



# Our Lady Help Of Christians Catholic Primary School Epping 2022



*Parent Information Booklet*

**2022 STAFF**

<b>Principal</b>	<i>Ms Dominique O’Sullivan</i>
<b>Assistant Principal (AP)</b>	<i>Mr Luke Moxon</i>
<b>Religious Education Coordinator (REC)</b>	<i>Mrs Tracey Dawson</i>
<b>Kindergarten</b>	<i>Mrs Cath Laurendet</i>
<b>Year 1</b>	<i>Mrs Pam Bullen</i>
<b>Year 2</b>	<i>Mrs Tracey Dawson</i> <i>Mrs Angie Paci (REC release Thursday)</i>
<b>Year 3</b>	<i>Mrs Shai Lah</i> <i>Mrs Natalie Precious</i>
<b>Year 4</b>	<i>Mrs Ali O’Kane</i>
<b>Year 5 and Year 6</b>	<i>Mr Luke Moxon</i> <i>Mrs Angi Paci (AP release Wednesday)</i>
<b>Learning HUB (Robotics / Library)</b>	<i>Mrs Angie Paci</i>
<b>PE</b>	<i>Miss Kesni Hayes</i>
<b>Music</b>	<i>Mrs Angela Quinn</i>
<b>Learning Support Teacher</b>	<i>Mrs Georgia Smith</i>
<b>Learning Support Assistant</b>	<i>Mrs Leigh Turner</i>
<b>Office Administration</b>	<i>Mrs Melissa Webster</i> <i>Mrs Leigh Turner</i>



## GENERAL INFORMATION 2022

School Address:	<b>Our Lady Help of Christians Primary School</b> (via) St Agatha's Primary School 7 Trebor Road, Pennant Hills
School Phone Number:	9868 3322 (the same as before)
School Email:	<a href="mailto:olhc@dbb.catholic.edu.au">olhc@dbb.catholic.edu.au</a>
School Web Address:	<a href="http://www.olhcdbb.catholic.edu.au">www.olhcdbb.catholic.edu.au</a>
Principal:	Ms Dominique O'Sullivan
Parish Priest:	Father Jim McKeon
Parish Office Phone:	9876 2853

## SCHOOL TERM DATES 2022

	<b>2022</b>
Term One	Jan 28 – Apr 8 <i>(students commence later than 28<sup>th</sup> Jan, see below)</i>
Term Two	Apr 26 – July 1
Term Three	July 18 - Sept 23
Term Four	Oct 10 – Dec 20

## TERM ONE 2022 DATES

Friday 28 January	Staff commence
Monday 31 January	Staff Development Day (no students)
Tuesday 1 Feb	<b>Years 1 – 6</b> Commence classes
Thursday 3 Feb	<b>Kindergarten</b> Students Commence

## Mathematical / Kindergarten Assessments 2022

For your travel convenience, the usual beginning of year **Year 1-6 Mathematical Assessments** and **Kindergarten Bestart Assessments** will not be held before school commences in 2022 as in previous years.

We will conduct these assessments later in Term 1, whilst students attend their normal classes at OLHC Pennant Hills. Further details in 2022.



## SCHOOL HOURS at OLHC Pennant Hills

Playground Supervision	8.20 am
School Commences	8.50 am
Morning Recess	11.00 am – 11.30 am
Lunch Bell	1.30 pm – 2.20 pm
Dismissal	2.40
Pick Up	3:00 from OLHC Church 3.10 if collecting your child from Pennant Hills



## OLHC SHUTTLE BUS MORNING / AFTERNOON PROCEDURES



- 8.00am** Student supervision commences at OLHC Church forecourt on Oxford Street  
Students to check in with OLHC Staff Supervisors on arrival at church forecourt
- 8.30am** 2 x shuttle buses depart OLHC Church for OLHC Pennant Hills  
One OLHC Staff Supervisor will be on each bus  
OLHC Staff Supervisor marks the Compass bus rolls  
Bus attendance recorded on student compass profile  
(SMS alert is sent to parents that student on bus for the first 4 weeks)  
Shuttle bus collects students from Big Childcare OOSH en-route to OLHC Pennant Hills  
OLHC Staff Supervisor marks the Compass bus rolls for OOSH
- 8.50am** Shuttle buses arrive at Trebor Road bus stop outside OLHC Pennant Hills  
OLHC Supervisors walk students off bus and into school grounds to their classrooms ready to commence their classes.
- 2.40pm** Class teachers walk their class across the pedestrian crossing at Trebor Road and supervise / mark them off hopping onto the Shuttle Bus  
Class teachers take pick up students to the St Agatha's pick up Area  
Shuttle Buses depart OLHC Pennant Hills  
Bus attendance recorded on student compass profile  
(SMS alert is sent to parents that student on bus for the first 4 weeks)
- 3.00** Shuttle Buses drop students at OLHC Church forecourt with the OLHC Teacher supervisor  
Shuttle bus drops OOSH students at Big Childcare OOSH with other OLHC Supervisor  
Big Childcare sends an SMS to parents that their child has arrived at OOSH

**Forest Coach Lines** will be providing the bus service. There may be some small adjustments to bus times once we start using the new routine, analyse how the pandemic is affecting travel times and as required.

### PARENT MORNING DROP OFF at OLHC Pennant Hills

Supervision is provided in the morning from 8.20 a.m. on the Basketball Playground until the bell rings at 8.50 a.m.

If driving, please drop your child off at the Drop Off Area on the Top Playground off Boundary Street. The Drop-Off zone is the corner where the gate and brick building meet. Students will enter through this gate and walk to the Basketball Court Playground.



To enter the Boundary Road entrance when driving from Epping:

- turn left onto Boundary Road from Pennant Hills Road
- turn right onto Bellamy Road and drive up to the roundabout on the corner of Laurence Street
- take the 3<sup>rd</sup> exit on the roundabout heading back along Bellamy Road to Boundary Road
- turn left onto Boundary Road and then take the second driveway on the left into the school site

Should a student arrive after the bell at 8.50am, parents are to sign in at the Compass kiosk in the OLHC office and the slip is then taken to the teacher by the student.

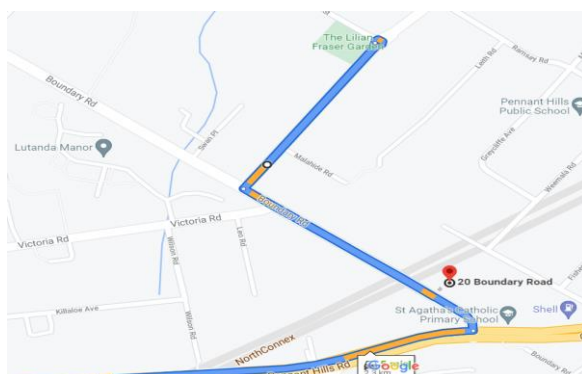
If your child leaves school before 3pm you will need to go to the School Office to collect your child and sign them out at the kiosk. If you are aware in advance that your child will leave early you are asked to write a note or email the class teacher

### PARENT AFTERNOON PICK UP / DRIVE THROUGH at OLHC Pennant Hills



**Drive Through commences 3.10pm**

- **DAILY USERS** Children of families who have indicated they will be picked-up by car **every day** will always wait in the drive-through covered area with a supervising teacher. Please call the school office before 2pm if you wish to make alternate arrangements.
- **ROUTINE USERS** Children of families who have indicated they will be picked-up by car on the **same days, every week** will always wait in the drive-through covered area with a supervising teacher on those nominated days only. Please call the school office before 2pm if you wish to make alternate arrangements.
- **CASUAL USERS** Families of children who will be picked-up on a casual basis (ie sometimes by car) will have to call the OLHC office before 2pm that day to let them know their child is being picked-up. The office will then call the class teacher.



If using the afternoon Drive Through, the entrance is on Boundary Road and the exit is Trebor Road. To enter the Boundary Road entrance when driving from Epping:

- turn left onto Boundary Road from Pennant Hills Road
- turn right onto Bellamy Road and drive up to the roundabout on the corner of Laurence Street
- take the 3<sup>rd</sup> exit on the roundabout heading back along Bellamy Road to Boundary Road
- turn left onto Boundary Road and then take the second driveway on the left into the school site



- Parents need a family name sign – obtained from the OLHC office, to use in drive through
- Children sit in the drive through covered area (not on the pathway)
- A member of staff uses the portable microphone to call each child's name e.g., "Smith family on 1" or "Jones family on 2" (this is because the que moves into 2 lines)
- Two Teachers stand on the number marker in the wait areas and load children into cars, paying attention to traffic flow while supervising children. Teachers walk children to their car. Children need to hold hands with the teacher and siblings.
- Parents to remind children to buckle up.
- If parents are new to drive through teachers will take some time to explain the stop line, the clear view walking space, loading area at speed hump and to stay in their cars.
- Remind children to sit in the covered area and chat or read – all balls and food should be in school bags.



