Our Lady Help of Christians

Catholic Primary School EPPING

PARENT HANDBOOK

2026

Our Lady Help of Christians Epping	
Address	Our Lady Help of Christians Catholic Primary School 29 Oxford Street EPPING NSW 2121
Phone	02 9868 3322
Email	olhc@dbb.catholic.edu.au
Website	www.olhcdbb.catholic.edu.au
Principal	Ms Dominique O'Sullivan
Parish Priest	Father Jim McKeon
Parish Office	02 9876 2853

OLHC Term Dates 2026

	TERM 1	TERM 2	TERM 3	TERM 4
Students First Day of Term	Thursday 29 January Friday 30 January (K)	Tuesday 21 April	Tuesday 21 July	Monday 12 October
Students Last Day of Term	Thursday 2 April	Thursday 2 July	Friday 25 September	Tuesday 15 December

OLHC Epping Staff - 2026	
Principal	*Ms Dominique O'Sullivan*
Assistant Principal & Religious Education Coordinator	*Mrs Rachel Brook*
Kindergarten	*Mrs Cath Laurendet*
Year 1	*Miss Lily Porter*
Year 2	*Miss Sarah Clarke*
Year 3	*Mrs Natalie Precious (Mon, Tue)* *Miss Heidi Thompson (Wed, Thu, Fri)*
Year 4	*Miss Laura Goodman*
Year 5 & Year 6	*Mrs Lesley Harpur*
Collaborative Coaching Release	*Mrs Angi Paci (Thursdays)* *Mrs Pam Bullen (Thursdays)*
Library / STEM	*Mrs Rachel Brook*
Physical Education	*Miss Kesni Hayes*
Music	*Mrs Natalie Raad*
Learning Support Teacher	*Ms Georgia Smith*
Senior School Services Officer	*Mrs Melissa Webster*
School Marketing Officer	*Ms Sarah McTaggart*
Parent Engagement Coordinator	*Mrs Julia Martinovich*

School Hours at OLHC Epping

Playground Supervision	*8.15am*
Classes Commence	*8.45am*
Recess	*10.45am - 11.05am*
Lunch	*1.05pm - 1.55pm*
Dismissal	*3.00pm*
Pick Up	*3.00pm - 3.15pm*

Start of Kindergarten (SoKS)

From 2026, the CSBB Start of Kindergarten Screener (SoKS) - a universal Kindergarten screener - will be conducted in the first days of school on each Kindergarten student in the Broken Bay Diocese. This replaces the previous Kindergarten Best Start Assessments. SoKS is designed to capture what children know, understand, and can do on entry, providing teachers with valuable information to support a successful start to school.

In 2026, SoKS will be conducted on **Wednesday 28 January and Thursday 29 January 2026** by our Kindergarten teacher on each student, forming the initial 'image of the learner'.

This screener will be conducted on site at OLHC. An interview booking link will be shared with parents at the end of Term 4 with further details and time options. **All students must attend a session.**

Our Lady Help of Christians OSHC

BEFORE SCHOOL CARE
7.00am - 8.30am

AFTER SCHOOL CARE
3.00pm - 6.00pm

Our passionate team of educators strive to create a space where children feel welcome and encouraged to experiment and grow. We provide a range of activities so that each child can engage in their interests including sports and active play, imaginative play, music, art and craft, games ... and much more!

We pride ourselves on knowing the children that we care for and tailor our program around their interests so if there's something that the children want to explore, we try to facilitate that opportunity. Central to this is creating strong relationships with the children.
We focus on getting to know each child, their interests and hobbies, so that we can provide the best possible care and the children feel comfortable.

We know that OSHC is a priority for working families. Our goal is to have the children love coming here due to our fantastic program and caring educators.

MORE INFO & BOOKINGS

Our Lady Help of Christians OSHC
29 Oxford Street, Epping
P: 0400 991 348
E: oshc.epping@catholiccaredbb.org.au
W: www.catholiccaredbb.org.au

Communication

At Our Lady Help of Christians we welcome and promote strong communication links with parents and caregivers, the parish and Catholic Schools Broken Bay. We invite parents to contact the school at any time if they wish to discuss their child's needs. Please contact your child's class teacher in the first instance by emailing olhc@dbb.catholic.edu.au or by leaving a message with the Office on 9868 3322.

Our Office staff 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** is distributed to the school community and informs parents of current school happenings and events. The newsletter is published every second Wednesday and is available via email and Compass App, and is uploaded to the school website. Please contact the Office should you need the password, as we secure the Newsletter on the website for the safety and privacy of our students.

