



St John the Baptist Catholic Primary School, Freshwater



A-Z PARENT GUIDE

2020

Principal's Message

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. The School promotes and encourages 'right relationships' to resonate mutual trust, respect, care, forgiveness upholding the dignity of all and in service to others.

St John the Baptist acknowledges you, the parents, as the first educators who have begun a lifetime 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 expectations and 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 returned home daily. Our school prefers to spend money on resourcing classrooms rather than additional garbage collections.
- Newsletters are emailed to parents fortnightly.
- The School uses the COMPASS app with parents which includes all School, Class, P&F and Parish events with dates and times along with Newsletters, School Policies, Permissions Notes and forms at parents' fingertips.
- **All School Forms and Permission Notes are emailed to parents electronically for parents to complete in Google Forms.**
- The majority of School and Class Teacher communication is via email.
- School Reports are available to parents twice per year through the Compass App.
- 'Child Centered Conversations' and 'Three Way Conferences' with teachers are booked online through 'School Interviews'.
- Lunch Orders and School events are paid online through 'Qkr!'
- The School's Google Parent Site or GPS is a wonderful source of information for parents in all areas of school life.

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 all 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 provide you with information at your fingertips of school; routines, procedures, expectations and responsibilities so that our partnership is strengthened and positive.

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 VALUES

Courage, Compassion, Humility

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
12.50pm – 1.40pm	Lunch
3.05pm	School Dismissal

Office Hours

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



99396699



sjbf@dbb.catholic.edu.au

Before and After School Care Hours

Monday to Friday

Before School: 7.00am – 8.30am

After School: 3.05pm – 6.00pm



0427 716 593



shc.freshwater@catholiccaredbb.org.au

St John the Baptist School History

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 Freshwater Parish twinned with Manly to become the Manly Freshwater Parish under the leadership of the Parish Priest Father John Hannon. Today, Father David Taylor is Parish Priest with Father Paul Kim as Assisting Priest.

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.

In 2016 the school completed a state of the art building in McMahon Campus. The new facility provides four additional classrooms as flexible learning spaces, integrated breakout areas and a much needed undercroft. Whilst under construction the school hall was refurbished. Both undertakings were to successfully accommodate our increasing school population.

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Absences

If your child is absent from school one or more days, it is a **legal mandatory requirement of parents to inform the school of their child's absence**. Parents inform the Class teacher by reporting your child's absence through the Compass app where parents simply go to 'Report Absences', complete information which is then instantly updated onto the class roll. (refer to Compass app).

Please Note: Teachers who have not received an Absent Report (via Compass) are mandatorily required to persist with parents until a Compass Absent Notification is received.

If your child will be absent from school for reasons **other than illness or injury**, you are legally required to complete an **Exemption (B1) Form** or **Extension (A1) Form** requesting leave from the Principal. **Please Note:** all Principals have the right to deny leave if deemed in the best interest of a child's education. **NOTE: 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 and safety of these students. Products containing nuts or egg are not stocked or served by the canteen. Parents and teachers with such children in the class are asked to be especially vigilant when having class birthdays or celebrations.

Please Note: It is the responsibility of the parent to provide and update the most recent medical '[Allergy Action Plan](#)' from your doctor with a **current photo of your child**, and **complete the school's [Permission to Administer Medication form](#)** to the School Office.

Arrivals & Departures

Before school teacher supervision commences promptly at 8.15am each day. Parents/Carers are **not** permitted to leave their child/ren in the playground unattended before 8.15am.

All children are expected to be at school daily **before** the bell at 8.45am when school has officially commenced.

Parents/Carers with children arriving after 8.45am must go to the School Office and complete a **Late Note** through the '**Sign In and Out Register**' located in the School Office foyer. On completing the register the Parent/Carer takes a **red ticket** and gives it to the Class Teacher when dropping their child off to the teacher.

Parents or Carers picking up their child **before** 3.05pm must **first go to the School Office** to complete an **Early Departure** through the '**Sign In and Out Register**' located in the School foyer. Only after completing the early departure form are parents/carers able to collect their child from the classroom.

