St John the Baptist Catholic Primary School, Freshwater

A-Z PARENT GUIDE

2016
Welcome to the St John the Baptist Catholic Primary School family! As a Catholic School, we consistently strive to uphold and nurture the values and traditions of the Catholic Church and persist in creating a welcoming and inclusive community of faith, confidence and hope.

Our School enjoys an outstanding reputation in the wider community which is preserved through the school's professionalism, high expectations and dedication of staff, parents and students to ensure ‘right relationships' which resonate; trust, respect, care, forgiveness, the dignity of all and service to others, is highly valued and visible.

St John the Baptist acknowledges you, the parents, as the first educators who have begun a life time of learning with your child. With your full support and partnership, the school will optimise your child’s learning journey through our high quality balanced and diverse curriculum and commitment to meeting the needs of all students within a stimulating and engaging environment.

St John the Baptist is a green School. I encourage all parents as role models to their children to unequivocally support our green initiatives.

- Parents are expected to send fruit break, morning tea and lunch daily in reusable child-friendly containers. All packaging brought to school, will be sent back home. The school prefers to spend money on resourcing classrooms rather than additional garbage collections.
- Newsletters are sent electronically to parents.
- All School Forms are available on our website for parents to download.
- The majority of school information and class communication is via email.
- School Reports are sent to parents electronically twice per year.
- ‘Child Centered Conversations’ and ‘Three Way Conferences’ with teachers are booked on line through ‘School Interviews’.
- The School uses the app ‘Primary Parent Planner’ for all School, Class, P&F and Parish events, dates and times.
- Lunch Orders are made on line through ‘Flexi Schools’.

We firmly believe if each child and adult is consciously aware and proactively participates to minimise their environmental footprint, we serve our planet to remain the extraordinary creation God made for us to enjoy.

Our School encourages your involvement at St John the Baptist and hope, when reading the A~Z Parent Guide, you find ways in which you would like to participate and Volunteer in our School community.

The A-Z Parent Guide is designed to inform you of School routines, procedures, rules and responsibilities expected by all members of the St John the Baptist community.

I am confident your experience with us will be long, happy and fulfilling.

Mrs. Judy Slattery
Principal
SCHOOL VISION
Inspired by the teachings and values of Jesus Christ, we as a Catholic community are committed to providing a challenging education, so that the future is met with faith, confidence and energy.

SCHOOL MOTTO
‘Prepare the Way’

SCHOOL PRAYER
Each day is a new beginning and it’s good to be alive.
Help me to be positive and strive to see the good in everyone I meet.
Let this day bring me and others closer to you in everything we do here at St John the Baptist so that the world will be a better place,

St John the Baptist pray for us.

Amen

SCHOOL RULES
Safe, Respectful Learners
SCHOOL SONG

Chorus
St John the Baptist prepare the way
As one big family we pray
St John the Baptist prepare the way
Learning to love each day

Verse 1
All are welcome in this place
Together our faith is strong
Our loving parish community
Is where we all belong

Verse 2
Respectful, joyful, caring and kind
When we’re safe, we learn and thrive
Let’s make this world a better place
For the common good we strive

Verse 3
Teachers, buddies, leaders at school
Work together as a team
To help us grow and learn each day
And reach our hopes and dreams

Final Chorus
St John the Baptist prepare the way
Reading, writing, prayer and play
St John the Baptist prepare the way
Learning to love each day
Learning to care each day
Learning with joy each day
SCHOOL HOURS

School commences daily at 8.45am and concludes at 3.05pm

Daily Times

- 8.15am: Playground supervision begins
- 8.40am: Warning bell
- 8.45am: School commences
- 10.00am: Fruit Break
- 11.00 – 11.30am: Morning Tea
- 1.10pm – 2.00pm: Lunch
- 3.05pm: School Dismissal

Office Hours

The School Office is opened Monday to Friday from 8.00am until 4.00pm daily.

Senior Administration Office, Mrs Di Coulson
Administration Office, Mrs Michelle Chiarella

+ 99396699
@ sjbf@dbb.caholic.edu.au

Before and After School Care Hours

Monday to Friday
Before School: 6.30am – 8.30am
After School: 3.05pm – 6.30pm

+ 0427 716 593
St John the Baptist Catholic School began in 1921. It is situated four kilometers north of Manly in Sydney. In the early days, Father McDonald was the inspiration behind a determined community effort to raise funds to build the Church and school. Both shared the one building. The Church stands at the entrance to Johnson Street and because of its welcoming nature, it was known as the ‘Chapel of Ease’.

The school was administered by the Good Samaritan Sisters until 1975 when it came under lay leadership. The sisters remained until 1989 when Sister Eunice left St John's to take up a teaching position at St Mary’s School, Manly. A strong community spirit still exists today with visitors often commenting on the family feeling of St John’s. In 2003 there was a major building upgrade with the addition of a new hall and classrooms.

In 2008 the Parish twinned with Manly to become the Manly Freshwater Parish under the leadership of our Parish Priest, Father John Hannon. In 2009 Father David Taylor joined Father John Hannon as Co-Pastor.

In 2009 through a Government initiative, the primary classrooms were refurbished into large open planned 21st century learning spaces. In 2010 Government funding continued which refurbished the administration building and added a second storey for a new Library, classroom and provided lift access.

