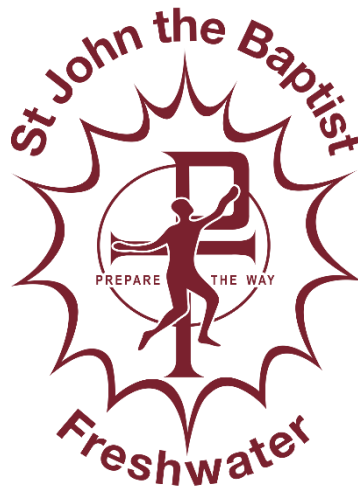


St John the Baptist Catholic Primary School Freshwater



Parent Information Handbook

7 Johnson Street, Freshwater 2096

Ph. 9939-6699

sjbf@dbb.catholic.edu.au sjbfdbb.catholic.edu.au

ST JOHN THE BAPTIST CATHOLIC SCHOOL FRESHWATER

SCHOOL CONTACT DETAILS

Principal	Alicia van der Merwe
Assistant Principal	Marylynne Heffernan
Religious Education Officer	Frances Harrison (Acting)
Co-Ordinator's	Naomi Kennett, Loretta Vozzo, James Dabron
Senior Administrative Officer	Belinda Winfry
Administrative Officer	Virginia Ingram

Postal Address: 7 Johnson Street Freshwater **Phone** 9939-6699

Web Site sjbfdbb.catholic.edu.au **Email** sjbf@dbb.catholic.edu.au

SCHOOL HOURS

School commences daily at 8.45am and concludes at 3.05pm

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

Acronyms Used-

SJB- St John the Baptist

CSBB- Catholic Schools Broken Bay

CSNSW- Catholic Schools NSW

NESA- NSW Education and Standards Authority

PDHPE- Personal Development and Health

RE- Religious Education

ACADEMIC REPORTS

Parents receive two formal reports on their child's progress. The first report is received at the end of Semester One with a '3 Way Conference' (teacher, student and parents) offered to discuss the academic progress.

The second report is received at the end of Semester Two with an optional '3 Way Conference' provided. All reports are available through the Compass Parent Portal. '3 Way Conference' times are booked online through Compass.

ALLERGIES AND ASTHMA

There are a number of students enrolled at St John the Baptist who have anaphylactic reactions to nuts and other food items. Children are asked not to bring nut products to school in the interest and safety of these students.

Products containing nuts are not stocked or served by the canteen.

Please Note: It is the responsibility of the parent to provide and update the most recent medical '[Allergy Action Plan](#)' or **Asthma Action Plan** from your doctor with a **current photo of your child, along with the necessary medications for treatment**. Both Asthma and Anaphylaxis medications are administered under strict supervision by School's trained staff. 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.

ATTENDANCE

Regular school attendance is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. It is a parent's legal responsibility to ensure that their children of compulsory school age are enrolled in a government or registered non-government school or are registered with the NESA for home schooling, that their children attend school regularly and that they explain to the school, the reasons for the absence(s) of their children promptly and within seven days taking measures to resolve attendance issues involving their children. Note: 7 days is calendar days as opposed to school days. (CSBB Procedures for Management of student attendance in the Broken Bay Diocesan Schools System.)

Daily Absences Students attend school on all school days from 8:45am through till 3:05pm. If a student is absent from school parents can communicate the reason for this absence via Compass. All explanations must be provided to the school within **7 calendar days** of the absence, or they are recorded as "unexplained". Please note that "they are away today" is not a sufficient reason; please indicate the clear reason so that this explanation can be entered into the roll. We ask for your understanding that it is the school's legal responsibility to keep clear and accurate records of attendance for students.

Late Arrivals or Early Leavers If your child is late for school (past 8:45am) you must accompany them to the office so you can sign them in via the Compass kiosk. The students will then be sent to class by the office staff, we kindly ask parents follow this procedure so that learning is not interrupted.

If your child needs to leave early for an appointment, we encourage you to phone ahead so

we can arrange for your child to meet you in the school office. An adult must collect your child from the office and sign them out via the Compass kiosk.

Leave greater than 10 days We strongly encourage all families to travel within the allocated breaks from school, however from time to time we understand that this is not possible. If your child's leave is greater than 10 days, parents must make contact with the School Principal via Office Administration before leave can be granted. This can be in the form of an email or written letter. Office Administration will then inform the family of the necessary next steps, which includes filling in a leave form and providing travel documentation including flight details.

If a non-parent is collecting your child early or dropping them off late, please provide an email with the name and phone number of the person.