Asthma and Anaphylaxis

Both Asthma and Anaphylaxis medications are administered under strict supervision by School's trained staff. 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 their child thus, **parents are responsible** for supplying the school with their child's **current '[Asthma Action Plan](#)'** and/or **[Anaphylaxis Action Plan](#)** from the doctor with a current

photo of your child, and complete the school's [Permission to Administer Medication form](#).

It is the **responsibility of parents** to supply the school with their child's necessary Asthma or Anaphylaxis medication. The school supplies personalised medical bags for children who require asthma puffers or an Epi-pen to ensure their essential medication is with them at all times during the school day. (Refer to School's Medical Procedure in Google Parent Site)

Assemblies

School assemblies are conducted on a regular basis throughout the year. Each Monday morning at 8.45am, in McMahon Campus a whole school general assembly is conducted commencing with the school prayer followed by reminders, information for the week, acknowledgement of birthdays, celebration of achievements outside of school and the National Anthem is sung.

Additionally, a whole school Assembly is conducted in the school hall on Friday's fortnightly at 2.30pm. This Assembly focuses on class presentations of current learning and presenting awards to students who have excelled in learning and are excellent role models in behavior to others. Advanced notice of class presentations is available on the school's 'Compass' app and fortnightly Newsletter. Parents, Grandparents and friends 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 with the class teacher via email about their child's progress throughout the year. (Refer to Reports)

Athletics Carnival

This is 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 through Bendigo Bank. Children bring their 'Piggy Bank' passbooks to school. Each Wednesday a representative from Bendigo Bank collects and returns children's banking. Application forms are available from the School Office.

Before & After School Care (OSHC)

St John the Baptist provides before and after school care services through an independent provider, Catholic Care, Diocese of Broken Bay. Before & After school care is located in McMahon Campus and available from 7am – 8.30am and 3.05pm - 6.00pm daily. Private arrangements are made directly with OSHC. Phone: 0427716593 email on oshc.freshwater@catholiccaredbb.org.au or their website <https://www.catholiccaredbb.org.au/childrens-services/out-of-school-hours-care/freshwater/>

Birthdays

Parents who wish to celebrate their child's birthday at school are asked to send individual cakes rather than one cake. Ice blocks are a popular way to celebrate this event with the class. **Please Note:** Items requiring refrigeration or freezing must be given to the School Office staff. Office staff will inform the class teacher.

Please Note Party Invitations: To ensure the dignity of all students are maintained, party invitations must be distributed **outside school hours**. Parents are not to ask teachers to

distribute invitations as their request will be denied. Children are not to distribute invitations during school hours as this causes upset which the teacher then has to deal with.

Book Club

Scholastic runs Book Club. The Scholastic Book Club catalogue will be sent home with your child. Parents wishing to purchase from the catalogue are able to order and pay online.

Cash payments are not accepted.

Book Week

Book Week is held in Term Three each year to promote and celebrate reading. All children participate in this special event with a children's Book Parade in which, children come to school dressed in their favourite book character and enjoy the day's activities such as whole school shared reading.

Buddy System

Students entering Kindergarten are allocated a Senior Student Buddy. Each Senior Buddy takes special care of their Kindy Buddy 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 ie verbal, social, psychological, electronic social media or physical, from any *student, parent or staff* member is **not tolerated** at St John the Baptist Catholic Primary School and will be dealt with immediately.

Unfortunately, many parents use the term bullying when children have a disagreement. This is not bullying, it is normal for children to have disagreements when they are working out the world in which they live. **It is important parents' use the term Bullying correctly** which is defined as; hurtful and manipulative *repetitive* behaviour and may be *premeditated* to create an *imbalance of power* making others feel unsafe and unhappy.

Please Note: It is important parents contact their child's teacher or myself with any bullying concerns or issues as soon as possible. The **best form of defense** is **early detection** and **school intervention**. Parents **must not deal with the situation themselves or encourage their child to physically retaliate** (see Code of Conduct for Adults available in 'Google Parent' Site).