Keep up to date with what's happening at OLHC on **social media**

facebook.com/OLHCEpping2121

OLHCEpping2121

Parent - Teacher Communication

GENERAL INTERVIEWS

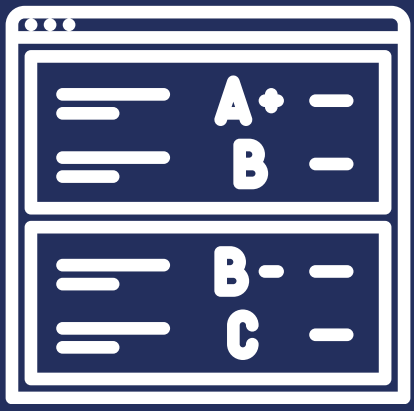
These can be arranged by appointment with your child's class teacher at a mutually convenient time.

TERM ONE INTERVIEWS

These take place in early Term One and are designed to assist your child's class teacher in understanding their strengths and challenges.

TERM TWO INTERVIEWS

These take place towards the end of Term Two and are an opportunity to discuss your child's progress with their class teacher.



REPORTS

Digital versions of your child's school report will be issued at the end of each semester (Term Two and Term Four). These can be downloaded from Compass and saved for your records.

School Attendance

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

This must be completed within seven days or it will be permanently recorded as an *unexplained absence*. You can also record an anticipated absence in Compass if you know in advance that your child will not be attending school.

EXTENDED LEAVE

Parents must apply to the Principal for leave for any periods of longer than 10 days, such as for family travel. Parents must complete a form for exemption and submit for approval by the Principal. If approved, a certificate will be issued. We encourage families to plan their travel around school holidays.

Code of Conduct

Students at OLHC follow a 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. Students are affirmed for following the Code of Conduct and procedures have been established for times when students breach the Code of Conduct.

The school's 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.

Code of Conduct

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

Uniform

HAIR

- Hair needs to be of a natural colour
- Any hair ribbons or accessories must be in school colours - navy in summer and red in winter
- When girls hair reaches collar length, it must be tied back and not covering the students face
- Boys hair must be short and generally of an even grade
- Extreme hairstyles are not permitted - no fades, patterns, hard parts, #1 clip etc

JEWELLERY

- A watch is permitted
- Girls may wear a small pair of stud earrings
- Religious medals are permitted if they are worn under the uniform

GENERAL GROOMING

- Students should be consistently encouraged to wear their uniform with pride
- Boys winter shirts must be tucked in at all times
- Shoes should be polished regularly
- Nail polish and makeup are not permitted
- The Principal has discretion regarding all uniform matters

Winter Uniform

OLHC Epping Winter Uniform

Girls	Boys
Blue shirt	Blue shirt
Navy blue tartan A-line tunic *(with pale blue & red narrow lines)*	Navy blue winter weight long trousers
Navy blue long socks or stockings	Short navy socks *(no short ankle socks or long socks)*
Blue tie	Blue tie
Navy blue jumper	Navy blue jumper
Black shoes	Black shoes
Please keep shoes clean and regularly polished	

Uniforms can be ordered at www.picklesschoolwear.com

Summer Uniform

OLHC Epping Summer Uniform

Girls	Boys
Blue checked dress	Blue OLHC shirt
Short navy blue socks *(no ankle socks or long socks)*	Blue shorts
Navy blue jumper	Short navy socks *(no short ankle socks or long socks)*
	Navy blue jumper
Black shoes	Black shoes
Please keep shoes clean and regularly polished	

Uniforms can be ordered at www.picklesschoolwear.com

Additional Uniform Items

OLHC Epping Sports Uniform

Girls	Boys
Navy blue skorts, shorts or skirt	Navy blue shorts
White OLHC polo shirt	White OLHC polo shirt
Short white socks & white joggers	Short white socks & white joggers
Navy blue tracksuit	Navy blue tracksuit

Uniforms can be ordered at www.picklesschoolwear.com

HAT

Hats are worn all year round
Navy full brim or legionnaire style

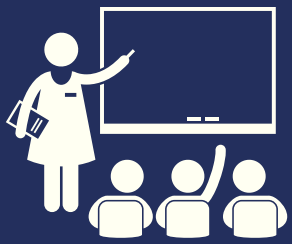
BAG

Navy blue with red logo and trim

Homework

STUDENTS

- Complete homework tasks as set by class teacher
- Read each night as part of their homework
  - K - 2 Home Readers are to be read out loud to parent/carer
    - use reading diaries to record
  - 3 - 6 independent reading plus one session reading out loud to parent/carer (minimum of 5 minutes)
    - use student diaries to record