If your child leaves school before dismissal you will need to go to the School Office to collect your child and sign them out at the kiosk.

### TREBOR ROAD PEDESTRIAN CROSSING

- An RTA crossing supervisor works from 8.00 – 9.30 am and 2.30 – 4.00 pm.



### PARKING OF CARS OLHC Pennant Hills



**TOP PLAYGROUND off Boundary Road** - Parents are able to park in the top playground off Boundary Road between 9am – 2.00pm. Please be aware that from 9am parishioners also use the top carpark to park for mass. From 2.00pm there is no parking in the Boundary Road Top Playground.

**STREET PARKING** 3 Hour parking is also available a short convenient walk away at Pennant Hills shops off Fisher Avenue. Some limited parking spaces are available around the school. Please observe traffic regulations when parking your car. Police and parking inspectors patrol the area regularly. We do our very best to keep in touch with local authorities to assist in keeping pick up and drop off areas outside the school clear and safe for the children.

### CANTEEN / TUCKSHOP

St Agatha's tuckshop is registered as a healthy school canteen and is careful about the selection of products available to children. The menu is colour coded to assist with healthy choices.

A healthy school canteen operates every Monday, Wednesday and Friday during the term.

Lunches are available from the canteen on Mondays, Wednesdays and Fridays, and are ordered via the QKR App (which is different to our current app QuickCliq). Further details regarding setting up the QKR App will be sent home shortly and updated in this booklet.

Becoming part of the Tuckshop Team is an excellent way to meet other parents and children. A form for Tuckshop Volunteers will be sent home in the first term next year once we have all settled in. The Tuckshop can be contacted by leaving a message with the OLHC school office.

Please find the tuckshop menu [here](#).



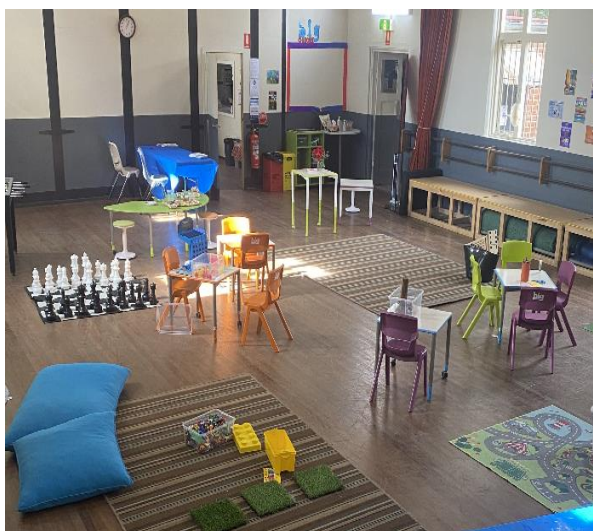
## OUT OF SCHOOL HOURS CARE (OOSH) Procedures

Big Childcare is an off-site facility providing out of hours care for students, before and after school, on Pupil Free Days and Vacation Care. It is run by an independent company Big Childcare from St Albans Parish, Pembroke Street Epping. The Centre provides high quality, safe care, whilst leading the children through fun, developmentally appropriate activities for their leisure time.

The supervised OLHC shuttle bus collects students from OOSH each morning and drops them off in the afternoon. Please contact Big Childcare to register a place or for further details - <https://bigchildcare.com/>







Big Childcare will provide OLHC school office with a copy of the next week's bookings on the Friday prior.

- If you book your child into a casual place for that day you must call OLHC school office by 2.00pm at the latest that day to let us know the change in arrangements
  - If you cancel a booking for that day, you must phone OLHC school office by 2.00pm that day at the latest to let us know of the change in arrangements
  - Please call or email OLHC school office with any other OOSH booking changes for the week that are not for that day
- If you have made a last minute, emergency booking with Big Childcare please call OLHC school office asap to let us know of the change in arrangements

### OOSH Alerts

- Morning - Students are collected by the OLHC shuttle bus at Big Childcare  
Big Childcare send a mobile alert to parents indicating their child is now on the OLHC shuttle bus  
OLHC Bus Supervisor records OOSH students on the Compass Bus roll.
- Afternoon - Students are dropped off at Big Childcare  
Big Childcare send a mobile alert to parents indicating their child is now at OOSH

These Big Childcare procedures will be in place for the first 3 school weeks of 2022. They will be reviewed / modified accordingly after this time.

### COMMUNICATION

At Our Lady Help of Christians we welcome and promote strong communication links with parents, the parish and the Catholic Schools Broken Bay Diocese. We invite parents to contact the school if they wish to discuss their child's needs, at any time. Please contact your class teacher in the first instance by phoning **9868 3322** or emailing [olhc@dbb.catholic.edu.au](mailto:olhc@dbb.catholic.edu.au). Our Senior Administrator Melissa will forward on messages to class teachers. Interviews with the Principal can be arranged on request or by appointment through the school office.

A weekly Newsletter informs parents of current school happenings and future dates. The newsletter is published on Wednesdays and is available via email and school Compass App as well as the school's website.

Throughout the year, the Catholic Schools Broken Bay Diocese Parent Council organises education seminars, information evenings and workshops around current issues in education. The school also provides school-based information evenings around current practises and educational trends. These events are highlighted throughout the year in our school's weekly newsletter.

### Teacher - Parent Communication

General Interview K – 6

*By appointment with class teacher*

Parent Teacher Interview (K – 6)

*Early Term 1*

Parent Teacher Interviews reporting on student progress (K – 6)

*End Term 2*

Written Report K – 6

*End Term 2 and 4*



## SCHOOL ATTENDANCE

If your child is away from school for a whole day an absence note must be recorded in the School Compass App with details regarding the absence.

If you know in advance, the absence can be recorded in the Compass App also (for whole days only).

Parents must apply for leave (for a period of longer than 10 days) by completing a form for exemption and if approved, a certificate will be forwarded.

## CODE OF CONDUCT

Students at Our Lady Help of Christians follow a School Code of Conduct:

At Our Lady Help of Christians we create a safe and friendly school environment by:

Showing respect and care for others and ourselves by being considerate.

Ensuring the safety of others and ourselves.

Respecting the property of the school, others and ourselves.

This 'Code of Conduct' is displayed in each classroom and provides a foundation for class teachers to generate with their students a Class 'Code of Conduct'. Children are affirmed for following the "Code of Conduct" and procedures have been established for times when children breach the code of conduct.

The School Code of Conduct is discussed with the class by the classroom teacher each year to determine the classroom rules. This is revisited each term and referred to constantly.

Corporal punishment is expressly prohibited at Our Lady Help of Christians (including all teachers, support staff, parents and others).



The following principles are followed in our Behaviour Management Policies in compliance with the Federal Government requirements:

The vision is underpinned by the following guiding principles that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all school settings.

Australian schools:

- *affirm the rights of all members of the school community to feel safe and be safe at school*
- *acknowledge that being safe and supported at school is essential for student wellbeing and effective learning*
- *accept responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil the school's child protection responsibilities*
- *encourage the active participation of all school community members in developing and maintaining a safe school community where diversity is valued*
- *actively support young people to develop understanding and skills to keep themselves and others safe*
- *commit to developing a safe school community through a whole-school and evidence-based approach*

*National Safe Schools Framework, January, 2011*

## **ANNUAL SCHOOL REPORT**

The Annual School Report is made available to all members of the community each year. This is a summary of the school's activities and achievements for the year. This is available on our school website and in the school office.

## **EPPING LOCAL BUS TRAVEL 2022**

There is a local student-only bus service for those parents who would like their older child to catch the bus from OLHC Epping to their nearest bus stop.

The two services available cover the North Epping area (route No. 710) and the Dence Park area (special route No. 711). For Student Opal cards applications and information go to [transportnsw.info/school-students](http://transportnsw.info/school-students).

Student opal cards are available for children who are:

- Kindergarten – Year 2 children irrespective of distance from home to school.
- Students in Year 3 to 6 who reside more than 1.6 kilometres from the school.



**UNIFORM 2022**

**GIRLS UNIFORM**

<p><b>Summer</b>                  Blue checked dress                  Short navy blue socks (<i>No short ankle socks or long socks</i>)                  Navy blue jumper                  Black shoes</p>	<p><b>Winter</b>                  Blue shirt                  Navy blue tartan A-line tunic (with pale blue &amp; red narrow lines)                  Navy blue long socks or stockings                  Navy blue jumper                  Black shoes                  Blue tie</p>
<p><b>Sports</b>                  Navy blue skirt, skorts or shorts                  White OLHC polo shirt                  White joggers and socks (<i>No short ankle socks or long socks</i>)                  Black sports briefs                  Navy blue tracksuit                  No bike pants</p>	<p><b>Accessories</b>                  Ribbons/Hair accessories should be navy to match all uniforms and in the winter red ribbons may be worn to match the girls winter tunic</p>

**BOYS UNIFORM**

<p><b>Summer</b>                  Blue "OLHC" shirt and shorts                  Short navy socks                  Black shoes                  Navy blue jumper</p>	<p><b>Winter</b>                  Navy blue winter weight long trousers                  Blue shirt                  Blue tie                  Black shoes                  Short navy socks (<i>No short ankle socks or long socks</i>)                  Navy blue jumper</p>
<p><b>Sports</b>                  White OLHC polo shirt                  Navy blue shorts                  Short white socks and joggers                  Navy blue tracksuit</p>	<p><b>School Bag</b>                  Navy blue with red logo and trim</p> <p><b>Hats – worn all year round</b>                  Navy 'legionnaire' or full brim style</p>

**HAIR**

- When the hair reaches collar length it must be tied back and not covering the students face.
- Hair needs to be of natural colour.
- Any hair ribbons must be in school colours, navy in summer and red in winter.
- Extreme hairstyles are not permitted.

**JEWELLERY**

- A watch, small pair of stud earrings are permitted. Religious medals are permitted if they are worn under the uniform.

**GENERAL GROOMING**

- The children should be consistently encouraged to wear their uniform with pride.
- Shirts must be tucked in at all times.
- Shoes should be polished regularly.
- Nail polish and make up are not permitted.
- The Principal has discretion regarding all uniform matters.



(Uniforms can be ordered online: [www.picklesschoolwear.com](http://www.picklesschoolwear.com) )

## HOMEWORK

Responsibilities for homework are:

☐ Students:

- read each night as a part of their homework routine
- K-2 Home Readers are to be read out loud to parent / guardian
- 3-6 Independent reading plus one session a week (5 min) reading out loud to parents
- complete homework tasks as set by class teacher
- use students diaries (Yrs 3- 6 ) to record homework
- use reading diaries (K-2) to record nightly reading

☐ Class teachers:

- set homework tasks linked to class learning
- check completion of tasks and provide feedback to students
- facilitate nightly home reading

☐ Parents:

- view and sign student diaries (Yrs 3-6)
- view and sign reading diaries (K-2) for nightly reading
- inform class teacher if homework is not completed

**Homework is to be completed Monday – Thursday with MAXIMUM times per night as outlined below:**

Kindergarten	15 minutes	<i>(10 minutes reading, 5 minutes other)</i>
Year One & Two	20 minutes	<i>(15 minutes reading, 5 minutes other)</i>
Year Three & Four	40 minutes	<i>(20 minutes reading, 20 minutes other)</i>
Year Five & Six	60 minutes	<i>(30 minutes reading, 30 minutes other)</i>

## AWARDS

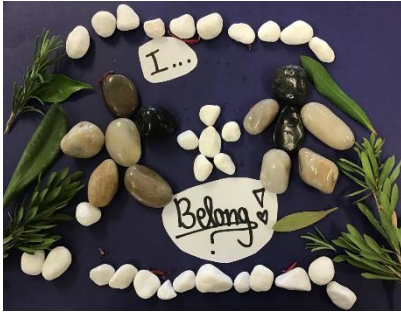
Merit awards are presented each week at Monday assembly. Parents are always welcome to attend these Assemblies. The merit awards are awarded to students from each class who have done their best in school work or demonstrated positive behaviour. The award recipients are published each week in the School Newsletter.



Principal's award – recommendations are made to the principal for recipients of the Principal's Award. These are given out at an end of term assembly and published in the school newsletter. The awards are linked directly to the School Mission Statement.

## FAMILY BASED SACRAMENTAL PROGRAM

All children in schools across the Broken Bay Diocese have access to family based Sacramental programs. These programs 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 Our Lady Help of Christians Sacraments are celebrated in the following suggested order:

<b>Confirmation</b>	<b>Year 3</b>
<b>Reconciliation</b>	<b>Year 4</b>
<b>First Eucharist</b>	<b>Year 4</b>

## INFORMATION TECHNOLOGY



Children at Our Lady Help of Christians have access to a range of Information Technology resources to assist and enhance their learning. The school has an ICLT Internet and Network Services User Agreement Policy. This can be found on the School website.

Each year the children and parents will receive an Internet Agreement. This needs to be signed and returned to school.

## PARENT INVOLVEMENT



Parents are encouraged to be involved in all aspects of their child's education and the school community. This is an invaluable contribution to the spirit of the school and is much appreciated by the staff and the children themselves. Your involvement enriches your knowledge of the educational environment allowing you to assist your child's growth and development both now and in the future.

Below is a list of ways in which you may choose to become involved:



- Classroom Parents
- School Advisory Team
- Canteen Co-ordinator
- Second hand uniform Shop Co-ordinator
- Book Club Co-ordinator
- Dads in the Classroom Coordinator
- Canteen volunteers
- Uniform shop volunteers
- Assisting teachers in Classroom
- Library helpers
- Excursion Helpers

If you have interest in any of the roles listed above please contact the school secretary who will put you in touch with the appropriate person.

## BOOK CLUB

Book Club involves “Scholastic Books” providing a brochure outlining books and associated materials with an order form twice a term. Parents organise the distribution of the brochure and collate the orders. When the books arrive, they organise the distribution of the books to classes. Bonus points allow the school library to receive free books.



## MEDICATION

At Our Lady Help of Christians Primary School we follow the Medication Policy for Diocesan Systemic Schools.

Parents will need to complete a Medical Notification Form annually for each child, advising the school of medication prescribed or used on the advice of a medical practitioner. This medication may relate to conditions such as epilepsy, diabetes, allergies, asthma, anaphylaxis, cystic fibrosis or Attention Deficit Disorder. **At Our Lady Help of Christians School, we require ‘nut free’ snacks and lunches because we have students in the school with anaphylaxis.**

The parents will provide an action plan from their doctor and any medication to be administered as needed or if required. Parents must have their doctor fill in and sign the Request to Administer Medication in School form. **No medication can be administered by staff without these signed permissions.** The WHS Committee will display action plans and photographs of the students in

Sick Bay and this information will be made available in the Class Roll and in information for casual teachers. Information is also displayed in the Canteen when appropriate. The staff will also indicate children requiring medical attention in their rolls.

Medication will be carried by the teacher to all outside excursions.

At the beginning of year staff meeting, action plans for all children with special medical conditions are discussed. Staff will be trained as required for epilepsy, anaphylaxis, Attention Deficit Disorder or cystic fibrosis as needed. As an asthma friendly school, staff will have yearly refresher courses.

It is suggested that parents provide the school with a supply of 'treats' if their children are allergic to a food group or have other special requirements.

With permission of the parents of the child on medication, other parents will be advised of any allergies so that lunches and other food can be 'allergy free' food.

## SCHOOL HOUSE ORGANISATION

Children are allocated membership to one of the three houses for our school-based sporting activities. These teams are also allocated house points for following the School Code of Conduct, including good citizenship throughout the year. The three house teams are:-

- St Matthew - Red
- St Luke - Blue
- St John – Green



## STUDENT LEADERSHIP

All Year Six students are given an opportunity to undertake a leadership role.

The students from Year 5 are nominated in Term 4 for leadership positions. (Including: School Captains and Colour House Captains plus Captains of Technology, Library, Music, Buddy Program and Social Justice.).

These children are asked to prepare a short speech for School / Colour House Captain which is presented to the children from Years 2, 3, 4 and 5. The votes from students and staff are counted and the elected leaders are notified.

Other areas of leadership throughout the school include:

- Office Bag and Bins– Year 3
- Bells - Years 3, 4, 5 and 6.
- Balls - colour captains in the second half of lunch.

**Buddy System:** Children entering Kindergarten are allocated a special Year 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 is a friendly face to go to in times of need. The Year 6 Buddies sometimes assist their Kindergarten friends in their classrooms. These buddies are assigned by the Year Five and Kindergarten Teacher in the year prior to the new kindergarten children commencing.

## NO SMOKING ENVIRONMENT

At Our Lady Help of Christians Catholic Primary School we are committed to maintaining healthy environments for all. Smoking is not permitted on Our Lady Help of Christians Primary School property.

## NO DOGS OR PETS

At Our Lady Help of Christians Catholic Primary School we do not invite parents or students to bring their pets to the school.

## CHILD PROTECTION

### CHILD PROTECTION

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.

### **See also Appendix 1: CHILD PROTECTION INFORMATION**

## **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**

## **PARENT HELPERS / VOLUNTEERS**







The participation, involvement and help of parents, close relative and other volunteers are 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 visitors' badge from the office as per school procedure.
- check with the school what the current 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 (see Child Protection).

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






## The “Who’s Who” of Catholic Education

<p><b>NESA</b></p>	<p>NSW Education Standards Authority (formerly BOSTES)  <a href="http://www.boardofstudies.nsw.edu.au">www.boardofstudies.nsw.edu.au</a></p>
<p><b>National Tests</b></p> 	<p>There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.</p>
<p><b>CSBB</b></p> 	<p><b>Catholic Schools Broken Bay</b>          Under the guidance of Mr Danny Casey (Director of Schools), is responsible for overseeing the management of 43 Schools – 36 Catholic primary schools and 7 Catholic high schools with approx 15,000 students – in the Broken Bay Diocese.  <a href="https://www.csodbb.catholic.edu.au/">https://www.csodbb.catholic.edu.au/</a></p>
<p><b>DPC</b></p> 	<p>The <b>Diocesan Parent Council</b> represents <b>all</b> parents of children attending Catholic Schools in the three clusters of our Diocese. Each Schools P &amp; F has representatives on the <b>Cluster Parent Councils</b>. Reps from each of the three clusters form the <b>DPC Executive</b>. A parent from the DPC represents Broken Bay on the <b>CCSP</b>. Contact <a href="mailto:parentcouncil@dbb.edu.au">parentcouncil@dbb.edu.au</a> or ph. 9847 0340</p>
<p><b>CCSP</b></p> 	<p><b>Catholic Council of School Parents</b> is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in the 11 Dioceses of NSW/ACT.  <a href="http://www.ccsp.catholic.edu.au">www.ccsp.catholic.edu.au</a></p>
<p><b>CEC</b></p> 	<p><b>Catholic Education Commission</b> is responsible to the Bishops of NSW for coordination and representation of Catholic education in NSW /ACT.  <a href="http://www.cecnsw.catholic.edu.au/">http://www.cecnsw.catholic.edu.au/</a></p>
<p><b>YOU</b></p> 	<p>The parents! The most important factor in your child’s education. You were your child’s first teacher and will continue to be, as you guide, encourage and nurture your child.</p>