Since 2011 the school has continued to expand adding an additional class each year since. This necessitated renaming the infants and primary sides of the school with historical names thus, the Church side of the school is called McMahon Campus, after the generous local resident who originally donated the land for the Church to be built. The School Office side is called the Samaritan Campus, after the Good Samaritan Sisters who were the founding educators at the school.
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Arrivals & Departures
Parents and Carers bringing children to school after 8.45am, must first go to the School Office and complete a Late Note which the Parent or Carer takes to the class teacher when dropping their child to the classroom. Parents and Carers are not permitted to just drop off their child after the bell.

Parents or Carers picking up their child before 3.05pm must first go to the School Office to complete an Early Departure Form which the Parent or Carer hands to the class teacher before taking their child from the school.

Absences
If your child is absent from school (one day or more) it is a legal mandatory requirement parents send a written Absent Note to the class teacher which must include; an explanation of absence, inclusive dates of absence and a parent signature. The absent note must be given to the teacher on your child’s first return day to school. Teachers who have not received a letter explaining an absence are mandatorily required to persist until a parent note is received.

If your child will be absent from school for reasons other than illness, you are legally required to complete an Exemption Application Form requesting leave from the Principal. If approved, the Principal will issue parents with a Certificate of Exemption. Please note, all Principals have the right to deny leave if deemed in the best interest of a child’s education. Parents are highly discouraged from taking children out of school for extra holidays.

Allergies
There are a number of students enrolled at St John the Baptist who have severe life threatening allergic reactions to ALL nut and egg products. Children are encouraged not to bring peanut and egg products to school in the interest of the safety and wellbeing of these students. The canteen does not stock nut or egg products. Parents and teachers with such children in the class are asked to be especially vigilant when having class birthdays or parties. Parents of children with any allergy must provide the school with a medical ‘Allergy Action Plan’ from their doctor.

Asthma
All students who suffer from Asthma are expected to keep medication as per their ‘Asthma Plan’ in the office. The puffer will be administered under supervision. It is the parents’ responsibility to inform the school of their child’s medical condition and clarify the actions necessary to relieve the symptoms experienced by the child. Parents of children with Asthma must provide the School with an ‘Asthma Action Plan’ from their doctor.

Assemblies
School assemblies are conducted on a regular basis throughout the year. Each Monday morning at 8.45am, there is a whole school general assembly in McMahon Campus playground where information for the coming week is shared and the National Anthem sung.

Additionally, there is a whole school Assembly fortnightly on a Friday at 2.30pm in the Hall. This Assembly focuses on class presentations in current learning and awards are given to students who have excelled in aspects of school life. Advanced notice of class presentations is available on the School’s ‘Primary Parent Planner’ and fortnightly Newsletter. Parents and Grandparents are encouraged to attend.

Assessment
Assessment ‘for’, ‘of’ and ‘as’ learning are this school’s requirement for all teachers Kindergarten to Year Six in every Key Learning Areas. Assessments on student learning are conducted regularly throughout the year. Parents are encouraged to make an appointment and speak to the class teacher about their child’s progress throughout the year (see Reports).
**Athletics Carnival**
This is usually held at Narrabeen Sports Centre in which the whole school participates. A wide range of track and field events are conducted thus, many parent volunteers are required on the day. Children wear their sports uniform with a colour house T-shirt. Buses are available to and from this event. The day is always enjoyable for all.

**Banking**
The school has a Student Banking service every Wednesday. Children bring their Bendigo ‘Piggy Bank’ passbooks to school, which are collected and returned to them by the bank.

**Before & After School Care**
St John the Baptist provides Before and After School Care services through an independent provider, Centre Care. Before & After school care is located in the hall and available from 6.30am – 8.30am and 3.05pm - 6.30pm daily. Private arrangements are made directly with OHS. Phone: 0427716593

**Birthdays**
Parents who wish to celebrate their child’s birthday at school are asked to send individual cakes rather than one cake.
Party invitations must be distributed outside school hours. Parents are not to ask teachers to distribute invitations.

**Book Club**
Scholastic Book Club is run by our teacher/librarian. Teachers distribute and collect order forms. Payment may be made online, or by a cheque returned to school with the order form. **Cash payments are not accepted.**

**Book Week**
Book Week is held in October each year to celebrate reading. All children participate in the special events organised by the school such as, a Book Parade where children dress-up as favourite book characters, trivia competition and whole school shared reading.

**Buddy System**
Students entering Kindergarten are allocated a Senior Student Buddy. Each Senior Buddy takes special care of their Kindy Bubby for the first year of school.

The school also provides new parents with an existing parent buddy. Parent buddies are happy to be contacted for extra information and are a great way to meet other families in the school.

**Bullying**
Bullying in any form (verbal, social, psychological, electronic (SMS email MSN) or physical) is not tolerated at our school. Bully is considered hurtful and manipulative behaviour which is usually repetitive and may be premeditated, creating an imbalance of power making anyone feel unsafe and unhappy. **Bullying in any form from any student, parent or staff member is NOT tolerated at this school.** Please speak to your child’s teacher or myself about any concerns.