CLASS TEACHERS

- Set homework tasks linked to class learning
- Check completion of tasks and provide feedback to students

PARENTS

- View and sign student diaries (Yrs 3 - 6) or reading diaries (K - 2) for nightly reading and completion of homework tasks
- Inform class teacher if homework is not completed

Homework

Homework is to be completed Monday - Thursday with MAXIMUM recommended times as outlined below:

Recommended Daily Homework		
Kindergarten	15 minutes	10mins reading, 5mins other tasks
Years One & Two	20 minutes	15mins reading, 5mins other tasks
Years Three & Four	40 minutes	20mins reading, 20mins other tasks
Years Five & Six	60 minutes	30mins reading, 30mins other tasks

Awards & Assemblies

ASSEMBLY

Assembly takes place each Friday in the Parish Hall at 8.50am. Parents are welcome to attend.

MERIT AWARDS

Merit awards are presented each week at 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 their school work or demonstrated positive behaviour. The award recipients are published in the fortnightly school newsletter.

PRINCIPAL'S AWARD

Recommendations are made by class teachers to the Principal at the end of each term for recipients of the Principal's Award. These awards are linked directly with our School Mission Statement and results are published in the school newsletter. If your child is to receive a Principal's Award you will be contacted in advance and invited to attend the assembly to watch your child receive the award.

Family Based Sacramental Program

All children in schools across the Diocese of Broken Bay have access to family based Sacramental programs.

These programs are organised by Sacramental Coordinators in each parish, and are supported at the school by the Religious Education Coordinator and classroom teacher. The fortnightly OLHC newsletter contains information in the lead up to the start of each Sacramental Program, and you can contact the Parish Office at any time for further information.

The Catholic Parish of Epping & Carlingford

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, importantly, the children.

Your involvement enriches your knowledge of the educational environment, allowing you to assist your child's growth and development both now and into the future.

Below is a list of ways in which you may choose to become involved at Our Lady Help of Christians.

Classroom Parents	Library Helpers
Dads in the Classroom Coordinator	Excursion Helpers
Assisting teachers in the classroom	Swimming & Athletics Carnival Helpers

If you have any interest in any of the roles listed above please contact the Office and you will be put in touch with the appropriate person.

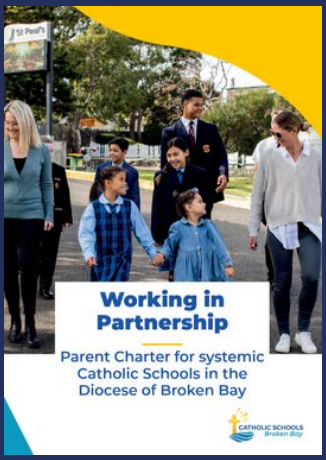
Dads in the Classroom, 2024

CSBB Parent Charter

A COMMITMENT BY FAMILIES & SCHOOLS

Catholic Schools Broken Bay (CSBB) mission is to support parents as the first and foremost educators of their children, and the role they play in their child's faith formation, learning and wellbeing.

The Charter outlines the principles and responsibilities of all members of the CSBB Community. These will enable us to work together in a partnership of mutual respect, trust and with a spirit of collaboration in accordance with the ethos and values of the Catholic Church for the educational outcomes of children.



The Parent Charter booklet is available at the school Office or a digital copy can be found on our website.

See https://www.olhcdbb.catholic.edu.au/school-community/information-for-parents/

School Fees 2026

The 2026 fee structure for the first child at Our Lady Help of Christians Primary School is outlined below:

Education Fee	Amount ($AUD) per year
Kindergarten	$3864
Year 1	$3941
Year 2	$3941
Year 3	$3980
Year 4	$3980
Year 5	$4018
Year 6	$4018
Supplementary Fees	
Year 5 & Year 6 Camp	$460 per child
K - 4 Swimming Program	$160 per child

Sibling discounts are available and applied to education fee portion of total fee as outlined above.

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

For families with multiple accounts, sibling discounts may not be automatically applied. If you have questions after receiving your invoice please contact the School Fee Liaison Team.

