat people with love

And to walk in your ways.

We ask this through Christ our Lord.

Amen



The Catholic School

The Catholic School is a special type of community. It is a Christian Community centred on the person of Christ. Our school presents Christ to the pupils and proclaims life as a member of the family of God. Christ is the teaching centre - the model on whom we shape our lives. We have an active 'Making Jesus Real' focus in our school to support this.

The mission of the Catholic School is to provide its students with a holistic education, which takes place in an environment formed by Gospel values and the authentic teachings of the Church. Our school is open to all who desire a caring and respectful learning environment for their children regardless of their faith or beliefs.

Our school is an educational community, as such it aims to develop the basic skills, progressively open minds to an ever-changing world and teach critical thinking. We aim also to support and supplement the efforts of parents to provide an education that will prepare each child for their full and intelligent participation in a Christian life. We are a vibrant learning community which develops shared understandings, works collaboratively, builds capacity, realises goals, and enhances learning for all. Our contemporary curriculum is designed to centre on the learner, embedded in a model that intertwines Religious Education and Religious Life of the School.

We act on the basis that education is a day-by-day process. It takes time for our community of staff, students, and parents to learn how to better interact with one another so that the greatest possible growth can take place.

Religious Education embraces instruction, values, and attitudes. The home and school must combine and share in the development of these values and attitudes.

This booklet is for your information. It will assist you and your child become more familiar with Trinity Catholic School and its surroundings.



A message from the Principal

TO KNOW, TO LOVE, TO SERVE.

Welcome to Trinity Catholic Primary. We aim

To know your child

as an individual,
as a learner,
as a member of a Catholic community,
as members of a growing national and international community.

To love your child

as individuals of hope,
as learners who believe in themselves,
as a member of a Catholic community who love others as Jesus asked us to,
as members of a growing national and international community who ask questions.

To serve all people

as individuals- to have a voice,
as learners- to listen to the voice of others,
as a member of a Catholic community-to encounter all people,
as a member of a growing national and international community-to understand,

Our educators are exemplary.

We have:

- professional and knowledgeable Teachers
- a positive and goal orientated Classroom Support Teacher
- a proactive Indigenous Officer
- knowledgeable Classroom Support Assistants
- a gentle and open Counsellor
- efficient and welcoming Office Staff,
- loving Canteen Staff and
- an engaged, highly professional Leadership Team.

There are many words I could say about Trinity, but the most effective would be "Come, see, and be part of this exceptional learning community."

Caz Perryman
Principal

Contact Details

The school office is attended each day from 8:30am until 4pm. Telephone numbers and email addresses are listed below:

SCHOOL	Phone	02 6386 2111
	Email	office.murx@cg.catholic.edu.au
	Website	www.trinitym.nsw.edu.au
Parish Priest	Fr Lolesio Gisa	02 6942 2514
Principal	Mrs Caz Perryman	caz.perryman@cg.catholic.edu.au
Assistant Principal	Mrs Rebecca Cooper	rebecca.cooper@cg.catholic.edu.au
Religious Education Coordinator	Ms Donna Wade	donna.wade@cg.catholic.edu.au
K-2 Teacher	Mrs Penny Lucas	penny.lucas@cg.catholic.edu.au
3-4 Teacher	Mr Jack Niddrie	jack.niddrie@cg.catholic.edu.au
5-6 Teacher	Ms Donna Wade	donna.wade@cg.catholic.edu.au
Classroom Support Teacher	Mrs Rebecca Cooper	rebecca.cooper@cg.catholic.edu.au
Librarian	Mrs Julie Doolan	julie.doolan@cg.catholic.edu.au
School Secretary	Mrs Leanne Davis & Mrs Fiona Bassingthwaighte	office.murx@cg.catholic.edu.au leanne.davis@cg.catholic.edu.au fiona.bassingthwaigh@cg.catholic.edu.au
Classroom Support Assistants	Mrs Ann Burns Mrs Joanne Birks Mrs Fiona Bassingthwaighte	ann.burns@cg.catholic.edu.au joanne.birks@cg.catholic.edu.au fiona.bassingthwaigh@cg.catholic.edu.au
School Counsellor	Miss Rebekah Sheely	Rebekah.Sheely@catholiccare.cg.org.au
Canteen Manager	Mrs Helen Stevenson	

We can also be found on the internet- school website: www.trinitym.nsw.edu.au



search- Trinity Catholic School

The ABC's of Trinity

Absence

Throughout your child's school life there will be times when you need to pick up early, drop off late or your child will be absent due to illness. Parents are required to sign your child/ren in on the Compass screen located at the front office for early departures / late drops. For any child who is away from school for a day or more, a note via Compass is required to explain the absence. This needs to be completed within 7 days of the absence.

