



# Our Lady Help of Christians

CATHOLIC PRIMARY SCHOOL  
EPPING 2023



**PARENT  
HANDBOOK**

## 2023 STAFF

<b>Principal</b>	Ms Dominique O'Sullivan
<b>Assistant Principal (AP)</b>	Mr Luke Moxon
<b>Religious Education Coordinator (REC)</b>	Mrs Tracey Dawson
<b>Kindergarten</b>	Mrs Cath Laurendet
<b>Year 1 and Year 2</b>	Mrs Tracey Dawson Mrs Sandra McBride (REC release Thurs)
<b>Year 3 and Year 4</b>	Mrs Shai Lah (Mon-Wed) Mrs Natalie Precious (Thu-Fri)
<b>Year 5</b>	Mr Luke Moxon Miss Laura Goodman (AP release Wed / Thurs)
<b>Year 6</b>	To be announced
<b>Learning HUB (Robotics / Library)</b>	Mrs Angie Paci
<b>PE</b>	Miss Kesni Hayes
<b>Music</b>	Mrs Angela Quinn
<b>Learning Support Teacher</b>	Mrs Georgina Smith
<b>Learning Support Assistant</b>	Mrs Leigh Turner
<b>Office Administration</b>	Mrs Melissa Webster Mrs Leigh Turner

## GENERAL INFORMATION

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



## SCHOOL TERM DATES 2023

<b>Term One</b>	Jan 27 - Apr 6 <i>(students commence later than 27th Jan, see below)</i>
<b>Term Two</b>	Apr 24 - June 30
<b>Term Three</b>	July 17 - Sept 22
<b>Term Four</b>	Oct 9 - Dec 15



## Term 1 2023 Dates

Friday 27 January	Staff commence (Professional Development Day)
Monday 30 January	Years 1-6 Mathematics Assessment Interviews
Monday 30 January - Wednesday 1 February	Kindergarten Best Start Assessments
Tuesday 31 Jan	Years 1 – 6 Students commence
Thursday 2 February	Kindergarten Students commence

## MATHEMATICAL / BEST START ASSESSMENTS 2023

At the beginning of each year, **Year 1-6 Mathematical Assessments** and **Kindergarten Best Start Assessments** are conducted prior to commencing classes.

These assessments will be conducted on site at OLHC Pennant Hills and an interview booking link will be shared with parents before the end of Term 4 2022.

# School Hours at OLHC (Pennant Hills)

Playground Supervision	8.20 am
School Commences	8.50 am
Recess	11.00 am – 11.40 am
Lunch	1.40 pm – 2.20 pm
Dismissal	2.40 pm
Pick Up	3:00 from OLHC Church 3.10 if collecting your child from Pennant Hills drive through



## OLHC SHUTTLE BUS

### Morning / Afternoon Procedures



*Forest Coach Lines provide the bus service*

- 8.00 am Student supervision commences at OLHC Church forecourt on Oxford St  
Students to check in with OLHC Staff Supervisors on arrival at church forecourt
- 8.25 am 2 x shuttle buses depart OLHC Church for OLHC Pennant Hills  
One OLHC Staff Supervisor will be on each bus  
Bus attendance recorded on student compass profile  
Shuttle bus collects students from Big Childcare OOSH en-route to OLHC Pennant Hills  
OLHC Staff Supervisor marks the Compass bus rolls (email to parents)
- 8.50 am 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
- 2.40 pm Class teachers walk their class across the pedestrian crossing at Trebor Rd and supervise / mark them off hopping onto the Shuttle Bus  
Pick Up students wait in the St Agatha's Pick Up Area  
Shuttle Buses depart OLHC Pennant Hills  
OLHC Staff Supervisor marks the Compass bus rolls (email to parents)
- 3.00 pm 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



## **PARENT MORNING DROP-OFF**

### **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 clearly marked and 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 2:40pm 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.

# AFTERNOON PICK-UP / DRIVE THROUGH

## OLHC Pennant Hills

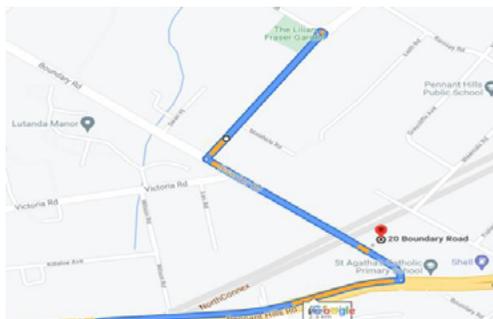


Drive Through commences 3.10pm

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 3rd 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.



## 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

## TREBOR RD PEDESTRIAN CROSSING

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



## CAR PARKING



### TOP PLAYGROUND OFF BOUNDARY RD

Parents are able to park in the top playground off Boundary Road between 9am – 11am and 11.50am - 1.50pm. 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 / TUCK SHOP

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.

The Tuckshop can be contacted by leaving a message with the OLHC school office.

Please find the [tuckshop here](#).

*Our Lady Help of Christians Catholic Primary School Epping*

## 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 fortnightly Newsletter informs parents of current school happenings and future dates. The newsletter is published every second Wednesday and is available via email and school Compass App as well as the school's website. You can also visit and like our Facebook page [facebook.com/OLHCEpping2121](https://facebook.com/OLHCEpping2121) where we share and promote to the community our fabulous OLHC students and the wonderful opportunities that we offer at OLHC.

Throughout the year, the Catholic Schools Broken Bay Diocese Parent Council organises education seminars, information evenings and workshops around current issues in education. These events are highlighted throughout the year in our school's fortnightly 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*

## FEES 2022

The 2022 fee structure for the first child at Our Lady Help of Christians Primary School is outlined below (please note 2023 fee structure is to be advised):

Description	K-6
Education Fee	\$3,402
Supplementary Fee*	
Year 5/6 Camp	\$277

*\*Any other extra curricular charges other than those listed (Chess Club, University Competitions, costs associated with representative sport etc) are to be paid via our alternative payment platform.*

The schedule of fees is provided annually with 10 monthly instalment payments, advised on your statement. To assist with the administration of money matters at school, parents are asked to follow these procedures:

- *School fee payments can be made by Bpay (preferred), cash or EFTPOS. Please note we only accept Visa or Mastercard.*

Sibling discounts will apply on the Education Fee. These discounts provide a 25% reduction for the second child, 55% for the third child and 100% for fourth and subsequent children. Sibling discounts are applicable across systemic secondary and primary schools.



## 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.

continued...

## CODE OF CONDUCT

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*

## 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. This must be completed within seven days of the absence or it will permanently be recorded as an unexplained 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.

*Our Lady Help of Christians Catholic Primary School Epping*

## 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 2023

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](https://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 2023

## 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))

GIRLS UNIFORM	
<p><u>Summer</u></p> <p>Blue checked dress Short navy blue socks (No short ankle socks or long socks) Navy blue jumper Black shoes</p>	<p><u>Winter</u></p> <p>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><u>Sports</u></p> <p>Navy blue skirt, skorts or shorts White OLHC polo shirt White joggers and socks (No short ankle socks or long socks) Black sports briefs Navy blue tracksuit No bike pants</p>	<p><u>Accessories</u></p> <p>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><u>Summer</u></p> <p>Blue "OLHC" shirt and shorts Short navy socks Black shoes Navy blue jumper</p>	<p><u>Winter</u></p> <p>Navy blue winter weight long trousers Blue shirt Blue tie Black shoes Short navy socks (No short ankle socks or long socks) Navy blue jumper</p>
<p><u>Sports</u></p> <p>White OLHC polo shirt Navy blue shorts Short white socks and joggers Navy blue tracksuit</p>	<p><u>School Bag</u></p> <p>Navy blue with red logo and trim</p> <p><u>Hats – worn all year round</u></p> <p>Navy 'legionnaire' or full brim style</p>

# 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	(10 minutes reading, 5 minutes other)
Year One & Two	20 minutes	(15 minutes reading, 5 minutes other)
Year Three & Four	40 minutes	(20 minutes reading, 20 minutes other)
Year Five & Six	60 minutes	(30 minutes reading, 30 minutes other)



*School Assembly Term 4 2022*

# 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 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.

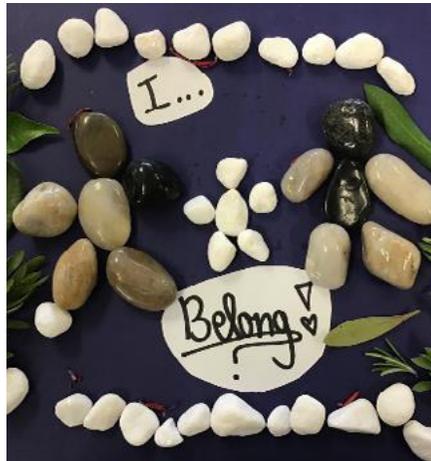
# FAMILY BASED SACRAMENTAL PROGRAM

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:

- Confirmation Year 3
- Reconciliation Year 4
- First Eucharist Year 4



## 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.



## 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.

## 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.

# 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.



# 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**

**ST LUKE**

**ST JOHN**



## 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.

*Our Lady Help of Christians Catholic Primary School Epping*

## 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

<b>NESA</b>	NSW Education Standards Authority <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/home">educationstandards.nsw.edu.au/wps/portal/nesa/home</a>
<b>NAPLAN</b>	There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.
<b>CSBB</b>	<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="http://csodbb.catholic.edu.au/">csodbb.catholic.edu.au/</a>
<b>P&amp;F</b>	<b>Parents &amp; Friends Associations</b> - help build community in schools and coordinate parent fundraising efforts.
<b>DPC</b>	The <b>Diocesan Parent Council</b> represents <b>all</b> parents of children attending Catholic Schools in the three clusters of our Diocese. Each school has a representative 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 phone <a href="tel:98470340">9847 0340</a>
<b>CCSP</b>	<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://ccsp.catholic.edu.au">ccsp.catholic.edu.au</a>
<b>YOU</b>	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.

## JARGON BUSTING THE ABC OF “SCHOOL TALK”

AND THAT MEANS ...???

<b>Curriculum KLA’s</b>	<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.								
<b>Syllabus</b>	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.								
<b>Outcomes</b>	These are statements in the syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage within each KLA.  See <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a>								
<b>Learning Stages</b>	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.  <table border="0" style="width: 100%;"> <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
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								
<b>PD/PL days (pupil free days)</b>	<b>Professional Development or Professional Learning</b> days are days within the school term when teachers attend courses. <b>Children do not attend</b> school on those days.								
<b>G &amp; T</b>	<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.								
<b>ESL LBOTE</b>	<b>English as a Second Language</b> <b>Language Backgrounds Other Than English</b>								
<b>Learning Diversity</b>	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								

# **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 CSBB'S Office for Safeguarding team (OfS 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 have 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 strive 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 Children's Guardian Act 2019. The NSW Office of the Children's Guardian (OCG) 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.

*continued...*

## **APPENDIX 2:**

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 Office for Safeguarding 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 CSBB 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**

#### **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 visitors' 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.

Staff strive to:

- 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 CSBB Office for Safeguarding team on:

Phone: **(02) 9847 0618** or Email: [csocp@dbb.org.au](mailto:csocp@dbb.org.au).