Any extra curricular charges other than those listed (band, instrument hire, chess, ICAS/University competitions, school magazines, costs associated with representative sports etc) are to be paid via our alternative payment platform (QKR, Compass Pay etc)

BILLING

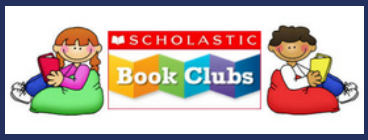
School fees are billed annually at the beginning of Term 1 by CSBB and are due in ten monthly instalments. The first instalment is due 21 February and the last payment due in November. School fees may be paid annually up front, or more frequently (fortnightly or weekly), however the monthly instalment amount is to be paid by 21st of each month. Our preferred method of payment for fees is BPAY.

Information Technology

Students at OLHC 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, which can be found on the school website.

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

Book Club



Book Club involves "Scholastic Books" providing a catalogue of books and associated materials from which to order twice each term.

Catalogues are issued to students and orders collated, then the books are distributed once they arrive. Bonus points accumulated through OLHC students ordering from Book Club allows the school library to receive free books.

School House Organisation

Students are allocated membership to one of our three houses for school-based sporting activities.

Students are awarded House Points for following the School Code of Conduct, including good citizenship throughout the year. Our three houses are St Matthew (Red), St Luke (Blue), and St John (Green).

St Matthew

St Luke

St John

Athletics Carnival

Student Leadership

All Year 6 students are given an opportunity to undertake a leadership role at OLHC.

The students from Year 5 are nominated in Term 4 for leadership positions for the following year. The students are asked to prepare a short speech for School Captain or Colour House Captain and present to staff and students from Years 2 - 5 who then vote. The votes from staff and students are counted and the elected school leaders are notified.

2025 School Captains with Bishop Anthony

Buddy System

Children entering Kindergarten are allocated a special Year 6 Buddy. The Buddy takes special care of the younger student 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 the classroom. Buddies are assigned by the Year 5 and Kindergarten teachers in the year prior to the new Kindergarten students commencing.

Medication & Allergies

At OLHC, we follow the Medication Policy for Catholic Schools Broken Bay.

We are an Allergy Aware school. We have students in our school wth nut allergy anaphylaxis.

Please do not send any nut products to school including:

- Any type of nut (peanut, cashew, walnut etc)
- Peanut butter, Nutella or similar spreads
- Muesli bars containing actual nuts
- Nut biscuits
- Any food containing nut products

MEDICATION

Parents will need to complete an annual Medical Notification Form 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 asthma, epilepsy, diabetes, allergies, anaphylaxis, cystic fibrosis, or ADHD.

Parents are required to provide an Action Plan from their doctor and any medication to be administered as needed, or if required. Parents must have their doctor complete 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 the Sick Bay room, with this information also made available in the Class Roll as well as in information for casual teachers.

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

Medication & Allergies

At the beginning of each year, staff conduct a meeting to discuss Action Plans for all students with special medical conditions. Staff will be trained as required for epilepsy, anaphylaxis, asthma, ADHD, cystic fibrosis etc as needed. As an asthma-friendly school, staff will have yearly refresher courses.

All staff are trained in CPR.

It is suggested that parents provide the school with a supply of appropriate "treats" if their child has a food allergy or other special requirements so that they can be included in celebrations involving food, such as birthdays.

With permission of the parents of any child on medication for food allergies, other parents will be advised of these allergies so that they can supply their own children with lunches, recess etc that are 'allergy free'.

Campus Rules

NO SMOKING

We are committed to maintaining healthy environments for all and smoking is not permitted on OLHC property.

NO DOGS OR PETS

Pets are not allowed on school grounds at any time.

Safeguarding

Safeguarding encompasses proactive measures that unite the commitment of staff, parents and the broader school community to create and maintain environments where students thrive and feel safe. Safeguarding emphasises prevention, accountability, and practices that foster a culture of safety and care for all students through embedding the child safe standards and responding in a timely manner when concerns are raised. Catholic Schools Broken Bay (CSBB) promotes and embeds a shared safeguarding responsibility within the organisation. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising 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. Promoting professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate adult behaviour of staff towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019.*
4. Ensuring 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. Promoting 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 underthe N*SW Children and Young Person (care and protection) Act 1998.*

See Appendix 1: Safeguarding Information

Responding to Concerns

CSBB is committed to empowering students to speak up and actively listens to children and the wider school community when concerns are raised. We treat all complaints seriously and aim to resolve them in a manner that is appropriate, timely, and respectful of confidentiality.

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 appropriate 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 Appendix 3: Maintaining Professionalism

Parent / Carer Helpers, Volunteers & Contractors

The participation, involvement and help of parents/ carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: families and communities are *informed* and *involved* and National Catholic Safeguarding Standard 3: *partnering with families, carers and communities.*

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC.