Once enrolled, parents are legally required to send their children to school every day that the school is open for instruction or participation in school activities, such as sports days. A small number of absences may be justified if your child:

- has an unavoidable medical or dental appointment (preferably these should be made after school or during holidays)
- must attend special religious ceremonies
- is required to attend a serious and/or urgent family situation (e.g. a funeral)
- is too sick to go to school or has an infectious illness.

Failure to explain an absence within this time will be recorded as an unjustified absence on a student's record. Schools will inform parents if a student is absent from school without explanation.

Art & Craft

Each child should have a painting smock, these are available from the front office and provide substantial coverage during art and craft activities.

Assessment & Reporting

The students are assessed continuously throughout the year. Assessment tasks and tests are set where applicable.

Written reports are issued to parents at the end of Term 2 & 4. Reports use the 'Common Grade Scale' as directed by the Federal Government.

Interim Reports are sent home at the end of Term 1. Parent interviews are conducted after Semester One and Two reports. Reports are issued through Compass.

Students in Year 3 and 5 participate in the Federal Government's National Assessment Programme in Literacy and Numeracy (NAPLAN) in Term 2 of every year with results posted on the "My School" website and individual results sent home during Term 3.

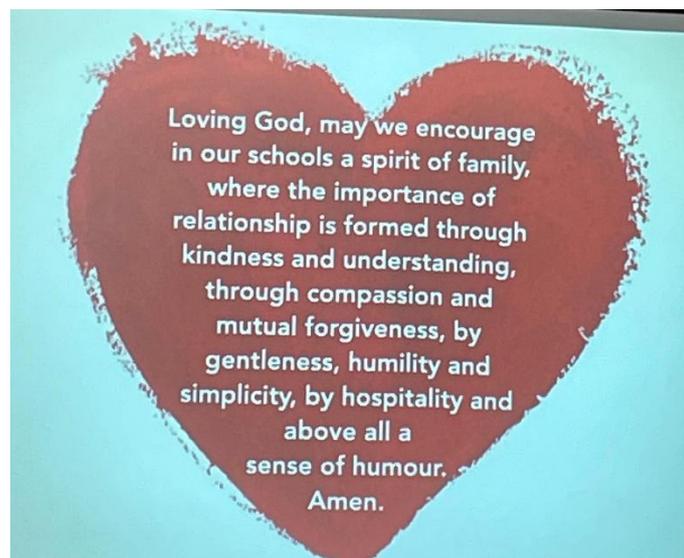


Awards

A system of awards has been developed as an integral part of our Pastoral Care and Behaviour Management Policy. The aim of the Awards Scheme is to encourage and recognise participation in a wide range of school activities.

Class award-Classroom Teachers choose two or three students each week to receive an award. These awards are specific to the learning behaviour or goal the student has reached. The Principal will also give awards each week.

MJR award- Throughout the year, teachers and students promote and incorporate 'Making Jesus Real' (MJR) into their school day. MJR is a way of life that allows students to see Jesus working in their daily lives through people and creation. These are the 'God Moments' and they happen in our schools, on our playgrounds and in our home 100's of times a day. It is about being a witness and sharing Jesus' love with others. Students learn about having a positive attitude and that their actions, attitudes, and behaviours have an impact on their relationships. An MJR award can be nominated by students, parents, and teachers.



Beginning School

It is a big change for a 5-year-old to pass from the intimacy of the family circle to school, even if he or she has attended pre-school. Here are some practical ways in which you can help this transition:

- ◆ Regularly read the story book to your child that was given to him/her at Orientation. This book contains a significant amount of information that will help your child transition.
- ◆ See that all items brought to school are clearly marked in a prominent place with your child's given name and surname.

- ◆ Teach your child to:
 - Tie shoelaces, do up buttons, put on and take off outer clothing without help
 - Recognise his/her name
 - Repeat his/her name, address, and phone number
 - Put away toys, books etc. after use
 - Wash his/her hands and use the toilet unassisted
 - Know how he/she goes home from school, e.g. with mum, by bus
 - Open and close his/her lunchbox and school bag
 - Listen to stories, look at pictures and talk about them
 - Greet teachers and companions by title and name.

- ◆ Remember, the school does not replace the home but compliments it in the education of your child.