Bus Travel

A Government **bus 682** is provided for children each afternoon. The School provides a supervising teacher to ensure students board and are seated in the bus safely. If you would like your child to use this facility, please go online and complete the [request for a bus pass](#). All children in Kinder to Year 2 are eligible for a pass. Children progressing from Year 2 to 3, need to re-apply for a bus pass, as it is no longer automatic.

Note: If a bus pass is lost parents are required to make application to the bus company for a replacement. (see SJB 'Google Parent' Site for more information).

Calendar: Parents

A Parent Calendar with all School, P&F, Parish, Class and Parent events is available through the school's **Compass app** and available in the fortnightly Newsletters.

Campus Names

As the School is located on two sides of Johnson Street we have two campus sites.

The School Office, Principal and Executive offices, Library, staffroom, Learning Support office, classrooms and Teachers Resource Room are located in **Samaritan Campus**.

The Church, Canteen, Before and After School Care (OSHC), School Hall, classrooms and before school teacher supervision are located in **McMahon Campus**.

Canteen

The School Canteen relies heavily on parent and grandparent volunteers. Thus, the Canteen is open on Mondays, Wednesdays, and Fridays only. 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 the children and their families.

Canteen Orders for your child is easy! Parents order online through 'Qkr!' (Refer to Qkr!) The Canteen Menu and Price List are noted in Qkr!

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 emphasises healthy eating.

NOTE: No child is permitted to purchase Canteen items for friends or swap food.

Change in Contact Information

It is extremely important **parents notify the School Office** of any changes to the home address, phone numbers (work, home or mobile), email address or nominated emergency contact person and details **immediately**. **It is imperative the School can contact parents/guardians during school hours and in the case of an emergency.**

Parents current email address is important as all school information along with your child's reports are sent electronically to the email address you have supplied

Change in Family Circumstance

Any **change to your family's circumstance**, it is important you notify the Principal and/or Class Teacher so the school can support your child and you through the situation. Information on Family Law, Parenting Orders or Custody (see Custody).

ALL family matters are strictly confidential in maintaining the dignity of all.

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 also Appendix 1: CHILD PROTECTION INFORMATION and Appendix 3: WORKING WITH CHILDREN CHECKS)

Choir

St John the Baptist has a Choir which is led by our specialist Music Teacher. Children who are interested in participating have choir practice once a week during lunch.

Class Parent Coordinators

Every class has one or two parent volunteers who are called 'Class Parent Coordinators'. Their main role is to liaise with the Class Teacher, Principal and parents in your child's class/grade. Due to the **Federal Privacy Act, Class Parent Coordinators are not permitted in their role to contact parents directly.** Under this act, the school cannot provide any parent with other parents contact details. Therefore, Class Parent Coordinators are expected to email class teacher who will approve the information being sent to parents through the School Office. Parents can expect to receive the information from the Class Parent Coordinators the same or following day.

Class Parent Coordinators organise class/grade social events and the annually assigned P&F event such as School Disco, Welcoming BBQ and Father's and Mother's Day gifts. Class Parent Coordinators also organise parent volunteers for the Parish Family Mass BBQ when their class is assigned to host.

Class Weebly

Each class has a Weebly page to reinforce and deepen student learning through the variety of safe links provided by the Class Teacher in all Key Learning Areas. The Class Weebly page includes homework tasks and activities and is an important means of communication between teachers and parents. The Class Weebly password is **student**

Class Requirements

A list of class items required for your child's learning is emailed to parents prior to the commencement of the new school year. Usually with Semester Two Reports.

Cluster

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

Code of Conduct for Adults

The School's Code of Conduct is intended to support and maintain 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 ie parents, guardians, families, staff, volunteers, contractors, priests and parish members. (Refer to the School's and CSO Code of Conduct available on the SJB 'Google Parent' Site).

Compass Parent Portal

Compass is our new School App that is slowly being introduced across our Diocese. Compass can be accessed via an app on your smart phone, or via a website on your computer. Each parent will receive your own unique username and password that will give you access to information regarding your child, such as: School Reports, School event and calendar dates, the ability to update your contact information, the ability to report your child's absence and much more. If you need any help accessing Compass please contact our School Office. **A MUST HAVE.**



Getting started

There are two ways to access Compass – using the Parent Portal on any modern web browser or using the 'Compass School Manager' app on your mobile device.

- Using the Parent Portal
Go to <https://sjbfdbb-nsw.compass.education> and enter your login details.
- Using the Compass School Manager app
Search for 'Compass School Manager' n Google Play for Android or the App Store for

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. The School has a Protocol Policy which all parents are expected to adhere to (Refer to the School's Protocol available on the 'Google Parent' Site). This details the correct procedure;

- If you have a complaint about another student, parents must first raise the issue 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.

Please refer to the Parent and Community Information Brochure, 'Addressing Concerns About a School' available on the CSO website.

<https://www.csodbb.catholic.edu.au/about/Policies>

At St John the Baptist we encourage **open communication** with all members in our school community.

- Class Parent Coordinators and Volunteers are inducted and meet with the Principal
- Parent Education sessions conducted throughout year.
- Parent reflection on student progress is attached to mid and end of year reports.
- Open classrooms, in Week 9 of each Term at 2.30pm.
Principal and Class Teachers available to discuss any concerns or issues. Simply, contact the School Office to make an appointment (Refer to Protocol Policy).

(See also Appendix 2: MAINTAINING PROFESSIONALISM)

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 or Principal and 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 in Key Learning Areas

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

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. History
6. Geography
7. Creative Arts (Music, Dance, Drama and Visual Arts)
8. 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.

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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 and School 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 interpreting 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

Science and Technology are linked through problem solving skills and processes through working scientifically and design and production. Skills are developed through active engagement of contextualised hands on scientific investigations and design projects embedded in the strands of;

1. Digital Technologies
2. Earth and Space
3. Living World
4. Material World
5. Physical World

History

Explores history and historical events from the past through the process of inquiry to help explain how people, events and forces from the past have shaped our world and develop a critical understanding of the impact on the present.

Geography

The study of places and the relationship between people and their environments. This subject integrates natural science, social science and humanities to build a holistic understanding of the world.

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;

- Physical Education
- Health and Safety
- Self and Relationships

Curriculum Notes

At the commencement of each term parents receive a Curriculum note 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. Class Curriculum notes are sent to parents via email.

Custody & Family Law

In order to protect the rights of the child and the residential 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 Stage 3 (Years 5 & 6) debating team into the Northern Beaches 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. Our School is located in the diocese of Broken Bay, under the direction of Mr Peter Hamill.

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 visit the Diocese website:

Discipline

Management of student behaviour at St John the Baptist is one that guides, leads, encourages, re-teaches and demonstrates Christ-like behavior and Catholic values. Student behaviour management resonates the 'B You' framework in which, students are explicitly taught Social and Emotional skills. Social and Emotional Learning (SEL) is embedded daily through 'Positive Behaviour for Learning' (PBL) in following the school rules of being a SAFE RESPECTFUL LEARNER. The expectation to follow the school rules is 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. The School's Behaviour Management Guidelines & Procedures document is aligned to the Catholic Schools Office Behaviour Management Policy (available on the School's website). The School's 'Behaviour Management Guidelines and Procedures' is an important read for all parents. It clearly articulates the school's expectations, school rules and procedures when addressing student behaviour. (Refer to SJB 'Google Parent' Site for more information).

Please Note: 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**'.

Emails

Teacher Emails: Class Teachers provide parents with their professional email address on the Class Curriculum Notes sent home each term. **Please Note:** Teachers are only available to read parent emails between 8.15am - 8.40am and 3.30 - 4.00pm Monday to Friday due to teachers' work load and other daily responsibilities.

Parent Emails: Due to the Federal Privacy Act all emails sent to parents on school matters must only be sent by the School Office or Class Teacher. Thus, Class Parent Coordinator are not permitted to send emails directly to parents.

School Office Emails: Parents are asked to email the School Office sjbf@dbb.catholic.edu.au with information not related to your child's learning or that is confidential e.g. messages cancelling arrangements with teachers must be sent to the office to ensure the teacher receives the message.

Enrolments

Enrolment packages are available from the School Office or on the [website](#). 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.

Please Note: Enrolment into Catholic Secondary Schools is not automatic on completion of Year Six. 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 which include Spanish, Dance, Chess, Guitar, Keyboard and Band Tutors. 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 who wish to participate. Lunchtime Clubs include Robotics Club, Technology Club, Gardening Club, Library Club, Art Club, Touch Football, Wellbeing Club and Choir.

Facebook

The School has an official private Facebook page called *St John Baptist Catholic Primary School* which provides information for parents of current events. If you are using Facebook, simply search *St John Baptist Catholic Primary School* once you have logged in to your own Facebook Page.

Father's Day

Father's Day is celebrated the Friday morning prior to Fathers' Day. This commences with a Fathers' Day Liturgy in the Church at 7.30am followed by a breakfast. The P&F allocate a class to organise the breakfast for this event.

Fees

School fees are set by the Catholic Schools Office not the School. Fees are calculated on the whole school year however, billed in Terms 1,2 & 3 only. School fees are comprised of three areas;

- (a) Tuition Fee which is determined by Catholic Schools Office per child
- (b) Building Levy determined by Catholic School's Office per family not per child and
- (c) Education Fee determined by the school per child.

Parents pay full fees for the **1st Child**. Parents receive 20% fee reduction of the **2nd child**, 50% for the **3rd child** and 100% fee reduction for the **4th child**.

Parents are required to complete and return to the school office a **Family Registration Form** prior to the billing year which is annually in November in order to;

- Gain a discount on tuition fees for siblings attending other diocesan systemic schools in Broken Bay.
- Arrange to pay fees fortnightly or monthly with the Catholic Schools Office.

Please Note: The school is more than happy to support families if financial difficulty occurs. It is important you speak with the Principal. The Principal is in the position to help families facing financial difficulties through 'Principal's Discretion'. **Strict confidentiality is always adhered to.**

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.

Google Parent Site or [GPS](#)

The google parent site provides information to parents to further support, inform and assist parents in our community.

The site includes:

- **Teaching and Learning** eg Learning Principles, links to all class Weebly pages and NAPLAN
- **Student Wellbeing** including Social and Emotional skills and Cyber Safety
- **School Community** eg Diocesan Parent Council and links, P&F, School Advisory

Committee

- **Parent Information** eg buses, banking, school policies and procedures, Volunteers, Community Health and Parent Help.

Getting started The URL Link to our Google Parent Site is

<https://sites.google.com/dbb.catholic.edu.au/sjbf2096gps/home>

Holy Week

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 in Google Parent Site. 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. Infants Homework (Kindy to Year 2) is distributed via the Class Weebly page. Primary homework (Years 3 to 6) is distributed through Google Drive.

Homework Detention

Children who have not completed their homework during the week will receive Homework Detention from their teacher. Homework Detention occurs on Fridays during 2nd half of lunch and supervised by the Assistant Principal. Trust me – the children will only visit here once!

Immunisation

Parents of school aged children are required to provide the school with a copy of their child's AIR Immunisation History Form at enrolment. Please be aware children who have not had all the recommended immunisations for their age may need to stay at home for the duration of the disease outbreak. This is to protect the child and stop the spread of disease.

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. **NOTE:** Parents must contact the **School Office** immediately if a diagnosis of the following diseases is confirmed:

Conjunctivitis	Measles
Impetigo	Meningococcal
Scabies	Mumps
Chicken Pox	Whooping Cough
Rubella	Polio
Slap Cheek	Tetanus
Diphtheria	

Kiss & Drop

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, **All vehicles must display** their **surname on the dash board**. It is the responsibility of Parents to ensure other adults picking up their child knows the procedures and rules of this facility. 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). All Adults using this facility are expected to follow the road rules.

Learning Support

The school has a Learning Support Teacher (LST) and Learning Support Assistant (LSA) who work with children identified by the school or a specialist. The LST and LSA work with children in the classroom in the specific areas identified. Learning support intervention is aligned to each student's Individual Adjustment Plan (IAP). It is not school practice to withdraw children.

Library

The Library is staffed by a qualified 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 parents. Parent volunteers and our Senior Leadership Library Team assist the Library.

Masses and Reconciliation

Class Masses are held on Tuesday Mornings at 9.15am. Parents are notified in advance of these events and are encouraged to attend.

Class Reconciliation for Years Three to Six are held on Tuesday mornings at 10.00am during Terms One and Four.

Family Masses are a whole school event held throughout the year on Saturdays at 5.00pm. The BBQ which follows is hosted by a designated class. ALL families are encouraged to attend all masses even if they are not hosting 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 calendars.

Medical & Specialist Reports

Parents are expected 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 valuable information and recommendations which the School and Class Teachers use to write individual learning plans and implement additional strategies to support your child's learning. **Confidentiality is strictly adhered to.**

Medication

The Catholic Schools Office of Broken Bay and the School have a [Medication Policy](#). If your child requires medicine whilst at school such as antibiotics, antihistamine etc. your child **must come to the school office to receive their medication** from the trained First Aid Administration Officer. Any medication including Paracetamol or Antihistamine must be accompanied by a [Permission to Administer Medication Form](#) which must be completed by a parent and Medical /Health Practitioner. **Class teachers are not permitted to administer medication to any child** other than in which they are trained such as the EpiPen or Asthma puffer. (*refer School Procedure Google Parent Site*)

Mobile Phones & Watches

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 and watch in at the School Office or Class Teacher 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 in the use of the device.

Mother's Day

Mothers' Day is celebrated the Friday prior to the Mothers' Day. A special Mass/Liturgy is held in the Church at 7.30am followed by breakfast 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. The school's preferred option for any form of payment for school events or P&F Function is through "Qkr!"

Newsletters

Parents are emailed the newsletter on the Friday each fortnight. The newsletter is also accessible on the Compass app.

Open Classrooms

In Week Nine of each Term, all classrooms are opened to parents, grandparents, aunts and uncles. It is an opportunity for families to view and celebrate their child's learning for that term. Open Classrooms are usually on Fridays, at 2.30pm. Details are available on the Compass app and Newsletters. 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 Advisory Committee

The School has an Advisory Committee consisting of parents and teachers are the Principal's reference group. The Advisory Committee support the Principal's strategic direction for the school as well as, providing support and advice as required on decisions involving the school community. Meeting are held with the Principal each term.

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

All parents at St John the Baptist become automatic members of the School's Parents and Friends Association, and are warmly welcome to attend and participate in P&F events, meetings or join a P&F committee which support events and ongoing school activities.

The 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.

The P&F abides by the Catholic Schools Office of Broken Bay, P&F Constitution and 'P&F Healthy Fundraising Guidelines and Policy', 2011.

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 Team consists of; the President, Vice President, Treasurer and Secretary. The P&F Executive Team meet with the Principal once a term prior to the P&F general meetings.

Diocesan Parent Council Representative is no longer part of the P&F Association Executive and is elected separately by the School and open to all parents in the School Community.

Dates for the P&F general meetings are posted on the School's Compass app and in the School Newsletter.

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, routines and expectations eg homework for that particular grade. It is an opportunity for you to ask questions so the home and school partnership remains strong.

Parent 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, academic development and the wellbeing of all students. Parents may support the school and class programs through assisting with excursions, learning support, reading groups, canteen, sporting events, lunchtime clubs, Class Parent Coordinator, member of the Parish Council or Advisory Committee or through P&F activities.

It is important all parents volunteering are aware they are subject to the Child Protection Legislation. This means **every volunteer 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 & Drop Off

The **safety of the children is always our top priority**. The school is on two campus sites 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 road safety behaviour.

Please Note: There is **no parking** in the school grounds or during **designated times at 'Kiss, Drop & Go'** or the **Bus Stop**. Both are located outside the school gates in Johnson Street. Parents who wish to park their car are asked to do so in Wyndora Street or further up Johnson Street away from all school zones and crossing.

Parents and Carers are reminded to respect our neighbours by not blocking or using their driveways during daily pick up or drop off.

Passwords

Parents do not require a password to access the School website.

Students are given a password to use whilst working on classroom devices.

The Class Weebly password is **student**

Parents are issued with their own personal username and password to access Compass

Pastoral Care

The school has a strong emphasis and reputation in the wider community for caring and supporting the wellbeing of all. Children Kindergarten to Year Six are explicitly taught Social and Emotional skills to increase their personal wellbeing.

Permission Notes and School Forms

All School Forms and Permission Notes are emailed to parents to complete electronically in Google Forms.

Please Note: Permission given by parents will remain in place for the entire school year.

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 photos are taken in class groups, leadership groups, individually, and siblings (by request).

Privacy Law (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 Northern Beaches Catholic Primary Schools Public Speaking Competition and Bear Pit Public Speaking Competition held at State Parliament House.

Qkr!

The School uses **Qkr!** (pronounced Quicker) which can be downloaded to any phone or device. **Qkr!** is an application which allows you to order and pay for items such as school events and your child's Canteen order.

A MUST HAVE!



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. All reports are available through the Compass Parent Portal. '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. (also see Absences).

Staff Development Days (SDD)

Each year there are five mandatory Staff Development Days (SDD) for Staff Professional Learning. This is prescribed by the Teacher Award Agreement. Parents are given a minimum of six weeks' notice prior to the day via the Newsletter and reminders will appear on 'Compass'. 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.

Early Stage One	Kindergarten
Stage One	Years 1 and 2
Stage Two	Years 3 and 4
Stage Three	Years 5 and 6
Stage Four	Years 7 and 8
Stage Five	Years 9 and 10
Stage Six	Years 11 and 12

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 Six leadership teams include:

- 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. Students in Years 1-5 are involved in the School's Swimming Carnival and all students in the School's Athletic Carnival. 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 wear the School hat. The school hat is kindly donated free of charge by the P&F to all new students. 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 protect their children with SPF 30+ sunscreen prior to coming to school in the morning.

Technology

St John the Baptist is a high technology school. 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 Six.

Parents and students must agree and sign the School's mandatory 'Technology Agreement' before students are able to use the School's computers and iPads.

St John the Baptist has a clear policy on Cyber Bullying thus, all classes participate in Cyber Safety lessons annually. Our school also provides Cyber Safety education for parents annually.

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 replacement 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

WINTER

Tartan tunic
White long sleeve shirt
Maroon jumper
Black tights or **long** black socks
Black shoes
Head bands or ribbons: maroon or black
School hat with logo
Cardigan or parka

SUMMER

Maroon/Grey/White check uniform
Short white socks **no sport socks**
Black shoes
Head bands/hair ribbons maroon or white
School hat with Logo

GIRL'S SPORTS UNIFORM

WINTER

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

SUMMER

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

BOY'S UNIFORM

WINTER

Grey pants
White long sleeved shirt
Maroon tie
Grey socks
Black leather shoes
Maroon jumper, cardigan or Parka
School hat with logo

SUMMER

Grey pants
White short sleeve shirt with School Logo
Grey socks
Black shoes
School hat with logo

BOY'S SPORTS UNIFORM

WINTER

School sports shirt
Maroon Tracksuit

SUMMER

School sports shirt
Maroon shorts

School hat
Sports shoes **majority white**
White socks

Sports shoes **majority white**
White socks

PLEASE NOTE: All items must be clearly marked with your child's FULL name.

We have many children with the same first name and surname initial.

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 which parents can access simply log onto www.sjbfdbb.catholic.edu.au

CHILD PROTECTION INFORMATION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

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

MAINTAINING PROFESSIONALISM

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimize risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour by staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the 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 volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behavior 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 CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behavior they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

WORKING WITH CHILDREN CHECKS

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behavior towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611