This means all volunteers must:

- ✓ Sign on at the front office, and get a visitors badge from the office as per school procedure.
- ✓ Complete the CSBB Contractor and Volunteer Engagement form
- ✓ 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 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person are subject to investigation.
- ✓ All parents must comply with the CSBB Family Charter.

See Appendix 2: Working With Children Checks

Parent Morning Drop Off

Children may enter the school via Oxford Street or Cambridge Street gates

Oxford Street School Entry

Supervision is provided from 8.15am each morning on the basketball court. Upon arrival, students go straight to the basketball court and place their bags in allocated class areas. Students should not to go to their classrooms during this time. Please go to the Office if you need any assistance.

Should a student arrive after the bell at 8.45am, parents are to sign their child in at the Compass Kiosk in the Office and the paper slip is then taken to the teacher by the student.

Cambridge Street School Entry

Student Drop Off

If driving, you may access the carpark at
6 Cambridge Street Epping

You have two options:

1. Pull up at the car drop-off / pick-up area inside the carpark and your child may exit the car here and walk up the stairs to the playground area. **PLEASE NOTE** Students are only to get out on the left-hand side of the vehicle and are not to walk behind the car to get bags out of the boot.

2. Park in a car parking spot and the parent walks their child up to school entrance on P1 or up to the playground. **At no time are students permitted to walk through the carpark unaccompanied by an adult.** Car spots 32-40 on P2 have easy access to the school entrance via stairs.

6 Cambridge Street Carpark

Student Drop Off

Please note that free parking is available for 30mins in the morning, then again in the afternoon. If you stay longer you will be required to pay at the gate or at the parking machine located at the entry to the school.

Please attempt to park rear to curb.

If you are required to extend your stay in the carpark for a school-related issue, please visit the Office for license plate verification before leaving the carpark.

STREET PARKING

Some limited street parking spaces are available around the school. Please observe traffic regulations when parking your car. Police and Parking Inspectors patrol the area regularly.

Afternoon Dismissal

Dismissal is at 3pm

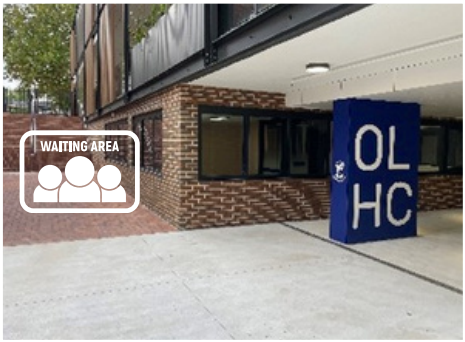
If you are collecting your child from school before 3pm you will need to go to the Office to collect your child and sign them out at the Kiosk. If you are aware in advance that your child will be leaving school early, you are asked to email or phone the Office.

Children not collected by 3.15pm will return to the Office to wait for their parents to collect them. Parents are asked to phone the Office if you are running late.

PARENT PICK UP

Students who are being collected by their parents/carers from the playground are to meet on the space outside the Office. Parents are asked to wait on the red paved area at the bottom of the stairs.

Parents may also choose to organise to meet their child at the Oxford Street or Cambridge Street gates.



Afternoon Dismissal

WALKERS

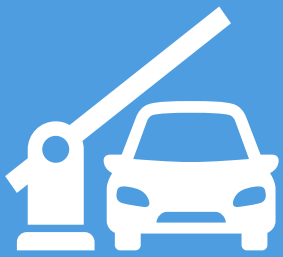
As per Government regulations, only students in Year 5 and Year 6 should walk home unaccompanied by an adult. Students who walk home will exit the school grounds through the Cambridge Street or Oxford Street gates.

PARENT PICK-UP PARKING

If you have parked in the carpark for afternoon pick up, please park on levels P2 or P3 and walk up the stairs and wait in the playground on the red paved area. Stairs access is from 2.50pm

PARKING FEES APPLY

Please note that **free parking for afternoon pick up is available for 30 minutes.** If you stay longer you will be required to pay at the carpark boom gate or the school parking machine located on P1 next to the entry doors to the school.



Afternoon Drive Through

Drive Through commences at 3pm - please do not enter the carpark to queue for Drive Through prior to 2.50pm. Please TURN OFF engine if you are waiting in Drive Through before it commences at 3pm.