- ◆ Continue to take a positive part in your child's education by trying to attend as many school functions and activities as possible.

Behaviour Management

Our mission as members of Trinity community is a commitment to the growth of all that are involved in the community. We achieve this growth and sense of community through accepting and supporting each other. This enables us to be witnesses of the values we hold as Christians.

Trinity Primary School bases all its decisions and actions on the Gospel values. The school motto is a key factor in all aspects of school life and permeates our relationships with each other. Trinity is a happy place: a warm and safe environment where shared beliefs and consistent expectations provide a framework for support to encourage everyone to grow and learn.

Trinity seeks to be a place of acceptance, affirmation, and justice. We believe that bullying strikes at the very basis of these values and prevents students from reaching for excellence in every dimension of their lives. Students are entitled to receive their education free from humiliation, harassment, oppression, and abuse.

The system of Positive Behaviours for Learning (PBL) and Kidsmatter complements the way we conduct our daily lives as people in a Catholic School.



Canteen

School Lunch Orders

Lunch orders are available on Thursday and Friday. Menus for the canteen are sent home at the beginning of term one and updated throughout the year. Students can deliver lunch orders to the front office in the morning or via their class message bag. Alternatively parents can place orders via the Qkr app. There are regular Meal Deal specials for lunches on a Friday.

Recess Canteen

Recess canteen is open for counter sales Wednesday, Thursday and Friday. Orders can also be placed via the Qkr app.

Care of Property

It is expected that all students will show consideration and respect for their own property, that of others and that of the school. Students will be required to replace or repair any property damaged through negligence. All property owned by students needs to be labelled so that lost items can be returned with ease.



Communication to Parents

Teachers strive to establish partnerships with parents to support students' learning. Strong communication is fundamental to this partnership and for building a sense of community between home and school. At Trinity we use various forms of communication to maintain and build on those strong partnerships.

Parent Information Night - At the beginning of Term One, Trinity holds an Information Evening. The evening begins with the Principal addressing all parents to communicate the annual goals and how they will be communicated throughout the year. Following this classroom teachers will meet with parents in their classroom. As well as an opportunity for parents to meet new teachers and for teachers to meet new parents, this forum enables teachers to set expectations for the year ahead.

School Calendar - The school calendar is available for parents to view on our Trinity website. A calendar of events also features in the school newsletter. Throughout the term there may be changes to these dates. Parents will be notified of changes via Compass.

School Notes - School Notes are sent home via Compass to inform parents of up-coming events. Many of these notes require permission for excursions, sporting and community events. This is completed electronically.

Newsletter - Every second Friday, a school newsletter, the “Trinitarian”, is sent home via digital copy. A hardcopy can be requested. The newsletter informs parents of community, religious and sport activities within the Trinity community and allows us to highlight upcoming events. Each alternative week a reminder of the week’s events will come out on Compass.

Compass – This app is for parents to download on their device/phone. It is the major communication between school and home. It keeps parents and the school community up to date with events, notices, newsletters, documents. It is also the means of communication for School Reports and absent notes.

Phone Calls - From time-to-time teachers may call you to discuss details about your child. We also appreciate parents calling us and informing us of any changes or significant information that we may need to be aware of. Parents are asked to ring the front office and make a mutually convenient time to meet with their child’s teacher. Alternatively, parents can email their child’s teacher and make an appointment that way. T

Enrolments

Applications for enrolment must be completed before a student will be accepted.

Parents wishing to enrol their children in Kindergarten should turn 5 years before July 31 in their first year of school.

Fees

School fees statements are issued each term. The school fees may be paid in cash, by cheque, credit card, Qkr app, BPay or by direct debit.

Inability to pay school fees does not exclude your child from a Catholic Education. If you have difficulty in meeting the fees, please contact the Principal where special arrangements can be made.



2022 SCHOOL FEES FOR TRINITY SCHOOL FEES PER TERM

TERMS 1 - 4

NO OF CHILDREN	TUITION	SCHOOL LEVY	IT LEVY	SERVICE MAINT.	TOTAL	BUILDING FUND
1	340.00	82.00	42.00	145.00	654.00	45.00
2	-	164.00	84.00	-	778.00	-
3	-	246.00	126.00	-	902.00	-
4	-	328.00	168.00	-	1026.00	-
5	-	410.00	210.00	-	1150.00	-
1 plus sibling at Hennessy	170.00	82.00	42.00	145.00	489.00	45.00

Note: The cost per week for 1 child is \$65.40 and \$77.80 for 2 children

Yearly School Fees (including \$180.00 for School Building Fund):

- 1 child: \$2,616.00
- 2 children: \$3,112.00
- 3 children: \$3,608.00
- 4 children: \$4,104.00

With a sibling at Hennessy, 1 child: \$1,946.00 including \$180.00 Building Fund
 2 children: \$2,452.00 including \$180.00 Building Fund

School Fees are subject to change in 2023.



Infectious Diseases

The following is a list of infectious diseases and exclusion periods. This is a guide to the time a child should be away from school should an illness occur.

Condition	Exclusion of person with the condition
Campylobacteriosis	Exclude until 24 hours after diarrhoea ceases.
chicken pox (varicella and herpes zoster)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appears.
conjunctivitis (acute infectious)	Exclude until discharge from eyes has stopped.

#COVID19	Exclude for two weeks, or until medical clearance has been provided
cryptosporidiosis	Exclude until symptoms cease.
diphtheria	Exclude until proven bacteriologically negative. Ideally by: (a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after antibiotic treatment ceases and the second not less than 48 hours later); and (b) a certificate is provided by a doctor recommending that the exclusion should cease.
#Gastrointestinal illness (notify Public Health Unit if two or more students/staff are affected in a two-day period)	Exclude until vomiting and diarrhoea ceases or until a certificate is provided by a doctor recommending that the exclusion should cease.
Giardiasis	Exclude until diarrhoea ceases.
# haemophilus influenzae type b (hib) infection	Exclude until treatment is complete and a certificate is provided by a doctor recommending that the exclusion should cease.
hand, foot and mouth disease	Exclude if— (a) child is unwell; or (b) until all blisters have dried.
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day of attendance. The child does not need to be sent home immediately if head lice are detected.

hepatitis A	Exclude for at least 7 days after the onset of jaundice, and a certificate is provided by a doctor recommending that the exclusion should cease.
impetigo (school sores)	Exclude until appropriate treatment has begun and sores on exposed surfaces are covered with a watertight dressing.
influenza and influenza-like illnesses	Exclude until well.
*leprosy	Exclude until approval to return has been given by a specialist physician.
#measles	Exclude for at least 4 days after the rash appears.
#meningococcal infection	URGENT MEDICAL ATTENTION. Follow exclusion advice from the public health unit.
#mumps	Exclude for 9 days after onset of symptoms.
#poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a doctor recommending that the exclusion should cease.
ringworm, scabies, trachoma	Exclude until the day after effective treatment has begun
rotavirus	Exclude until one day after symptoms cease.

#rubella (German measles)	Exclude for 4 days after the appearance of the rash.
scarlet fever	exclude until the day after appropriate antibiotics have been started and the child feels better
salmonellosis	Exclude until 48 hours after symptoms ceases
shigellosis	Exclude until 48 hours after symptoms ceases
streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.
#Tetanus	Exclude until the person has recovered
tuberculosis	Exclude until approval to return has been given by specialist medical advice.
typhoid and paratyphoid fever	Exclude until a certificate is provided by a doctor recommending that the exclusion should cease.
#whooping cough (pertussis)	Exclude for 21 days from the start of the cough, or for at least 5 days after starting a course of antibiotics recommended by the chief health officer.

Homework

Reading diaries are sent home each night and returned the following day to be signed and changed as needed. The maximum reading times for each class are:

Year	Time
Kinder	10 mins per night
Year 1 - Year 2	15 mins per night
Year 3 - Year 4	20 mins per night
Year 5 - Year 6	30 mins per night



Leadership Opportunities

A key feature of Trinity Catholic School's success is the active involvement of students in the life of the school. The school offers a diverse range of leadership opportunities for all students. These include joining leadership teams and participating in leadership programs such as: School Prime Ministers, Parliament Ministerial Positions (Year 6), House Captains, Sporting Team Captains, Bunyip Reading Program and Peer Support Program.

Learning Support

Additional support is provided in each learning space to assist with the student learning and enrichment. Teaching and learning is tailored to the needs of each student supported by enrichment programs and additional learning support.

Library

A cloth library bag is required to keep books in good condition. All students currently attend one library lesson per week.



Lost Property

Labelling all items of clothing is encouraged as lost property is a problem for us and expensive for you. Lost property is kept in a basket in the Sick Bay.

Masses & Liturgies

School Mass and Liturgies are held on Thursdays and important feast days, throughout the year. The students and staff attend Mass or Liturgy at St Mary's Church, on the school grounds. Parents, friends, and grandparents are encouraged to attend these special celebrations.

Sacramental Preparation

Sacramental preparation is run by the Parish.

Year 3/4: First Reconciliation and First Eucharist (celebrated every second year)

Year 5/6: Confirmation (celebrated every second year)

Further information can be accessed from the Parish.



Open House

Class Open Houses are conducted in the hall at approximately 9:30am once a term, and families are most welcome to join us. The assemblies are run by an allocated class. Open House provides parents and families with an insight into what has been happening in the classroom. Items performed usually involve presentations from the English, Math, Science, Humanities and Social Science or Creative Arts curriculum.

Parliament

School Parliament provides an opportunity for students to participate in the running of their primary school and is a vehicle for them to express their opinions and participate actively in decision making. Once a term, our Year 6 leaders present a Parliament Session to the school and community. Each of our leaders report on activities within the school and community related to their ministerial position. For example, Religious, Environment, Technology or Sport.



Presentation Night

On Presentation Night, which is held at the end of Term 4, the whole school and community assembles to:

- Congratulate and acknowledge student achievement
- Thank our out-going Year 6 leaders
- Induct and welcome our new Year 6 leaders
- Present graduation books to outgoing Kindergarten students
- Welcome our future Kindergarten students
- Farewell our departing families
- Thank teachers and parents



Representation Opportunities

There are many sporting opportunities and representative pathways offered at Trinity Catholic School. All students participate in our three main carnivals: Swimming, Cross-country, and Athletics. Students, turning 8-13 years, who excel at these carnivals may be selected into the Western Region, Archdiocesan, MacKillop and NSWPSA teams. Other opportunities for sporting representation include Tennis, Basketball, Cricket, Rugby League, Rugby Union, Soccer, Netball, League Tag, Public Speaking and Tournament of Minds.

School Counsellor

The school has the services of a qualified counsellor one day per week. This service is provided through an arrangement between Catholic Education and Centacare. Students and their families can be supported through difficult times, including illnesses, relationships, and behavioural or other problems. Appointments with the School Counsellor may be made by contacting the Principal, Assistant Principal, or your child's teacher.

School Hours

School hours:	9:10 a.m. - 3:15 p.m.
Lunch:	11.10am -11:20am (eating time) 11:20am - 11.50am (play time)
Recess:	1.30pm - 2.00pm

Parents are requested not to drop children off prior to 8.45am. Students who arrive before this time must sit outside the staffroom until a teacher commences morning supervision duty.

School Uniform

The school uniform is available from the school office. The compulsory components of the school uniform are listed.

SUMMER UNIFORM	
BOYS	Blue, short sleeve, button up shirt, grey shorts, black leather shoes or boots and grey school socks.
GIRLS	White shirt, navy culottes or blue check dress. Black leather shoes and short white ankle socks.
HATS	A wide brim, blue, school hat is compulsory for all children.
WINTER UNIFORM	
BOYS	Blue, long sleeve, button up shirt, blue woollen jumper, blue/maroon striped tie, long grey pants(not cargo pants), grey school socks, black leather shoes or boots.
GIRLS	Navy-blue slacks, blue/maroon striped tie, white, long sleeve shirt, blue woollen jumper, white socks, black leather shoes.
SPORT UNIFORM	
BOYS	Maroon and white polo shirt with school logo, maroon and white shorts, plain white socks, joggers.
GIRLS	Maroon and white polo shirt with school logo, maroon and white shorts, plain white socks, joggers.
<i>In Winter, school maroon tracksuit pants with matching tracksuit jacket and maroon and white polo shirt with logo</i>	
JEWELLERY & OTHER ITEMS	
CHAINS	Chains with a cross or religious medallion may be worn only underneath clothing. They are <u>not</u> permitted during sporting activities.
BANGLES, RINGS BRACELETS	A signet ring, significant bangle or Christian themed bangle/bracelet is acceptable.
EARRINGS	If earrings are worn, a set of stud earrings only; one in each ear must be worn.
HAIR	Children's hair should be maintained in a clean and tidy condition. Hair must remain its natural colour – dyes, rinses and/or tips are not permitted. Long hair (past shoulders) must be kept tied back at all times. Hair accessories must be in school colours only, either blue, maroon or white.