**Bus Travel**
A Government bus service supervised by a teacher is provided for children each afternoon. If you would like your child to use this facility, please see the office for a Government Bus Pass application form. All children in Kinder-Yr 2 are eligible for a pass. Children progressing from Years 2 to 3, need to re-apply for a bus pass, as it is no longer automatic. If a bus pass is lost parents are required to make application to the bus company for a replacement.
Calendar - Parent
A Parent Calendar with all School, P&F, Parish and each of your children’s Class events are available through the school’s ‘Primary Parent Planner’. This is a smart phone app which can be downloaded to five different devices. The ‘Primary Parent Planner’ app will also provide you with Push Notifications and importantly, any Calendar changes. At the cost of $1.99 for twelve months, all parents are encouraged to use this application.

Canteen
The School Canteen is run as a sub-committee of the P&F and staffed by parent and grandparent volunteers. The Canteen is **only open for lunch** three days per week; Wednesday, Thursday and Friday. This of course, is determined by the amount of Volunteers each year. Parents are encouraged to work in the Canteen one day per month in order to provide this service to children and their families.

**Ordering lunch** for your child is easy! Parents order online through Flexi Schools. Canteen Menu and Price List are noted in the School's Newsletter and available on our Website.

The School Canteen is run in accordance to the NSW Department of Education ‘Guidelines for Canteens’ and the Broken Bay Diocese ‘Nutrition in Schools’ Policy which emphasise healthy eating.

Change of Address or Circumstance
It is extremely important parents notify the School Office of any change of; home address, phone number or email address. It is important the school can contact parents/guardians during school hours or in the case of an emergency. Updated email address is important as all school information along with your child’s reports are sent electronically.

If there is any **change in your family’s circumstance**, it is important you notify the Principal or Class Teacher so that we can assist your child and/or you through the situation.

**Confidentiality is strictly maintained at all times.**

Child Centered Conversations (Triple C) Meetings
At the commencement of each new school year, parents meet with the class teacher to communicate what they wish the teacher to know about their child. Triple C meetings are booked online through our ‘School Interviews’ system. Parents will be given a code to access available days and times.

Child Protection
At St John the Baptist 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. Respond appropriately when we suspect a child is at risk of significant harm or we have a concern for a child’s wellbeing.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened before working with children (see Parent Involvement).

For more information see regarding Child Protection see Appendix 1.
Choir
St John the Baptist has a Senior and Junior Choir which lead by our specialist Music Teacher. Children who are interested practice during lunch one day per week.

Class Parent Coordinators
Every year, two parents from each class volunteer to be Class Parent Coordinators. Their role is as a liaison between the Class Teacher/Principal and parents in your child’s class. Class Parent Coordinators organize class social events, coordinate class annual P&F event such as; School Disco, Welcoming BBQ, Father’s Day gifts and organise class volunteers for the Parish Family Mass BBQ.

Class Page/Weebly
Each class has a Weebly designed by the teacher to reinforce student learning through various activities such as ‘Study Ladder’. The Weebly is importantly, used for student homework. Teachers regularly check student progress and homework through Weebly.

Classroom Requirements
Classroom requirements not provided by the school are itemised and given to parents prior to the commencement of the new school year.

Cluster
St John the Baptist is a systemic school within the Broken Bay Diocese which is divided up into three clusters: Peninsula, Central Coast and North Shore. Our school through location is a member of the Peninsula Cluster.

Code of Conduct for Adults
The School’s Code of Conduct is intended to develop and support positive relationships in the St John the Baptist community one underpinned by our Pastoral Care and Wellbeing practices. The policy applies to all members of the School and Parish that is; parents, guardians, students, families, staff, volunteers, contractors, priests and parish members. (Refer to Code of Conduct and Protocol Policy on USB).

Complaints and Communication
At St John the Baptist we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner.

- If you have a complaint about a student other than your own child you should raise it with your child’s class teacher.
- If you have a complaint about a staff member, the issue should first be addressed with the relevant staff member or directly with the Principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be immediately communicated to the Principal. Confidentiality must be maintained by you in the school community (see Child Protection) Please refer to the Parent and Community Information Brochure, ‘Addressing Concerns About a School’ available on the CSO website. https://curianet.dbb.org.au/Catholicschoolsoffice/dssresources/Pages/default.aspx

At St John the Baptist we encourage open communication with all members of the school community.

- Class Parent Coordinators meet with Principal (once a term)
- Parent Education sessions (throughout year)
- Parent reflection (attached to mid and end of year reports)
- Open classrooms (Week 9 of each term)
- Principal’s ‘Open Door’ if you have any concerns or just want a chat.

Counselling Service
St John the Baptist has a free student counselling service provided by the Catholic Schools Office of Broken Bay. As this is a referral process, families wishing to access the School’s
Counsellor for their child, need to speak to the Class Teacher and meet with the Principal to complete the form.

**Cross Country Trials**
These are held usually late April or early May in preparation for the Cluster Cross Country Carnival held at the end of May. The children are required to run 2km for 8 & 9 years old and 3km for 10 – 12 years old. All children in Years 3 to 6 are encouraged to compete as part of their PDHPE program. Trials are held at school from which a team is selected to go to the Peninsula Cluster Carnival to compete against other Catholic schools in the region.

