

# OLPS Parent Handbook 2023

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**64 Kendall Street  
West Pymble NSW 2073  
Tel: 02 7256 2101**

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



*With Love We Grow*

## VISION AND MISSION

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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 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 prepare students for success in a changing world.
- Supports opportunities for every child to be challenged to be their very best.

## ABOUT OLPS

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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, drama and guitar classes are also available to our students.

OLPS FJ's, Out of School Hours Care (OSCH), is an on-site facility providing paid care before and after school. 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.

Contact Srilekha Mekala, the centre's coordinator, on 9418 4409, 0419 403 537 or email: [oshc.westpymble@catholiccaredbb.org.au](mailto:oshc.westpymble@catholiccaredbb.org.au)

## STAFF LIST

### Staff of Our Lady of Perpetual Succour Catholic School West Pymble for 2023

Parish Priest	Father Irek Czech SDS
Assistant Priest	Father Paul Tran SDS
School Principal	Ms Jodi Jefferson
Assistant Principals	Mrs Libby Cook & Ms Emily Channell
Religious Education Coordinator	Miss Maree Anderson (Thurs)
Kindergarten Teacher	Miss Emily Channell and Miss Schae Dailey (1.5 days executive release)
Stage 1M	Ms Amy Bau-Gasper
Stage 1W	Mrs Erin Villella (Mon, Tues & 2 <sup>nd</sup> Wed) and Mrs Judy Betts (2 <sup>nd</sup> Wed, Thurs, Fri)
Stage 2 M	Miss Maree Anderson and Mrs Fran Wells (1-day executive release)
Stage 2 W	Ms Isabella Gane
Senior Learning Hub	Mrs Jane Denny (Mon – Wed & every 2 <sup>nd</sup> Thursday) and Mrs Alison Perosin (2 <sup>nd</sup> Thurs & Fri) (Year 5 Homeroom) Mrs Ali O’Kane (Year 6 Homeroom)
Learning Support Teacher	Mrs Libby Cook and Mrs Judy Betts (Mon am & 2 <sup>nd</sup> Wed)
Learning Support Assistant	Ms Molly McIntosh (Mon 9-11:30am, Tues & Fri 9-12pm, Wed & Thurs 9-3pm.)
Art Teacher	Mrs Mary Lu Fitzgibbon (Tues)
STEM & Library Teacher	Mrs Alison Perosin (Mon & Wed)
Music Teacher	Ms Melody Beck (Mon)
Physical Education Teacher (PDHPE)	Mrs Lisa Sargent: (Mon & Thurs)
Executive Relief Teacher	Miss Schae Dailey (Mon & Wed pm) & Mrs Fran Wells (Thurs)
Literacy Coach	Miss Emily Channell
Numeracy Coach	Mrs Libby Cook
Senior Administrator	Mrs Sally Berry
Canteen Coordinator	Mrs Louise Johnston: Mon, Thursday
Enrolment and Marketing Co-ordinator	Mrs Nicola Chisholm: Mon & Tues
Parent Engagement Co-ordinator	Louise Johnston: Wed

## FEES

The **Education Fees** for 2023 are as follows:

1<sup>st</sup> child **\$4,746.00 (per year)**

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

(Tuition fees are set by the Catholic Schools Broken Bay.)

*Fees can be paid in full or monthly instalments. We have a variety of payment options that include:  
Online/bank transfer and Credit card at the school office.*

## 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.

## 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. Arriving late is disruptive to class routines and leads to stress and anxiety for the student with the need to 'rush to class'.

<b>Learning everyday matters!</b>	Supervision commences at	8:25am
	Morning bell	8:50am
	Morning Recess	11:00am – 11:20am
	Lunch	12:40pm -1:30pm
	Afternoon bell	3:05pm

## 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 weekly communication 'Looking Ahead' provides families with key dates for the upcoming week and is sent on a Friday. 'Here we Grow' is a communication sent once per term and provides families with an update on the learning from the term. Other important information including permission notes and parent teacher bookings is posted on COMPASS.

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

## **CANTEEN**

A school canteen operates on Mondays and Thursday during the school terms. A price list is sent home at the beginning of the summer and winter terms and can also be found on the school website. Sushi is available on Mondays via an email link. 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.

## **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. 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.

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 3
Reconciliation	Year 4
First Eucharist	Year 4

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.



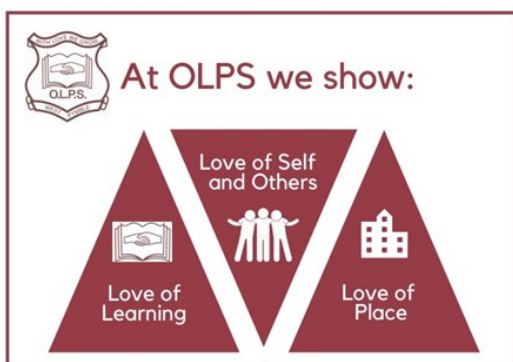
## BEHAVIOUR AND DISCIPLINE

### Positive Behaviours for Learning

OLPS is a Positive Behaviours for Learning (PBL) school. The PBL framework helps us 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 includes a broad range of systemic and individualised strategies for achieving important social and learning outcomes while preventing problem behaviour. Effective whole school (Tier 1) prevention is implemented to support all students. PBL also identifies the need for more frequent and alternate targeted supports and adjustments for some students. If a child requires more targeted intervention consultation with families will occur.

OLPS has three school rules and 12 main expectations:



### 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



All staff have a clear understanding of these rules and student behaviour expectations and these are clearly communicated with students on a daily basis.

School-wide consequences have been established for behaviours all staff are aware of the consequences of both challenging and desired behaviours. Positive behaviour is rewarded with 'that's it' stickers, merit awards as well as verbal and non-verbal praise.

Corporal punishment is expressly prohibited at OLPS.



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# TEACHING AND LEARNING

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## EXPECTATIONS OF...

### TEACHERS

- Understand the purpose of Catholic Schools Broken Bay: *"Inspiring hearts and minds to know Christ, to love learning and to use their talents to be the very best they can be"*.
- Believe that each child can learn and will learn because of what we do.
- Understand that each child is unique and brings their own gifts and talents to our school.
- Recognise and cater for a range of student needs and abilities.
- Know their students and how they learn.
- Plan teaching and learning programs in accordance with NSW Syllabus documents that meet the needs of the students in their class.
- Use a variety of assessment methods of track student learning growth and achievement.
- Provide teaching and learning experiences that encourage students to be motivated, enthusiastic and independent learners at their point of challenge.
- Cater for a range of student needs and abilities.
- Communicate effectively and appropriately with parents; respond to emails and phone calls, maintain arranged parent and teacher meetings.

### STUDENTS

- Follow our three school rules: Love of Learning, Love of Self and Others and Love of Place.

### PARENTS

- Demonstrate a high level of trust in the school.
- Support the school by reading school publications and responding as appropriate e.g. responding to surveys, participating in programs including sacramental and other parish and school initiatives.
- Are involved in decision making within school and across the diocese where appropriate.
- Contact class teachers regarding any concerns or questions.
- Provide in class help as requested by teachers.
- Provide extra-curricular assistance e.g. excursions, sports carnivals.
- Provide financial support - firstly by paying school fees 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 (Incl STEM – Science, Technology, Engineering, Mathematics)
- Human Society and Its Environment (HSIE)- History and Geography
- Personal Development, Health and Physical Education
- Creative Arts (Music, Visual Arts, Drama and Dance)

## 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 Religious Education Coordinator and classroom teachers to develop programs of work to be implemented and assessed for Years 3-6. Kindergarten, Year 1 and Year 2 are implementing the CSBB K-2 RE Curriculum which has been written to support early years' student-centred pedagogy. Each lesson students are invited to continue their journey of faith in an experiential learning environment. 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.

## REPORTING

- Provides parents with a record of student learning at the end of Semester 1 and Semester 2.
- Reports are recognised as an important aspect of parent partnership, and as a record which informs decision making about a student's learning into the future.
- Parent/Teacher interviews are held at the end of Term 1 and Term 2 and provide an opportunity for parents to discuss student progress and view work samples.

## ACADEMIC ACHIEVEMENT GRADE SCALE

Key to Achievement Code (NSW Common Grade Scale) - Years 1-6	
Elementary	The student has an <b>elementary</b> knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.
Basic	The student has a <b>basic</b> knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
Sound	The student has a <b>sound</b> knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
Thorough	The student has a <b>thorough</b> knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
Extensive	The student has an <b>extensive</b> knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.



## EFFORT SCALE

Key to Effort Code			
Needs Improvement	Satisfactory	Commendable	Outstanding

- Outstanding – puts in maximum effort into all tasks **95%** of the time.
- Commendable – puts effort into tasks **70-94%** of the time.
- Satisfactory – puts effort into tasks **50-69%** of the time.
- Needs Improvement – puts effort into tasks **below 50%** of the time.

Key to Demonstration of Values Promoted at Our School and Learning Behaviours			
Rarely	Sometimes	Usually	Consistently

## VALUES SCALE

- Consistently – almost always demonstrates appropriate behaviour.
- Usually – demonstrates appropriate behaviour at most times. No major behaviours.
- Sometimes – demonstrates appropriate behaviour some of the time. Infrequent behaviour occurrences recorded in chronicles (minor and/or major).
- Rarely – demonstrates appropriate behaviour rarely. Requires ongoing and frequent prompts. Has frequent chronicle behaviours for minor and major behaviours.

## DIVERSE LEARNING

At OLPS we have Diverse Learning teachers who are responsible for supporting teachers to design adjustments and support to meet the needs of diverse learners, allowing equal access and participation. Students with diverse learning needs may include the following:

- Specific learning difficulties eg. written expression, reading and numeracy
- Cognitive disabilities eg. Intellectual disability, ADHD, ASD
- Physical disabilities eg. Asthma, anaphylaxis, diabetes
- Wellbeing/mental health challenges
- Aboriginal students
- Socio-economically deprived students
- Students experiencing specific gender issues
- Non-English-speaking background

At OLPS School, support for Diverse Learners is offered across all stage levels as needed, with a focus on Literacy and Numeracy. Diverse Learning teachers support classroom teachers in the education process in the following ways:

- Facilitate case conferencing with teachers to collaboratively plan the learning for specific students.
- Facilitate personalised plan meetings with parents and teachers to devise goals and adjustments for diverse learners.
- Design learning that is differentiated to meet the needs of all students.
- Create adjusted tasks that allow equal access and participation for students with diverse learning needs.

- Support small groups of students in the classroom in consultation with the teacher.
- Create behaviour plans to support teachers in implementing strategies to support students with behaviour challenges.
- Facilitate professional learning to build the capacity of all staff in meeting the needs of diverse learners.
- Revise and amended class support (including allocation of Learning Support Assistant) as needed.
- Liaise with the school counsellor regarding matters of wellbeing.

### **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 CSBB and professional learning for teachers.

### **SCHOOL COUNSELLOR**

There is a School Counsellor provided by the CSBB for OLPS. 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 CSBB. Referrals are the property of CSBB.

### **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 plan excursions in consultation with their stage partners wherever possible. Each excursion is thoroughly planned around one or more curriculum area for either their education or cultural value. Parents are often invited and encouraged to take part in excursions wherever possible. Permission notes **MUST** be completed returned via COMPASS prior to the excursion. Apart from the senior leadership camp and a three-day trip to Canberra, the cost of excursions is included in the students' fees.

### **LIBRARY – TURRUMBURRA LEARNING CENTRE**

The Turrumburra Learning Centre (T.L.C.) opened at the beginning of the 2023 school year. It is located in the centre of the OLPS playground, adjacent to the All-purpose court. Whilst it houses our updated library collection of over 8,000 books, it is also a space for our new STEM lessons. Each week students from K-6 engage in STEM design tasks that are aligned with our Science and Technology curriculum. The Senior Learning Hub students ideated the name from their study of the Lane Cove River. Turrumburra is the Indigenous name for the Lane Cove River.

Each class has a library lesson once a week. Library days are Monday and Wednesday. 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 ,Dance & Drama) and a Creative Arts (Visual Arts) lesson once a week from a specialist teacher. These lessons occur on a Monday and Tuesday respectively.

#### **TECHNOLOGY**

Technology is an important and integral part of today's classroom learning activities. All students have access to an individual device:

Stage	Device
Early Stage 1 & Stage 1	iPads
Stage 2	Chrome Books
Stage 3	Laptops

Each child has their own username and password to access the internet, email, Google Classroom and Microsoft Teams. Each year class teachers, students and parents review safe technology usage practices and sign a 'Technology User Agreement'. 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 board for use to enhance learning.

#### **ASSEMBLY**

Assembly takes place fortnightly on Friday afternoon at 2:40pm. Assemblies are a time to gather to recognise student achievement and upcoming events. Students are also acknowledged on their birthday.

#### **BUDDIES**

Students entering Kindergarten are allocated a Year 5 or 6 buddy. The buddy takes special care of the younger child as they settle into school life. The buddy checks up on the child during break times and can be a friendly face to go to in times of need. The SLH and Kindergarten teachers also arrange times for buddies to learn together in their classrooms.

New children in any grade are also allocated a buddy.

#### **BULLYING**

OLPS 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 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 away, parents are responsible for entering the absence into COMPASS. Parents arriving late with their child or leaving early **MUST** sign into the COMPASS kiosk located in the School Reception (Please do not enter late arrivals or early departures in your Compass app or on the PC at home).

If a 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 ten consecutive 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 parents can place orders online. Parents distribute books when they arrive. The Scholastic Book Club assists to raise funds and books for the school library.

## CLASS PARENTS

Each year parents are invited to act as a Class Parent for the year. This role involves acting in a social 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 their name on them. Any lost property is in a container located outside Stage 1W. This container is cleaned out every week and clothing with names handed back to the class. After some time, items without a name are donated to charity.