# And that means ...???



## Jargon Busting the ABC of "school talk"

<p><b>Curriculum KLA's</b></p> 	<p><b>Key Learning Areas</b> - we used to call these subjects.                  There are 6 KLAs - with a syllabus for each from the Board of Studies. <b>English, Mathematics, Science and Technology, HSIE (History and Geography), Creative Arts, PDHPE (Personal Development, Health &amp; Physical Education).</b>                  Catholic schools also include <b>Religious Education</b>.                  Teaching is done across KLA's. For example a teacher may use a linkage unit of Space to include aspects of several KLA's.</p>								
<p><b>Syllabus ?</b></p> <p><b>Outcomes</b></p> 	<p>The 'what' and 'how' KLAs are taught ....                  A syllabus describes the purpose, direction and subject matter for each KLA. It includes aims, objectives, content and outcomes for each stage of learning.                  These are statements in the <b>syllabus</b> that describe the knowledge, skills and understanding of what is expected to be gained by most students in each <b>stage</b> within each KLA.                  See <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></p>								
<p><b>Learning Stages</b></p> 	<p>The curriculum is organised into different stages of learning that correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.</p> <table border="1" data-bbox="424 1211 1441 1361"> <tr> <td>ES1 (Early Stage One)</td> <td>Kindergarten</td> </tr> <tr> <td>S1 (Stage One)</td> <td>Year 1 and Year 2</td> </tr> <tr> <td>S2 (Stage Two)</td> <td>Year 3 and Year 4</td> </tr> <tr> <td>S3 (Stage Three)</td> <td>Year 5 and Year 6</td> </tr> </table>	ES1 (Early Stage One)	Kindergarten	S1 (Stage One)	Year 1 and Year 2	S2 (Stage Two)	Year 3 and Year 4	S3 (Stage Three)	Year 5 and Year 6
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<p><b>PD /PL days (pupil free days)</b></p>	<p><b>Professional Development or Professional Learning</b> days are days within the school term when teachers attend courses.  <b>Children do not attend school</b> on those days.</p>								
<p><b>G &amp; T</b></p> 	<p><b>Gifted &amp; Talented</b> is a term used to refer to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.</p>								
<p><b>ESL LBOTE</b></p>	<p>English as a <b>Second Language</b>  <b>Language Backgrounds other than English</b></p>								
<p><b>Learning Support</b></p> 	<p>Teachers recognise that all children all learn differently and at their own pace, however some children may need extra support due to a diagnosed disability or learning disability. Our schools are "inclusive", which means children are integrated and learning support is given within the regular classes.</p>								

**APPENDIX 1:**

## Legislation to Protect Children

### The Reportable Conduct Scheme

Under the Children's Guardian Act 2019 the Scheme covers anyone who has a Working With Children Check to fulfil their role (employee and volunteer). The Scheme is in place to monitor the behaviour of those that work with children.

The Scheme monitors how organisations investigate and report on certain conduct (known as 'reportable allegations' and 'reportable convictions') made against their employees, volunteers or certain contractors who provide services to children. The Scheme is administered by the Office of the Children's Guardian. For more information click [here](#).

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 CSBB's Safeguarding Office.

### Mandatory Reporting – Risk of Significant Harm

All school staff are mandatory reporters under the Children & Young Persons (Care & Protection) Act 1998. 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 Department of Communities & Justice 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 CSBB's Safeguarding Office. 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/young person and family to assist them as much as possible. 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 who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

### Working With Children Check

Anyone applying for teaching or school support staff positions will be required to apply for a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012 and obtain clearance before being eligible to work in a Broken Bay Catholic Systemic School. An approved employee or volunteer will email their WWCC Number, Full Name and Date of Birth to [wwcc@dbb.catholic.edu.au](mailto:wwcc@dbb.catholic.edu.au) for verification.

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. Volunteers and contractors who are exempt from requiring a Working with Children Check will be required to complete a Declaration and Undertakings regarding Safe School Exs.



## Child Safe Organisation (National Catholic Safeguarding Standards and NSW Child Safe Standards)

The Royal Commission recommended 10 child safe standards, drawing on findings and extensive research and consultation about what makes institutions child safe. These standards have been adopted at a National level as the National Principles for Child Safe Organisations. The Australian Catholic Church has articulated a framework which provides the [10 National Catholic Safeguarding Standards](#) (NCSS). The NSW Government has endorsed the child safe standards released under the Child Safe Scheme. The Office of the Children Guardian has oversight of the [NSW Child Safe Standards](#).

The Standards collectively assist to provide a regulatory framework which will be audited against and assist in reducing risk and continual improvement. For more information click [here](#).

## Redress & Support

The Diocese of Broken Bay recognises and apologises for the failings of the Catholic Church in the past. The Diocese wishes to ensure survivors are welcomed to engage with our Diocese and tell their story, and that our response will provide the survivor with a sense of safe engagement and will take all concerns seriously.

If anyone has been abused by a member of Clergy or Workers from the Diocese of Broken Bay we encourage them to bring their complaint forward and to consider the following [pathways for redress](#).

## Key Contacts

Safeguarding Office (CSBB) – The Safeguarding team exist within Catholic Schools Broken Bay to assist Teachers, School Staff, CSBB Staff, Parents & Students to create a safe and supportive environment within their schools for children and young people to learn and grow.

E: [safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au) P: 9847 0698

Melinda Rixon– Manager for Safeguarding (02) 9847 0610

Sandi Bartlett – Safeguarding Officer (02) 9847 0616

Natalia O’Keefe – Safeguarding Officer (02) 9847 0620