**Curriculum/ Key Learning Areas**
The context in which classroom learning is pursued is called the 'curriculum'. In Catholic Primary Schools, the curriculum is divided into seven Key Learning Areas (KLAs).

1. Religious Education
2. English (new Australian Curriculum in 2014)
3. Mathematics (new Australian Curriculum in 2014)
5. Human Society and Its Environment
6. Creative Arts (Music, Dance, Drama and Visual Arts)
7. Personal Development, Health and Physical Education

The Catholic Schools Office of Broken Bay, our governing body, sets the Religious Education Syllabus. The Government’s Board of Studies set all other Key Learning Areas.

**Religious Education**
At St John the Baptist religion permeates the culture of the school through the values we uphold and practice through prayer, liturgy and our relationships with others is also underpinned in each Key Learning Area. We encourage students to behave in a manner which reflects Gospel values thus, reflecting our school motto ~ ‘Prepare the Way’.

**English**
The English syllabus develops student’s knowledge, skills, understanding, values and attitudes essential for all students to succeed beyond schooling. The English syllabus has three strands;

1. Writing and Representing which includes: spelling, grammar, handwriting and digital technologies.
2. Reading and Viewing, developing student’s comprehension and interrupting strategies.
3. Speaking and Listening.

**Mathematics**
Mathematics involves developing student’s knowledge, thinking, understanding, skill proficiency and confidence in the application of Mathematics. The four strands of Mathematics include;

1. Working Mathematically
2. Number and Algebra
3. Measurement and Geometry
4. Statistics and Probability

**Science and Technology (new Australian Curriculum implemented in 2015)**
Science and Technology are linked through problem solving skills and processes of scientific inquiry and technological design. The skill strands of Working Scientifically and Working Technologically are developed through active engagement of contextualised hands on scientific investigations and design projects embedded in the stands of Natural and Made Environments in Years 1 to 6 this includes the sub-stands of;

1. Physical World
2. Earth and Space
3. Living World
4. Material World
5. Built Environments
6. Information
7. Products
Human Society and Its Environment (HSIE)
HSIE enhances each student’s sense of personal, community, national and global identity. The four strands of HSIE include;
- Change and Continuity
- Cultures
- Environments
- Social Systems and Structures

Creative Arts
Creative Arts enables students to gain increasing understanding and accomplishment in Visual Arts, Music, Drama and Dance and to appreciate the meanings and values that each of the art forms offers personally, culturally and as a form of communication. The strands in Creative and Practical Arts include;
- Visual Arts
- Music
- Dance
- Drama

Personal Development, Health and Physical Education (PDHPE)
PDHPE develops the knowledge, skills, understanding, values and attitudes students need to lead healthy, active and fulfilling lives. The three broad strands of PDHPE include;
- Fundamental Movement and Physical Activity
- Healthy Choices
- Self and Relationships

Curriculum Letters
At the commencement of each term parents receive via email, a Curriculum Letter from the Class Teacher outlining the focus of learning in each Key Learning Area, homework expectations, specialist timetables and class information. It is an important read for all parents!

Custody
In order to protect the rights of the child and the custodial parent in the event of a marriage separation or divorce, it is vital that the school has on file a copy of the ‘Custody and Access Award’ made by the court.

Debating
Each year the school enters a debating team into the Peninsula Catholic Primary Schools Debating Competition. If successful, the team then competes in the Broken Bay Diocese competition.

Differentiated Learning
Each class teacher is highly trained in meeting the learning needs of every student. Teachers prepare and deliver differentiated learning programs in all Key Learning Areas and continually assess student learning gains so that each student’s learning is constantly evolving.

Diocesan
Diocesan describes any activity within our Diocese, which is Broken Bay, under the guidance of Bishop David Walker.

Diocesan Parent Council of Broken Bay Diocese
The Diocesan Parent Council (DPC) is the official parent body recognised by the Bishop and the Catholic Schools Office to represent the parents of all children attending Catholic schools in the Diocese. Members on the Executive Committee of the Broken Bay Parent Council are representatives from Parents and Friends Associations in the Catholic Schools of Broken Bay.
The main aim of the Diocesan Parent Council is to:

- Strengthen the participation of all parents in our Catholic schools by providing input into the diocesan level committees.
- Actively encourage the flow of information from parents and to provide a voice for parent issues.
- Promote the parent/parish/schools partnership via projects that embrace parents, children, the school church and the community.
- Promote the Catholic school parents’ views to the Bishop, the Schools Board, CSO and school administrators.
- Promote Catholic education in Catholic schools, by taking an active role in partnership with others to secure appropriate funding for Catholic Schools Council Funding.

For further information, please contact the Diocesan Parent Council Administrative Coordinator on 9847 0340 or visit the Diocese website: www.cso.brokenbay.catholic.edu.au.

**Discipline**

Classroom practices and discipline at St John the Baptist is based on ‘Positive Behaviour for Learning’ practices. Our Behaviour Management focus at St John’s is one that; guides, leads, encourages and demonstrates Christ-like behaviour and Christian values. The school adheres to the Governing Law of Australia with corporal punishment that states, ‘**no staff member or parent is permitted to hit a child**’. The school’s Pastoral Care Policy and Student Management and Wellbeing Policy are available from the School Office.

**Disco**

The School Disco is conducted in the Hall. The evening is split into two sessions; an early session for students in Kindergarten to Year 2 and a later session for students in Years 3 to 6. The P&F allocate this event to a class/grade which are responsible for organising the Disco and providing extra supervision on the night. Parents not involved in supervision are expected to drop their children to the Hall and pick up at the conclusion of their session from inside the Hall. It is always a fun night with many excited and exhausted children.

**Enrolments**

Enrolment packages are available from the School Office. The school takes applications for enrolments on request throughout the year. Kindergarten applications are accepted in Terms 1 and 2 the year before commencement. A child starting school must turn 5 before 31st July in the year he/she commences. All enrolments are considered by the School Enrolment Committee. Enrolment priority is in accordance with the Diocesan Enrolment Policy of Broken Bay.

Enrolment into Catholic Secondary Schools is not automatic on completion of Year 6. Parents are advised to make application to the school of their choice well in advance.

**Extra School Activities**

St John the Baptist provides out of school hours activities such as; Dance, Chess, Band and Keyboard. If you wish your child to be involved in any of these activities please contact the appropriate professional instructor to register. Contact details are available at the School Office.

The School provides free Lunch time activities for all students which include; Robotics, Gardening Club, Library activities, Choir, Sporting skills.

**Father’s Day**

Father’s Day is held the Friday morning before Fathers’ Day. This commences with a Fathers’ Day Liturgy in the Church followed by a breakfast. The P&F allocate a class to organise this event.

**Fees**

The Catholic Schools Office reviews and determines school fees annually. Accounts are sent in Terms 1, 2 and 3. These accounts should be finalised by the end of each of these terms. Current school fee schedules can be obtained from the School Office.
In case of financial difficulty, parents are required to speak to the Principal and work out a satisfactory arrangement. When fees are outstanding for no apparent reason, they are automatically sent to the Catholic Schools Office Debt Collectors.

**Fruit Break**
Daily at 10.00am children have the opportunity to eat a small piece of fresh fruit provided from home in a re-useable container. We encourage all children to bring cut fruit rather than a whole, as the children continue to work during this time. Commercial fruit bars are highly discouraged.

**Graduation Mass**
The Year Six Graduation Mass is held annually to formally recognise and celebrate the achievement of completing Primary School at St John the Baptist. It is typically held the last fortnight of the school year, in which, Year 6 students wear their full school uniform to the Graduation Mass. A celebratory dinner is held that evening.

**Grandparents/ Grandfriends Day**
This is a special day for children to celebrate with their grandparents or another special person in their life. It is usually held in Term Three and commences with a whole school Mass, followed by a morning tea and visits to classrooms.

**Holy Week Presentation**
This special Liturgy involves whole school participation during Holy Week. Each class presents a portrayal of our Lord’s Passion. All parents are invited to attend and share in the experience in preparation for Easter.

**Homework**
The School’s Homework Policy is available at the School Office to all parents. Homework at St John the Baptist is aimed at:
- Reinforcing and practicing concepts, skills and strategies taught in the classroom.
- Stimulating further learning
- Developing solid study habits.
- Establishing important routines that encourage student independence and self-regulated learners.
- Enabling parents to be informed and engaged in their child’s learning.

All students are expected to read nightly. Homework is more often given through the class 'Weebly'.

**Immunisation**
Parents of school aged children are required to provide notification to the school of their child’s immunisation status. Immunisation booklets, information and the required immunisation certificate are available from your local doctor.

**Infectious Diseases**
Under the Public Health Act and Department of Education Regulations, some common infectious diseases require children to be kept away from school for varying lengths of time to prevent the spread of infection. Parents must seek medical advice if an infectious disease is suspected. **Parents must contact the school office if a diagnosis of the following diseases is confirmed:**

- Conjunctivitis
- Impetigo
- Scabies
- Chicken Pox
- Rubella
- Slap Cheek
- Diphtheria
- Measles
- Meningococcal
- Mumps
- Whooping Cough
- Polio
- Tetanus
Kiss, Drop & Go
The Johnson Street boundary of the school (hall side) has on the fence a large white banner clearly indicating that area is a “Kiss, Drop & Go” zone operating on school days between the hours of; 8.00-9.30am and 2.30-4.00pm. Kiss, Drop & Go is a system which allows parents or carers to drop off and pick up children in this area without getting out of the car. It is particularly useful on rainy days or for parents/carers with babies and toddlers. Cars queue up alongside the fence, displaying their surname name on the dash board. Teachers sight the surname and call children to the car, cars then move up the queue. This area is clearly marked as a No Parking Zone therefore, time allowed for a car to stop at this Kiss, Drop & Go zone is a maximum of 2 minutes (in accordance with RTA regulations).

Learning Support
The school has a part time Learning Support Teacher and Learning Support Assistant who work with children who have been identified by the school or specialist requiring a specific program in the classroom. It is not school practice to withdraw children.

Library
The Library is staffed by a Teacher Librarian. The Librarian provides an enriched Literacy program within an integrated curriculum. The Librarian encourages children to borrow a variety of books during each week’s Library lesson. Children are expected to bring a Library bag to school in which to carry their borrowed books. Lost or damaged books must be replaced by the family. A team of parent helpers and the Senior Library Team assist in the Library.

Masses
Class Masses are held each Thursday. Parents are notified in advance of these events and are encouraged to attend.

Family Masses are held throughout the year on the first Saturday of each month at 5.00pm. The BBQ which follows is hosted by a designated class. ALL families are encouraged to attend as it is an opportunity to celebrate as a community.

Whole School Masses and Liturgies are held throughout the year celebrating specific events on the School and Church’s calendar.

Medical Reports
Parents are asked to supply the class teacher with current specialist reports on their child such as; Audiograms, Speech Therapy, Occupational Therapy, Educational and Psychological Assessments etc. Specialist reports provide teachers and the school with valuable information which can be implemented to assist your child’s learning.

Medication
The Catholic Schools Office of Broken Bay and the school have a Medication Policy. If your child requires medicine whilst at school, your child must come to the school office to receive their medication from the school’s Administration Office or Principal, with the exception of children who are asthmatic which is supervised by office staff. Depending on your child’s medical condition, you may be required to complete forms and attend a team meeting with relevant staff. Class teachers are not permitted to administer medication such as antibiotics to any child.

Mobile Phones
The school understands that some parents wish their child to have a mobile phone. Under no circumstance is your child to use a mobile phone/device whilst on the school premises.
In an emergency the school office will contact parents directly. On arrival, your child must hand their mobile phone in at the Office and collect it on dismissal at 3.05pm. Please ensure your child is very knowledgeable about the legality of electronic bullying and you have clearly articulated to your child your expectations of use with the device.
**Mother’s Day**

Mothers’ Day is celebrated on the Friday prior to the Mothers’ Day weekend. A special Mass/Liturgy is held in the church followed by a morning tea hosted by a class parent group.

**Money**

All money sent to school by parents must be in a sealed envelope clearly labelled with your child’s name, class and purpose.

**Newsletters**

All families are emailed the newsletter fortnightly on Fridays. The newsletter is also accessible on the school’s website [www.dbb.org.au/schools/sjbfreshwater](http://www.dbb.org.au/schools/sjbfreshwater)

**Open Classrooms**

In Week Nine of each term, all classrooms are opened to parents, grandparents, aunties and uncles. It is an opportunity for families to view and celebrate their child’s learning for that term. Open Classrooms are always on Friday, at 2.30pm instead of the usual Whole School Assembly. Children love showing their terms work and achievements so I encourage you not to miss these opportunities.

**Open Days**

Open Days are for prospective parents who are considering St John the Baptist Catholic Primary School for their child. It is generally for parents of children who will be entering Kindergarten the following year, however, all are welcome. Open Day is an opportunity for prospective parents to meet the Principal, walk through classrooms, speak to staff and students.

**Parent Education**

At St John the Baptist we believe Parent Education is essential to developing and maintaining positive home/school partnerships. Several times throughout the year Parent Education sessions are conducted in Key Learning Areas and areas of interest to parents. All parents are encouraged to attend.

**Parents & Friends (P&F) Association & Meetings**

The St John the Baptist P&F Association aims to;

1. Provide opportunities which promote an inclusive and collaborative community amongst Parish, Staff, Parents and wider community.
2. Provide opportunities for parents to fulfill their responsibilities to educate their children as Catholics.
3. Provide a forum for;
   a. Ongoing faith and educational development in the school community.
   b. Discussion of matters relating to education. Recommendations resulting from such discussions are made to the Principal for consideration when developing school policies and procedures.
   c. Contributions to the school community through organising social and fundraising activities.

All parents and friends of the school are warmly welcomed to attend and participate in P&F events, meetings or joining one of the P&F committees which support events or ongoing school activities such as, canteen. The P&F meets once a term at the school. Dates are posted on the School’s ‘Primary Parent Planner’ before the commencement of each term and noted in the School Newsletter.


An Annual General Meeting (AGM) to elect the office bearers which form the P&F Executive is held at the end of each school year. The P&F Executive consists of a; President, Vice President, Treasurer, Secretary and Diocesan Parent Council Representative.
Parent Information Night
At the beginning of the school year, each class teacher hosts a Parent Information Night, held in your child’s classroom. This is an opportunity for parents to receive an overview of how your child’s teacher has organised structures, processes, student learning, the emphasis and expectations for that particular grade. It is an opportunity for you to ask questions so the home/school partnership remains strong.

Parental Involvement
Parental involvement is vitally important to the life of our school. We view parental involvement as building a partnership between parents, students, parish and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, reading groups, canteen, sporting events, Gardening Club, Class Parent Coordinator, Parish Council member or through P&F activities.

It is important that all parent helpers/volunteers are aware that they are subject to Child Protection Legislation. This means all volunteers must:

- Complete a Volunteer/Student Declaration stating they are not a prohibited person.
- On arrival each time must sign the registrar located at the school office and wear a ‘Visitors Badge’ whilst in the school. Then sign out of the school at the School Office before leaving the premises.
- 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).

Parking, Picking Up & Dropping Off
The safety of the children is always our top priority. The school is on two campuses separated by Johnson Street. The children are crossed at the School Crossing by teachers at all times. It is important parents also use the School Crossing so your child and others see you modelling responsible and safe behaviour.

Please note, here is No Parking in the school grounds or at the designated times of ‘Kiss, Drop & Go’ or the Bus Stop, both are located outside the school gates in Johnson Street. Parents who wish to park the car are asked to do so in Wyndora Street or further up Johnson Street away from all school zones and crossing.

Passwords
Parents have a password which is required in order to access the full school website.
Password: sjbparent
Students are given a password to use whilst working on school computers.

Pastoral Care
Classroom practices and discipline at St John the Baptist is based on ‘Positive Behaviour for Learning’ practices. Behaviour management at St John’s is seen as guiding, leading, encouraging and demonstrating Christ-like behaviour and Christian values.

Pets
No animal is permitted on or near the school premises without first seeking permission from the school Principal. No pet dog is to be left alone tied to the school fence. Parents/Carers who walk their dog to school when dropping off or picking up children must stay with their dog at all times outside the school grounds. Your child must come to you! This is for the health and safety of all in our community.

Photos
School photographs are taken annually. Students are photographed in class groups, leadership groups, individually, and at parental request with siblings.
Positive Behaviour for Learning (PBL)
St John the Baptist implements ‘Positive Behaviour for Learning’ program Kindergarten to Year 6 for the management and wellbeing of all students. Our PBL underpins our school rules of being …

SAFE, RESPECTFUL LEARNERS

An expectation to follow these rules, are placed upon all students at all times! Students not adhering to the school rules will be given time out. In the case of a serious incident parents will be informed immediately.

Refer to the ‘Student Welfare and Management’ Policy on the school’s website www.dbb.org.au/schools/sjbfreshwater A parent password is required for the full version which is; sjbparent

Privacy Law - new in 2014
The school abides by, the Commonwealth Government Privacy Act, and the Broken Bay Diocese Privacy Policy. Information collected by the school is strictly used for school purposes and stored on site in a secured location.

Public Speaking
Each year the school enters students in Public Speaking Competitions such as the Peninsula Catholic Primary Schools Public Speaking Competition and Bear Pit Public Speaking Competition held at State Parliament House.

Reports
Parents receive two formal reports annually on their child’s progress. The first report is received mid-year followed by a ‘3 Way Conference’ (teacher, student and parents). All parents and students Kindy to Year 6, are expected to attend the ‘3 Way Conference’ where essential educational progress is discussed and learning goals set. The second report is received at the end of year with an optional ‘3 Way Conference’ provided. ‘3 Way Conference’ times are booked online by parents using ‘School Interviews’.

Sacramental Programs
All Sacramental Programs are Parish based. At school the teachers teach the doctrine of the Sacraments as part of the whole school Religious Education Program. Children are prepared for the Sacraments by their parents, with the assistance of the Parish Sacramental Team. Students make the following Sacraments:

- Confirmation Year 2
- Reconciliation Year 3
- First Eucharist Year 3

Serious Injury
In the event of a serious injury the Parent nominated ‘Emergency Contact Person’ will be notified by a teacher or administrative staff. If necessary, the child may be transported to hospital by ambulance, accompanied by a staff member if a parent is not available.

Sick Children
If your child is unwell at school the class teacher will advise the School Office. A First Aid Officer will attend to your child in Sick Bay. Parents are notified if the child is too sick to return to class.

Staff Development Days (SDD)
There are five mandatory Staff Professional Learning days per year, as prescribed by the Teacher Award Agreement. Parents are given a minimum of six weeks’ notice prior to the day through the Newsletter and reminders will appear on you ‘Primary Parent Planner’. All Staff Development Days are pupil free as staff engage in further learning, current research, new educational developments and pedagogical initiatives.
Stages of Learning
Nationally, School Education is organised in stages of learning. All Primary Schools have four stages whilst secondary schools have three.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Stage One</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Stage One</td>
<td>Years 1 and 2</td>
</tr>
<tr>
<td>Stage Two</td>
<td>Years 3 and 4</td>
</tr>
<tr>
<td>Stage Three</td>
<td>Years 5 and 6</td>
</tr>
<tr>
<td>Stage Four</td>
<td>Years 7 and 8</td>
</tr>
<tr>
<td>Stage Five</td>
<td>Years 9 and 10</td>
</tr>
<tr>
<td>Stage Six</td>
<td>Years 11 and 12</td>
</tr>
</tbody>
</table>

Student Leadership
A shared leadership approach provides all the children with a valuable experience in leadership. The children are given the opportunity to work collaboratively as they work in Leadership Teams identifying and planning initiatives for the school community. All Year 6 children nominate to be in one of the Leadership Teams for their final year of primary school.

Year 6 leadership teams are:
- Civics and Citizenship
- Liturgy & Creative Arts
- Mission
- Library
- Technology
- Sport

Sport
The school follows an active Sport and Physical Education Program. The Sport Program seeks to develop skills to prepare the children for involvement in various sports and develop healthy attitudes toward physical activity, teamwork and social development. The children have the opportunity to participate in a variety of sports such as; Netball, Eagle Tag, Soccer, Rugby, Tennis and Cricket. All students are involved in the school swimming and athletic carnivals. Years 3-6 children have the opportunity to participate in representative sports at school, cluster, regional, diocesan and state levels.