Each family receives two yellow signs with your child's last name. Please clearly display this sign on your **left hand sun visor**. A rubber band at each end is usually the best way to secure the sign to your visor. This enables our staff to quickly and easily identify which car belongs to which family and ensures an efficient drive through process.

PROCEDURE

- Children sit in the glass Drive Through pick up area under Teacher supervision
- Parents pull up on the red line in a queue
- Parents are to remain in their car at all times
- Parents make sure their yellow sign is visible
- The supervising teacher uses a microphone to call each child's last name
- Teachers will stand along the pedestrian path marked in white and supervise students to their car
- Students are only to enter their car from the left hand side
- No items are to be placed in the boot - please park your car and collect your child from Parent Pick Up if this is required
- Parents are to remind their child to put on their seat belt before driving off

Afternoon Drive Through

Cambridge St Car Park
Entry

Join queue on red line

Student waiting area

Students enter cars here

Exit down ramp

Epping Local Bus Travel

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

The two services available are Route 710w (North Epping Area) and 711w (Dence Park area).

MORE INFORMATION

For information on the bus routes visit
https://transportnsw.info/routes/details/school-buses

For information on Student Opal Cards visit
https://transportnsw.info/tickets-fares/eligibility-concessions/school-student-travel

NSW | Transport for NSW

Transport

Jargon Busting - the ABC of School Talk

Curriculum KLA's	***K**ey **L**earning **A**reas* ***-*** *we used to call these "subjects". There are six KLA's, each with a syllabus from the Board of Studies:* ***English, Mathematics, Science & Technology, HSIE*** *(History & Geography),* ***Creative Arts, PDHPE*** *(Personal Development, Health & Physical Education).* *Catholic Schools also include* ***Religious Education*** *Teaching is done across KLAs - for example a teacher may use a linkage unit of Space to include aspects of several KLAs.*
ELS **LBOTE**	***E**nglish as a **S**econd **L**anguage* ***L**anguage **B**ackgrounds **O**ther **T**han **E**nglish*
G & T	***G**ifted & **T**alented refers to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.*
Learning Diversity	*Teachers recognise that all children 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 regular classes.*
Learning Stages	*The curriculum is organised into different stages of learning which correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.* *Early Stage One - Kindergarten* *Stage One - Year 1 and Year 2* *Stage Two - Year 3 and Year 4* *Stage Three - Year 5 and Year 6*

Jargon Busting - the ABC of School Talk

Outcomes	*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 www.k6.boardofstudies.nsw.edu.au*
SDD	***S**taff **D**evelopment **D**ays or Professional Learning days are days within the school term when teachers attend courses and **CHILDREN DO NOT ATTEND SCHOOL** on these days. Also referred to as Pupil Free Days.*
Syllabus	*The "what" and "how" KLAs (Key Learning Areas) 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.*

The "Who's Who" of Catholic Education

CSBB	***C**atholic **S**chools **B**roken **B**ay - under the guidance of Mr Danny Casey (Director of Schools) CSBB is responsible for overseeing the management of 44 schools with approximately 15,000 students in the Broken Bay Diocese.*
CCSP	***C**ouncil of **C**atholic **S**chool **P**arents - the official parent organisation recognised by the Catholic Bishops to represent parents of children attending schools across the 11 Dioceses of NSW/ACT*
DPC	*The **D**iocesan **P**arent **C**ouncil represents all parents of children attending Catholic Schools in our Diocese.*
NAPLAN	*These are national tests for children in Year 3 and Year 5 and consists of four tests which examine basic literacy and numeracy skills.*
NESA	*NSW Education Standards Authority*
You	*You, 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.*

Appendix 1

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.

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.

https://www.bbcatholic.org.au/ArticleDocuments/12548/COMMITMENT_A3.pdf.aspx
https://www.bbcatholic.org.au/ArticleDocuments/12548/SAFEGUARDING_FRAMEWORK_BOOKLET_FINAL_070920.pdf.aspx
https://ocg.nsw.gov.au/child-safe-scheme/what-are-child-safe-standards
https://www.acsltd.org.au/national-catholic-safeguarding-standards/

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). School staff and Principals are supported by the 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.

Appendix 2

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

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.

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian.

https://ocg.nsw.gov.au/

Appendix 3

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. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

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 are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Uphold professional boundaries. Staff should not be contacting students for non-educational purposes, be alone with students, making inappropriate jokes, touching students inappropriately or showing a student favouritism/special treatment);
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;

Appendix 3 (continued)

- 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. If the complaint relates to the principal you can contact Safeguarding directly.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY