



Our Lady of Perpetual Succour

Catholic Primary School

Parent Information

64 Kendall Street
West Pymble NSW 2073
Tel: 02 9498 6060

Email: olps@dbb.catholic.edu.au
Web: www.olpsdbb.catholic.edu.au

Facebook: <https://www.facebook.com/OLPSWestPymble/>
[#withlovewegrow](https://www.facebook.com/OLPSWestPymble/)

With Love We Grow

VISION AND MISSION

Our vision is that OLPS will be recognised as a welcoming and contemporary Catholic school where our innovative learning environment prepares students to be future ready for secondary school and life beyond.

It is the mission that of all members of the OLPS community work together to provide a learning environment which:

- Offers a nurturing environment where committed and passionate teachers prioritise students' social and emotional wellbeing.
- Lives our shared values of love, compassion, courage and joy as we welcome all families with a diversity of backgrounds to join our Faith filled school.
- Promotes future focused and deep learning experiences that prepares students for success in a changing world.
- Supports opportunities for every child to be challenged to be their very best.

ABOUT OLPS

Our Lady of Perpetual Succour Primary School was opened in 1962 with a staff of one Sister of Mercy and 32 Kindergarten children. The school now offers a comprehensive Kindergarten to Year 6 program which is administered by highly qualified teachers and excellent support staff.

As a Catholic School, we share in the evangelising mission of the church. **“By their witness and their behaviour, teachers are of the first importance to impart a distinctive character to the Catholic School”**. (Sacred Congregation for Catholic Education, Rome, 1977). Teachers place the highest priority on individual attention to each student's needs in all key learning areas as well as to their physical, spiritual, social, emotional and academic development.

As well as highly qualified classroom teachers who take responsibility for classroom programs in all Key Learning Areas, the school employs specialist teachers for Creative Arts and Physical Education. Tennis, instrumental and band classes are also available to our students.

An on-site facility providing out of school hours care operates before and after school, OLPS FJ's OSHC. Staff at FJ's plan a wide range of recreational activities within a safe and creative environment. FJ's hours of operation are 7am-9am and 3:05pm – 6:00pm. To contact OLPS FJ's OSHC FJ's on 9418 4409 or Cathy Connery, the centre's coordinator at cathy.connery@dbb.org.au

STAFF LIST

Staff of Our Lady of Perpetual Succour Catholic School West Pymble for 2021

Parish Priest	Father Boguslaw Loska SDS
Assistant Priest	Father Chris Kowalczyk SDS
School Principal	Mrs Sue Host
Assistant Principal	Mrs Libby Cook and Mrs Karen Pezzuto
Religious Education Coordinator	Ms Emily Channell
Kindergarten Teacher	Mrs Fran Wells
Year 1 Teacher	Miss Emily Channell
Year 2 Teacher	Mrs Mary Lu Fitzgibbon
Year 3/4 W	Mrs Erin Villella
Year 3/4M	Mrs Libby Cook and Mrs Karen Pezzuto
Year 5/6 Teachers	Mrs Alison Perosin and Mrs Jane Denny
Learning Support Teacher	Mrs Judy Betts: Mon, Tues, Wed PM
Learning Support Assistants	Mrs Cassie Tanner: Mon, Tues, Wed Mrs Anita Wainwright: Thurs, Fri Ms Caitlin Keatinge: Tuesday (3 hours-AM)
Teacher Librarian	Mrs Julia Gibson: Mon, Wed
Music Teacher	Mrs Katy Harvey: Mon
Physical Education Teacher	Mrs Lisa Sargent: Fri
Executive Relief Teacher	Mrs Judith Betts: Fri - Year 1
Literacy Coach	Miss Emily Channell Mrs Judy Betts to release Miss Channell - Wed AM
Senior Administrator	Mrs Sally Berry
Administration Support	Mrs Margaret Walz: Thursday (odd weeks of term)
Canteen Coordinator	Mrs Louise Johnston: Mon, Wed
Enrolment and Marketing Co-ordinator	Mrs Necola Chisholm

FEES

The **Education Fee** for 2021 are as follows:

1st child **\$4, 563.00**

The following sibling discounts apply to the Education Fee:

- 25% for the second child
- 55% for the third child
- 100% for the fourth and subsequent children

In addition, there are **Supplementary Fees** set by the school that cover:

- Excursions and incursions
- Sport Levies and general sports expenses

FEE RELIEF

OLPS and Catholic Schools Broken Bay are here to support families through difficult times. Throughout COVID there has been an increase in sibling discounts and greater access to fee relief programs. Where hardship would prevent any parent from providing Catholic schooling for their children, they should seek an interview with the school Principal. It is not the intention of the system to deny any family access to a Catholic education for their children.

Tuition fees are set by the Catholic Schools Broken Bay.

Accounts are sent to parents in Terms 1, 2 and 3 only.

SCHOOL OPERATION

OLPS HOURS OF OPERATION AND SCHOOL BELL

It is important that students arrive at school on time before the morning bell. Before school playtime is a valuable opportunity for students to start games and establish good positive relationships with peers for the rest of the day. Late arrivals are disruptive to class routines and leads to stress and anxiety for the student with the need to 'rush to class'.

Learning everyday matters!	Supervision commences at	8:25 am
	Morning bell	8:50 am
	Morning Recess	11:00 am – 11:30 am
	Lunch	1:00pm -1:45pm
	Afternoon bell	3:05 pm

COMMUNICATION

At OLPS we pride ourselves on providing strong communication links with parents, the parish and the Catholic Schools' Office of the Broken Bay Diocese. We would expect parents to contact the school to discuss their children's needs at any time.

PARENT TEACHER COMMUNICATION - INFORMAL and FORMAL

A fortnightly Parent Newsletter informs parents of current school happenings and provides details of future events. A regular report is included from the P&F as well as from the Parish.

Learning Conversations	Term 1
Parent Teacher Interviews	Term 1 and Term 2
Interviews (Kindergarten - Year 6)	on request
Written Reports (K - 6)	Term 2 and Term 4
Term Outlines	Term 1-4

CANTEEN

A school canteen operates on Mondays and Wednesdays during the term. A price list is sent home at the beginning of the summer and winter terms and can also be found on the school website. The Canteen is a Green Canteen in line with requirements that are mandatory across all NSW schools.

Parents volunteer to be placed on the canteen roster. A Canteen Coordinator has been employed to help with the smooth running of the canteen and to ensure all procedures associated with the canteen fit with WH&S and food handling guidelines. This Coordinator works in the Canteen on Mondays and Wednesdays with the volunteers.

PARENTS AND FRIENDS ASSOCIATION

An important role of the P&F is to promote strong links between the parents and the school but also strong links between families, where members of families really feel that they belong to the school. An active parent group also ensures the school is well resourced and the grounds are always well maintained. The P&F meets regularly and conducts information giving and fundraising activities for all parents. Class Parents support the P & F and help develop healthy relationships between parents in the class. Parents support classroom programs by working 1:1 with children or with small groups.

The Parents and Friends Association organises regular socials and fundraising events to maintain the grounds and continue to provide resources of the highest quality for all children.

SCHOOL AND PARISH

Family Based Sacramental Program

All children in schools across the Broken Bay Diocese have access to family based Sacramental programs which are organised in each parish by Sacramental Coordinators and supported by the Sacramental Team which includes the Parish Priest and may include the Principal and Religious Education coordinator of the school.

At OLPS Sacraments are celebrated in the following order:

Confirmation	Year 2
Reconciliation	Year 3
First Eucharist	Year 3

Parents are invited to celebrate the Eucharist with the children attending Mass at school on special days as outlined in the school calendar. Different classes take responsibility to plan Masses and Liturgy of the Word throughout the year. Parents are informed of dates and times in the Parent Newsletter throughout the term.

Family Masses are a feature of the Pymble Parish with members of families being actively involved in different aspects of the celebration of the Eucharist. Dates for these Masses are announced in the school's calendar, weekly Parent Newsletter and in the Parish Newsletter.

BEHAVIOUR AND DISCIPLINE

At OLPS, we seek to develop in the child's Gospel values, social responsibility, self-discipline, interdependence and initiative while at the same time building the child's own self-concept through a system of praise, encouragement and rewards.

Children are expected to respect the feelings and property of others, grow in responsibility for their own actions and when behaviour is contrary to the rules of the school, accept consequences that are just and well matched to the errant behaviour.

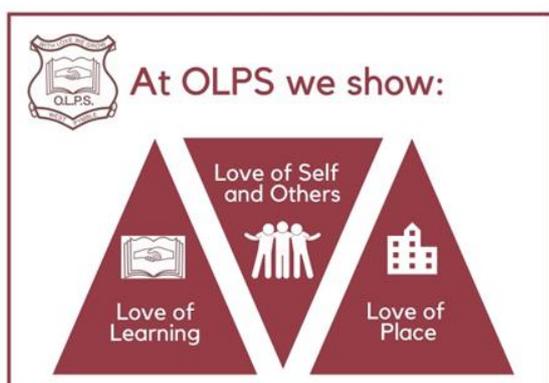
Corporal punishment is expressly prohibited at OLPS.

Positive Behaviours for Learning

OLPS has successfully implemented the Positive Behaviours for Learning (PBL) program. The PBL framework helps schools create a positive learning environment by developing proactive whole school systems that define, teach and support appropriate student behaviour. PBL focuses on changing the environment to better meet the needs of all students and ensure that learning time is maximised.

PBL is a broad range of systemic and individualised strategies for achieving important social and learning outcomes while preventing problem behaviour.

The whole school approach is focused on creating and sustaining a multi-tiered approach to prevention and intervention for behaviour. Effective Tier I prevention programs are intended to support the majority of students, and also to identify students who require more specialised and intensive assistance for Tier II and Tier III. The following are the OLPS rules:



At OLPS we show

Love of Learning

Learn and let others learn



Be in the right place at the right time



Be prepared



Have a go and do your best



At OLPS we show

Love of Place

Care for the environment



Care for school property



Care for my belongings



Care for the belongings of others



At OLPS we show

Love of Self and Others

Listen to others



Speak and act with kindness



Use safe and caring actions



Know the rules, play by the rules



TEACHING AND LEARNING

EXPECTATIONS OF...

TEACHERS

- Understand the goal of Catholic Schooling
- Believe in each child and the importance of developing the whole child.
- Recognise the different rates of learning, different abilities, uniqueness, gifts
- Know their children
- Plan programs which follow current syllabuses in 7 KLAs and meet students' needs
- Assess pupil progress and evaluate teaching practices in light of pupil progress
- Plan for further learning
- Provide opportunities for ALL children to be motivated, enthusiastic, independent learners through structural and organisational strategies that clarify meaning and purpose for their students and by providing a range of open-ended activities and optional tasks for fast finishers
- Use resources well - within and outside the classroom including books, games, multimedia, visiting speakers eg school camps and excursions, storytellers, Caritas, Mercy sisters, labs on legs
- Carry out open dialogue with parents/caregivers - 2-way communication- eg using diaries, keeping P/T interview times, being available out of school hours for appointments

STUDENTS

- Always attend regularly and give of their best.
- Participate fully in the life of the school
- Provide support to their peers and to the younger students
- Adhere to school policies eg discipline/homework/internet use
- Care for the resources of the school within and outside the classroom
- Show respect for all staff permanent, temporary and relief staff in all positions
- Always wear the full school uniform. No child is to wear jewellery other than appropriate earrings and a watch.

PARENTS

- High level of trust
- Support for school by reading the weekly newsletter and responding as appropriate eg input for surveys, policies and programs including sacramental and other parish programs
- Involvement in decision making within school and across the diocese
- Contact class teachers re any concerns they have
- In class help as requested by teachers
- Extra-curricular assistance eg excursions, sports carnivals
- Financial support - firstly by paying fees as due and secondly through P&F fundraisers.

STAGES OF LEARNING

The school is organised into four stages of learning:

- Early Stage One Kindergarten
- Stage One Years 1 and 2
- Stage Two Years 3 and 4
- Stage Three Years 5 and 6

KEY LEARNING AREAS

There are seven Key Learning Areas which are addressed in the Catholic primary School Syllabus. These are:

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE)- History and Geography
- Personal Development, Health and Physical Education
- Creative Arts (music and art)

RELIGIOUS EDUCATION

At OLPS, Religious Education permeates the culture of the school through the values we uphold and practise, through prayer, liturgy and relationships. It underpins all Key Learning Areas. The Broken Bay K-12 Religious Education Curriculum Syllabus (2004) is used by the REC and teachers to develop programs of work to be implemented and assessed. We encourage all members of our community to behave in a way that clearly reflects Gospel values and our school motto "With Love We Grow."

All other Key Learning Areas follow the NSW Syllabus documents.

LEARNING SUPPORT

At OLPS we have one part-time learning support teacher whose responsibilities include the co-ordination of identification, diagnosis and support of students with special needs. Learning Support Days are Mondays and Wednesdays of the odd weeks of term. The term 'Learning Support' encompasses students in the following categories:

- Students with learning difficulties
- Students at risk
- Students with disabilities
- Aboriginal students
- Socio-economically deprived students
- Students experiencing specific gender issues
- Non-English-speaking background

At OLPS School, Learning Support is offered across all levels as needed, particularly within the Literacy program, but also within the Numeracy program. The Learning Support Teacher supports the classroom teachers in the education process in several ways. This may include

- Working in the classroom (or withdrawing students to another room as appropriate) with small groups of students on set class activities
- Providing specialist support for students, teachers and parents
- Offering strategies to teachers related to behaviour management

The Learning Support Teacher meets regularly with the class teachers to review the learning support being offered, whether new children need to be included and others withdrawn from learning support. The timetable is changed to enable the Learning Support Teacher to work with those who most need more specialized teaching.

GIFTED AND TALENTED

Students who exhibit characteristics of being Gifted and Talented for their stage of development are identified through co-operation between teachers, parents and the principal. Strategies that may be used in our school include differentiation of the curriculum, extension work, enrichment programs, partial acceleration, acceleration, extra curricular activities, external support from CSO and professional learning for teachers.

SCHOOL COUNSELLOR

There is a School Counsellor provided by the Catholic Schools Office for the North Shore Cluster of Catholic Schools. Families wanting to access this counsellor for their child need to speak to the class teacher or Principal.

Counselling referrals are kept in a locked confidential file at school and at Catholic Schools Office. Referrals are the property of Catholic Schools Office.

HOMEWORK

Homework provides an opportunity to:

- practise skills,
- develop time management strategies
- engage parents in their children's learning.

(See Homework Policy on the school website)

EXCURSIONS

Excursions are a vital and integral part of the learning process and we know that children learn most from firsthand experiences. Teachers are asked to plan excursions in consultation with their stage partners wherever possible. Each excursion should be planned thoroughly around one or more curriculum areas for either their education or cultural value. Parents are encouraged to take part in excursions wherever possible. Permission notes **MUST** be returned signed prior to the excursion. Apart from senior school camps, a three-day trip to Canberra and two-day trip to Bathurst, the cost of excursions is included in the students' fees.

LIBRARY

Our school library is an integral part of our total curriculum. Each class has a library lesson once a week. Library days are Wednesday and Thursday. All students K-6 must carry their library books in their school satchel. Regular weekly borrowing by students is encouraged. Parents are most welcome to assist with book covering.

CREATIVE ARTS

Each class has a Creative Arts (Music, Drama, Dance) lesson once a week from a specialist teacher. Creative Arts lessons occur on a Monday.

- Instrumental lessons with a teacher take place on Friday. These lessons are part of the band program *Parents are responsible for the fees of Instrumental Lessons*
- Band rehearsals occur on a Friday. Parents are responsible for the fees.

TECHNOLOGY

Technology is an important and integral part of today's classroom learning activities. All classrooms have desktop computers, iPads and laptops. All students have one to one device: Kindergarten – Year 2 have iPads, Year 3 and Year 4 have a chrome book and Year 5 and Year 6 have a laptop. Each child has their own username and password for access to the O drive, the internet, email, google documents or google classroom. Each teacher and child have signed a declaration agreeing to acceptable use of the internet. Teachers are always asked to supervise students' use of the Internet. The Internet may not be accessed by any child without direct supervision of a teacher. The Internet is only to be used for educational purposes.

Every classroom has an interactive whiteboard and Apple TV, which teachers use to enhance teaching and learning.

ASSEMBLY

Every second Friday afternoon (Odd Weeks) at 2:40pm we have a whole school assembly in the Father Jones Hall. At this assembly we pray the school prayer, sing the Australian Anthem, acknowledge the coming week's birthdays with Happy Birthday and a certificate, and acknowledge student achievement. Important information is announced at this assembly.

BUDDIES

Students entering Kindergarten are allocated a special Year 5 or 6 buddy. The buddy takes special care of the younger child as they settle into school life. The buddy can check up on the child during break times and can be a friendly face to go to in times of need. The buddies sometimes come to help their Kindergarten friends in their classrooms. New children in any grade are also allocated a buddy.

New families are also allocated a buddy family. The buddy family support the new family in a whole range of ways by welcoming the new family in a very personal way, answering questions and generally orientating the new family into life at OLPS. Communication between the families is informal and flexible depending on needs and interests.

BULLYING

OLPS School is committed to providing a safe and caring environment that fosters respect for others and does not tolerate bullying. Bullying is defined as repeatedly hurting another person who is feeling less powerful - either physically or psychologically. (Please refer to the Anti Bullying Policy on the website.)

STUDENT LEADERSHIP

All students in Years 5 and 6 are encouraged and taught to be school leaders. Each child is encouraged to develop their special gifts and talents for the benefit of the whole school community. This is a focus in Term 1, with leadership opportunities for Years 5 and 6 such as a leadership camp and development of leadership roles in collaboration with the senior students. Senior students lead and serve all students to make OLPS a place where love can grow.

ABSENCES

Daily attendance at school is most important. If a child is to leave the school after arriving, and before 3.05pm, parents must sign the child out from the school office.

If a child is ill, the parents are responsible enter into COMPASS their child absence to inform the school of their child's illness. Parents arriving late with their child or leaving early MUST sign into the COMPASS kiosk.

If the child will be away for an extended period (for reasons other than illness) the parents should inform the Principal before the period of leave. ***Parents are strongly encouraged not to take their children out of school for family holidays as long absences can result in gaps in the child's learning which are often difficult to catch up on.*** However, if family circumstances require students to miss more than consecutive ten days of school parents are required to seek the permission of the principal through the Application form for Extended Leave. This form can be found under forms on the school website.

BOOK CLUB

Scholastic Book Club is run by parent volunteers. Teachers distribute order forms and collect money which is sent to the office. Parents distribute books when they arrive. The Scholastic Book Club assists to raise funds and books for the school library. Please do not feel pressured to purchase books.

CLASS PARENTS

Each year parents are invited to act as a Class Parent for the year. This role involves acting in a social, communicative and community support role for the parents of that class. It is an important role in establishing networks of support for new and existing families within the school.

LOST PROPERTY

Children are encouraged to look after their own belongings. All items belonging to the child should have his/her name on them. Any lost property is in a container located on the green verandah. This container is cleaned out every week and clothing with names are allocated to property container of that class that child is in. After some time items without a name are donated to charity.

SATCHELS ...messages to and from the office

Every child receives a satchel with the school crest. This satchel is used to carry notes, messages, newsletters and library books to and from school.

All notes and messages for the office must be sent to the office through the class satchel. In the afternoon children will receive notes from the office through the class satchel.

COLLECTION OF MONEY

Any money sent to school must be sent in a sealed envelope clearly labelled with child's name, class and purpose. All money will be collected first thing each morning by the class teacher and sent to the office in the class satchel. Receipts will be sent home as soon as practicable.

RECYCLING PROGRAM

We have a recycling program in the school. Please encourage your child to place reusable and recyclable items in the appropriate bins in the classroom and playground.

PLAY GROUP

A formal playgroup 'Pop Up Play' will be operating in 2021 for children beginning Kindergarten at OLPS in 2022. 'Pop Up Play' will commence in Term 1. Sessions will take one hour and will be run by the Principal or a teacher. Dates are set and detailed in the dates section on page 17. 'Pop Up Play' is not compulsory but provides your child with the opportunity to get to know the school environment and the children who will be in their class.

AFTER SCHOOL

All children have designated waiting areas after school.

Kindergarten children are to be collected from the Kindergarten veranda from the class teacher.

At 3:05pm children exiting via Kendall Street meet with the duty teacher at the administration gate. The teacher supervises the children crossing the road and waits with the children for parents to pick the children up in their cars.

Children exiting via Grayling Road wait for the duty teacher at the Grayling Road gate and walk with the teacher to Grayling Road. This teacher supervises children across Grayling Road and to parked cars. There is no teacher supervision after school on the school playground.

Children who are not collected are brought by the duty teacher to the School Office to ensure they are supervised until parents can collect them.

Because of the danger of accidents, NO school equipment should ever be used out of school hours. This includes the All-Purpose Court and the playground equipment.

Security Gates onsite are locked out of School and Church hours.

SCHOOL DIRECTORY

Each year a directory is published to include contact numbers for families who wish to be included. There is also a section for "Other Useful Numbers". A form for inclusion in the Directory will be sent home or emailed to families. This directory is to be ONLY used by the parents of OLPS for social and "school business" reasons. It is NOT to be used for personal gain and profit nor as a means of gossip or defamation.

COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child, you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.

If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

See also Appendix 2: MAINTAINING PROFESSIONALISM

UNIFORM

The aim is to provide for your children's school clothing needs and to save time and money. Our Uniform Shop is on site and is run by Taleb, who is our Uniform Manufacture. All uniform purchases are online and pick up is from the Uniform shop which is located at the top of the steps at the back entrance to FJ's After-Hours Care.

Girls Uniform

Summer

Maroon hat
Maroon & white summer uniform
White socks / black shoes

Winter

Maroon hat
Maroon & grey checked tunic
Pale blue shirt & maroon tie
Long grey socks or stockings / black shoes

Boys Uniform

Summer

Maroon hat
Pale blue short sleeved shirt
Grey shorts
Grey socks / black shoes

Winter

Maroon hat
Pale blue shirt & maroon tie
Grey pants (long or short)
Grey long socks with shorts or
Grey short socks with long pants / black shoes

Boys & Girls - all year

Maroon V-neck sloppy joe or fleecy zip jacket with school crest

Sports - Boys & Girls

White polo shirt with school crest (white crop top to be worn under polo shirts for Senior Girls)

Maroon shorts or girls in Years 3 - 6 have the option of maroon netball skirt and black sports briefs.

White ankle socks / white sports shoes

A maroon anorak is available for those very cold days in winter.

School Backpacks in two sizes

Jewellery

Jewellery is not to be worn to school by students. If girls have pierced ears, then only plain gold or silver sleepers or small round studs are to be worn.

Hair

If girls with shoulder length hair or longer are required to have their hair tied back.

Boys are to have a short back and sides haircut. There is to be no radical haircuts such as Mohawks, long hair, shaved or letters shaved into the hair.

Nail polish

Students are not permitted to wear nail polish to school.