## SACHELS

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

## RECYCLING PROGRAM

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

## PLAY GROUP

A formal playgroup 'KidsPlay' will be operating in 2023 for children beginning Kindergarten at OLPS in 2024. 'Pop Up Play' will commence in Term 2. Sessions will run for one hour and will be facilitated by our Parent Engagement Coordinator. Dates are set and detailed in the dates section on page 15. 'KidsPlay' 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

Students exit the school via Kendall Street or Grayling Road

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 at the pedestrian crossing and waits with the children as parents arrive to pick them up.

The zone outside the school on Kendall Street is a 'Kiss and Drop' zone during drop off and pick up. Please do not park or leave your vehicle.

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. **If your child is being collected by another parent, please notify your classroom teacher or the office.**

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.

**Please note, there is no teacher supervision after school on the school playground and 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.

## 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 Safeguarding)

***See also Appendix 2: MAINTAINING PROFESSIONALISM***



## UNIFORM

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The aim of a uniform is to provide smart and consistent clothing which saves time, money and minimises stress. Our Uniform Shop is on site and is run by Taleb, the uniform manufacturer. All uniform purchases are to be made 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

Maroon OLPS polo shirt  
Maroon shorts or optional maroon netball skirt and black sport briefs for girls in Years 3 – 6.  
White ankle socks / white sports shoes

A maroon anorak is available for those very cold days in winter.  
Sport uniform is worn 2 days per week.

### 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

Girls with shoulder length hair or longer are required to have their hair tied back. Hair accessories should be in the school colours.

Boys are to have a 'short back and sides' haircut. There is to be no radical haircuts including but not limited to mohawks, long hair, shaved heads or letters/patterns shaved into the hair.

### Nail polish

Students are not permitted to wear nail polish to school.

## SCHOOL SAFETY

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### 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.

### SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

**See also Appendix 1: SAFEGUARDING INFORMATION**

## PARENTS AND VOLUNTEERS

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The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

It is important that all volunteers and contractors are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. 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 a child or young person is subject to investigation.

***See also Appendix 3: WORKING WITH CHILDREN CHECKS***

## DATES

### School Dates for 2023

<b>Term 1:</b>	Friday 27 January	<b>Staff Development Day (Pupil Free Day)</b>
	Monday 30 January	<b>Mathematical Assessment Interview (MAI) Yr1-Yr6</b>
		Kindergarten students Best Start Assessment
	Tuesday 31 January	<b>Year 1 to Year 6 commence school</b>
		Kindergarten students Best Start Assessment
	Wednesday 1 February	<b>Kindergarten to commence school</b>
	Thursday 6 April	Last day of Term 1 for students
	Friday 7 April	Good Friday Public Holiday
<b>Term 2:</b>	Monday 24 April 2023	Friday 30 June 2023
	Monday 24 April	<b>Staff Development Day (Pupil Free Day)</b>
	Tuesday 25 April	ANZAC Day Public Holiday
	Wednesday 26 April	First day of Term 2 for students
	Thursday 29 June	Last day of Term 2 for students
	Friday 30 June	<b>Staff Development Day (Pupil Free Day)</b>
<b>Term 3:</b>	Monday 17 July	First day of Term 3 for students
	Monday 21 <sup>st</sup> August	<b>Staff Development Day (Pupil Free Day)</b>
	Friday 22 September	Last day of Term 3 for students
<b>Term 4:</b>	Monday 9 October	First day of Term 4 for students
	Friday 15 December	Last day of Term 4 for students
	Monday 18 December	<b>Staff Development Day (Pupil Free Day)</b>
	Tuesday 19 December	<b>Staff Development Day (Pupil Free Day)</b>

### Dates for 2024 Kindergarten Families

<b>'KidsPlay'</b>			
<b>Term 2:</b>	Friday 26th May	9am -10am	<b>Term 4:</b> <b>2024 Kindy Transition Days</b> will be on:
	Friday 9th June	9am -10am	
<b>Term 3:</b>	Friday 21 July	9am -10am	Tuesday 17 October 2023 9:00am to 10:30
	Friday 18 August	9am -10am	Tuesday 24 October 2023 9:00am to 10:30
	Friday 8 September	9am -10am	Tuesday 31 October 2023 9:00am to 10:30
	Friday 22 September	9am-10am	
<b>Term 4:</b>	Friday 13 October	9am -10am	
	Friday 27 October	9am -10am	

## APPENDIX 1:

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### SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

#### Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the principal as soon as possible and maintain confidentiality.



## APPENDIX 2:

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### MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people 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 and young people 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 of adults towards children and young people

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\).](#)

## APPENDIX 3:

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### WORKING WITH CHILDREN CHECKS (WWCC)

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people 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 child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).