School Uniform Price List

Item	Price
Small Backpack	\$40.00
Large Backpack	\$60.00
Winter Jacket	\$40.00
School Jumper	\$60.00
Grey/Navy Pants	\$18.00
White/Blue Long & Short Sleeve Shirts	Sizes 4-10 \$15.00 Sizes 12-16 \$20.00
Tracksuit Top	\$35.00
Tracksuit Pants	\$25.00
Sports Polo Shirt	\$30.00
Sports Shorts	\$15.00
Polar Fleece Vests	\$15.00
Navy Beanie	\$10.00
Navy Scarf	\$6.00
School Hat	\$30.00
Paint Smock	\$12.00
School Dress	\$65.00
Navy Culottes	\$30.00
White short sleeve shirt - Midfords	\$20.00
Ties	\$20.00

Clothing Pool

A Clothing Pool is available through the school with most items being priced between \$1 and \$5.00. For more information, please speak to our School Secretary Mrs Leanne Davis.

Year 6 Leavers Shirt/Jumper

At the beginning of the year, Year 6 students can purchase a Year 6 Leavers Shirt/jumper. This shirt/jumper is designed in school colours and has the name of each student in Year 6 on the back. This is a special shirt/jumper for the graduating class at Trinity for that year. This shirt/jumper is to be worn with the school sports uniform on Mondays and Fridays.



Sick Children

When a child is unwell at the beginning of the day, he/she should not be sent to school. Coughs, colds and gastric upsets spread quickly, so please keep your child at home when it seems necessary.

Medication

If a child is required to take medications whilst at school, clear instructions together with the medication should be given to the office or your child's teacher. Parents of children requiring regular medication (eg. Ritalin) will be required to complete a series of forms giving both permission and information.

Student Supplies

At the beginning of each year, students are supplied their stationery supplies for their school year. All the students' schoolbooks, as well as a selection of pencils, textas, glue, scissors, ruler, erasers etc. are supplied.

Sun Smart

As part of general skin-protection strategies:

- Students will wear school hats which protect the face, neck and ears whenever they are outside e.g. play time, sport, sports carnivals, outdoor excursions and activities.
- Students who do not have their hats with them will not be allowed to play "NO HAT, NO PLAY".
- Students will be encouraged to use available areas of shade for outdoor play activities.
- Outdoor activities will be held in areas of shade whenever possible.
- As per our policy, students do not have to wear hats during Terms 2 and 3.

Trinity School's Community Council

The School Community Council assists the Principal with the management of the school.

Six parent representatives are elected to the Council and they meet twice per term to discuss school related issues. In addition to the main council there are numerous 'teams' such as fundraising, publicity, uniform, technology and canteen etc. which meet as often as required to achieve their goals. All parents are encouraged to join up with one or more of the teams to become involved in the progress of Trinity Catholic Primary School.

To provide an opportunity for parents to have a voice, a Parent Open Forum will occur once a year. All parents are invited to attend this meeting.

Volunteers

Parent volunteers offer a huge resource and support base for the school community while showing the children the importance of participating in the larger community.

Not only will the school reap the benefits of your involvement — you will too. By interacting with teachers, administrators, and other parents on a regular basis, you will gain a firsthand understanding of your child's daily activities. You will also tap into trends and fads of school life that can help you communicate with your children as they grow and change (all without intruding on their privacy or personal space).

There are several ways you can volunteer:

- School sports days
- Reading/Maths groups in the classroom
- Assist with supervision on school excursions
- Coach/Manage various sporting teams.
- Canteen
- Driving the Kruger Bus

Please see your child's teacher for more volunteering opportunities.

All volunteers at Trinity Catholic School must have a Working with Children Check.

Working with Children Check

A Working with Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

Volunteers do not have to pay for the Working with Children Check. For more information please go to:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

Contact List

The Principal welcomes any parents contact via email, telephone or appointment	Principal – Mrs Caz Perryman
General Enquiries: <ul style="list-style-type: none"> ▪ Sick bay ▪ School functions ▪ Lost property ▪ Buses ▪ Student Medical Information ▪ Uniform 	Office Staff – Mrs Leanne Davis / Fiona Bassingthwaighte Principal- Mrs Caz Perryman
Absences from school	Classroom Teacher
Extended absences from school	Principal – Mrs Caz Perryman
General Student’s Progress	Class Teacher
Pastoral Care Concerns	Class Teacher RE Coordinator –Ms Donna Wade
Sacramental Program Enquiries	Fr Lolesio or Ms Donna Wade
Excursion Enquiries	Class Teacher organising excursion
Uniform Concern	Class Teacher Principal – Mrs Caz Perryman
Enrolment	Principal – Mrs Caz Perryman
Students with Special Needs	Principal - Mrs Caz Perryman & Assistant Principal - Mrs Rebecca Cooper