Sun Safety
Our Sun Safety Policy requires all children to purchase the School hat. It is mandatory for children to wear their school hat daily. Students who do not wear a school hat when outdoors, are asked to sit in the shade. Parents are encouraged to provide SPF15+ for their children.

Technology
Each classroom has state of the art technology to enhance student learning. Teachers follow the school’s Technology Scope and Sequence to sequentially develop all students’ technological skills and proficiency, from Kindergarten to Year 6.

At the beginning of the year, each class participates in Cyber Safety lessons. St John the Baptist has a clear policy on Cyber Bullying.

Parents and students at the commencement of each year are asked to sign the school’s mandatory ‘Internet User Agreement’ before school technology can be used.

Uniforms
At St John the Baptist, we take great pride in our school uniform as it reflects who we are to the wider community. Therefore, it is imperative all children wear the correct school uniform each day.
**School Bags**
All children are expected to have the St John the Baptist school bag can be purchased from Pickles (see below of details).

**School Hats**
The school hat is kindly donated free of charge by the P&F to all new students. All students are expected to wear their hat daily. Parents can purchase hats from the School Office.

**Hair**
It is a Health and Safety requirement **ALL students regardless of gender** must come to school each day with their hair tied neatly back if shoulder length or longer. Hair ties must be white or maroon ribbons and elastics in summer and black or maroon in winter. Children will receive a uniform infringement notice if this is not adhered to.

**Earrings**
Girls only are permitted to wear sleepers or stud earrings to school. Stud earrings must be plain and uniform colours.

### GIRL’S UNIFORM

<table>
<thead>
<tr>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tartan tunic</td>
<td>Maroon/Grey/White check uniform</td>
</tr>
<tr>
<td>White long sleeve shirt</td>
<td>Short white socks <strong>no sport socks</strong></td>
</tr>
<tr>
<td>Maroon jumper</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black tights or long black socks</td>
<td>Head bands and hair ribbons: maroon or white</td>
</tr>
<tr>
<td>Black shoes</td>
<td>School hat with Logo</td>
</tr>
<tr>
<td>Head bands or ribbons: maroon or black</td>
<td></td>
</tr>
<tr>
<td>School hat with logo</td>
<td></td>
</tr>
<tr>
<td>Cardigan or parka</td>
<td></td>
</tr>
</tbody>
</table>

**SPORTS WINTER**
School sports shirt
Maroon Tracksuit
School hat
Sports shoes **majority white**
White socks

**SPORTS SUMMER**
School sports shirt
Maroon shorts
Sports shoes **majority white**
White socks

### BOYS UNIFORM

<table>
<thead>
<tr>
<th>WINTER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey pants</td>
<td>Grey pants</td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td>White short sleeve shirt with School Logo</td>
</tr>
<tr>
<td>Maroon tie</td>
<td>Grey socks</td>
</tr>
<tr>
<td>Grey socks</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black leather shoes</td>
<td>School hat with logo</td>
</tr>
<tr>
<td>Maroon jumper, cardigan or Parka</td>
<td></td>
</tr>
<tr>
<td>School hat with logo</td>
<td></td>
</tr>
</tbody>
</table>

**SPORTS WINTER**
School sports shirt
Maroon Tracksuit
School hat
Sports shoes **majority white**
White socks

**SPORTS SUMMER**
School sports shirt
Maroon shorts
Sports shoes **majority white**
White socks

Please ensure all items are clearly marked with your child’s full name.
The boys’ shirts & shorts can be purchased from Lowes, Warringah Mall. The sports polo shirt which is unisex is also from Lowes otherwise all uniform items can be purchased from Pickles, Unit 8 42-46 Wattle Road, Brookvale 2100 Phone: 99052711

**Uniform Infringement Notice**
Students who do not take pride wearing the correct School Uniform will receive a Uniform Infringement Notice which parents are asked to sign and return to the Class Teacher.

**Website**
St John the Baptist has a website where parents can access information such as; the school’s policies, plans, forms, education, parent information, canteen menus and prices, P&F information, available through [www.dbb.org.au/schools/sjbfreshwater](http://www.dbb.org.au/schools/sjbfreshwater)

A parent password is required for all full version using; sjbparent
APPENDIX 1  Child Protection – Information for Parents

At St John the Baptist 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. Respond appropriately when we suspect a child is at risk of significant harm or we have a concern for a child’s wellbeing.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children (see Parent Involvement).

1. 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 when 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 Diocesan child protection team (CP Team). Any information about a child at risk is kept confidentially by the Principal.

In any situation where a child is considered to be at risk the school will develop a support plan and will work with the child and family to assist them as much as possible.

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

2. Maintaining Professionalism

All staff at St John the Baptist 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.

At St John the Baptist 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 at St John the Baptist 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 absolutely necessary to exercise appropriate duty of care
• Follow the school’s policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

3. Addressing complaints of inappropriate behaviour by staff

St John the Baptist is committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

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

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 CP Team. Because of the legal requirements such complaints are assessed by the CP 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.

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. In relation to the child this may include counselling or other support.