SCHOOL SAFETY

SUN SAFETY

All students are to purchase a school hat that is to be worn throughout the year. Students who do not wear a school hat when outdoors are asked to play under the big shady tree. Parents are encouraged to provide SPF30+ broad-spectrum water-resistant sunscreen for their child.

PEDESTRIAN TRAFFIC

In the interests of safety, parents and children are asked to enter and exit the school grounds:

- via the gate on Kendall St
- via Grayling Rd

PARKING OF CARS

The school grounds are not available for parking. Please ensure that you park outside the school grounds in either Kendall Street or Grayling Road. Observe the speed signs, NO STOPPING and NO PARKING signs that are there to protect the children

CHILD PROTECTION

At Our Lady of Perpetual Succour, we take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The school will:

1. Always maintain professionalism in our interactions with children by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a “Working With Children Check” (WWCC) have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

See also Appendix 1: CHILD PROTECTION INFORMATION

PARENTS AND VOLUNTEERS

Parent participation, involvement, engagement and help are welcome and appreciated for various activities both in school and on excursions.

Parent helpers / volunteers are subject to child protection legislation. This means all volunteers must:

- sign the declaration for volunteers and contractor's form
- sign on at the front office
- attend an induction session
- get a visitor's badge from the office as per school procedure.
- not engage in any inappropriate behaviour towards any children.

See also Appendix 3: WORKING WITH CHILDREN CHECKS

DATES

Dates for 2022 Kindergarten Families

'Pop Up Play'

Term 2: Friday 4 June 9am -10am
Friday 18 June 9am -10am

Term 3: Friday 30 July 9am -10am
Friday 13 August 9am -10am
Friday 27 August 9am -10am

Term 4: Friday 17 September 9am -10am
Friday 15 October 9am -10am
Friday 29 October 9am -10am

2022 Kindy Transition Days will be on:

Tuesday 9 November 8:30am – 11:30am
Tuesday 16 November 8:30am – 11:30am
Tuesday 23 November 8:30am – 11:30am

School Dates for 2022

Term 1: Monday 31 January **Staff Development Day (Pupil Free Day)**
Tuesday 1 February **Mathematical Assessment Interview (MAI) Yr1-Yr6**
Kindergarten students Best Start Assessment
Wednesday 2 February Year 1 to Year 6 commence school
Kindergarten students Best Start Assessment
Thursday 3 February Kindergarten students Best Start Assessment
Friday 4 February Kindergarten to start full day
Last day of Term 1 Friday 8 April 2022

Term 2: Tuesday 26 April 2022 - Friday 1 July 2022

Term 3: Monday 18 July 2022 - Friday 23 September 2022

Term 4: Monday 10 October 2022 - Tuesday 20 December 2022
Friday 16 December last of school
Monday 19 December-**Staff Development Day** (Pupil Free Day)
Tuesday 20 December- **Staff Development Day** (Pupil Free Day)

Staff Development Days

Staff development days are **pupil free days** and an opportunity for the staff to participate in an intense one-day Professional Development that directly relates to our School Improvement Plan and goals for the year.

In the Broken Bay Diocese, five days are set aside each year for staff. The day before the students return to school after the Christmas holidays is always the First Staff Development for the year and the last two days of the year are also Staff Development Days. It is then up to the discretion of the principal as well as availability of guest speakers as to when the other two days are. At OLPS, we always try to give parents as much notice as possible so they can plan alternative childcare arrangements.

APPENDIX 1:

CHILD PROTECTION INFORMATION

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

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Responding to risk of harm

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

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

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

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

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

APPENDIX 2:

MAINTAINING PROFESSIONALISM

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

We understand that staff has a duty of care to:

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

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

Staff strives to:

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

Addressing complaints of inappropriate behaviour by staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person, it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

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

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

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

APPENDIX 3:

WORKING WITH CHILDREN CHECKS (WWCC)

Screening of those working in schools

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

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

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

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

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

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

Similarly, any volunteer working in a high-risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

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

If you would like further information regarding any of the above, please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611