For any other details or queries about attendance at St John the Baptist, Freshwater please contact the school office on 9939-6699 or sjbf@dbb.catholic.edu.au

ARRIVALS

Teacher supervision commences at 8.15am each day. We please ask that children are not left unsupervised on the playground before 8.15am.

ANIMALS

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.

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 on the McMahon Campus and available from 7am – 8.30am and 3.05pm - 6.00pm daily.

Private arrangements are made directly with OSHC. Phone: 0427 716 593 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 organise icy poles through the Canteen. This assists in minimising exposure to allergies and also helps with handing out and storage. Icy Poles can be ordered and paid for on Qkr.

Please Note Party Invitations: *To ensure the dignity of all students are maintained, party invitations must be distributed **outside school hours.***

BUDDIES

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.

BEHAVIOUR

Our school has high expectations for student behaviour and follows the Positive Behaviours for Learning Framework. School and class rules reflect our school rules of SAFE RESPECTFUL LEARNERS. Parents are encouraged to report any incident as soon as possible to class teachers and vice versa, so appropriate action can be taken.

Our Behaviour guidelines are compliant with the NSW Education Reform Act and does not permit corporal punishment of any of our students.

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 to the website: [School student travel | transportnsw.info](https://www.schoolstudenttravel.transportnsw.info) to apply.

[Bus Timetable and Map for route 682n departing 3:13pm](#)

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, K-2 classrooms and Teachers Resource Room are located on the **Samaritan Campus**. The Church, Canteen, Before and After School Care (OSHC), School Hall, 3-6 classrooms and before school teacher supervision are located on the **McMahon Campus**.

CANTEEN

The school canteen is open Mondays, Wednesdays and Fridays. For lunch only. Parents order online through the 'Qkr!' App. The Canteen Menu and Price List are listed in Qkr! Our school canteen is

cashless and in 2022 will be run by a new Canteen Manager Robyn Scali, email:

sjbcanteen@dbb.catholic.edu.au

The School Canteen is run in accordance with the NSW Department of Education 'Guidelines for Canteens' and the Broken Bay Diocese 'Nutrition in Schools' Policy which emphasizes healthy eating.

CLASS PARENT VOLUNTEERS

The role of Class Parent Volunteers is one that is imperative for parent cohesion and engagement in our school community. This role provides a parent-to-parent link and an opportunity to further develop our school social interactions. At the beginning of each year the School Office will send out the contact details of the Class Parents for your child's year group. Each year group runs a What's App group for the purpose of social connection. It is optional to join. All communication from Class Parents will be sent out via the school office.

COMMUNICATION

St John the Baptist main modes of communication are as follows; Compass App, Emails, SJB Matters (newsletter), Phone and in K-2 SeeSaw App.

Emails

Teacher Emails: Class Teachers provide parents with their professional email address on the Class Curriculum Notes sent home each term. Please be aware that teachers cannot respond to emails during teaching time. All teachers will aim to respond to an email within 24 hours. Teachers will not respond to emails after 5 pm or over the weekend. For urgent matters, please contact the school office.

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 Coordinators 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.

SJB Matters- Newsletter

The newsletter is sent via email fortnightly and includes a wide range of information about the school.

Facebook

The School has an official 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.


COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Safeguarding).

See also Appendix 3: MAINTAINING PROFESSIONALISM

COMPASS APP

Compass is our School App for parents and is used widely throughout 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 events, permission notes and calendar dates, school notifications, 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.

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 SJB Matters.

COUNSELLING SERVICE

Our school has access to a counsellor when/if children experience emotional, social and/or related behavioural issues. Parents and/or teachers may initiate a referral at any time in consultation with the class teacher and Principal. Referral forms must be completed as an early step in this process. Counselling sessions are held at school and family meetings are an important part of this process.

CURRICULUM TERM OVERVIEW

At the commencement of each term parents receive a Curriculum Overview from the Class Teacher outlining the focus of learning in each Key Learning Area, homework expectations, specialist timetables and class information. Class Curriculum Overview's are sent to parents via Compass.

DEPARTURES

Parents or Carers picking up their child **before** 3.05pm are encouraged to ring ahead and then visit the **School Office** to complete an **Early Departure** through the '**Kiosk**' located in

the School foyer. School Office staff will arrange for children to meet their parents at the school office.

KISS & RIDE

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.

DIOCESAN PARENT COUNCIL OF BROKEN BAY DIOCESE

The Diocesan Parent Council (DPC) is the official parent body recognised by the Bishop and Catholic Schools Broken Bay 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. Our current CSP Rep is Mrs Linda Rowe.

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:

<https://www.brokenbayparentcouncil.com/>

EXTRA CURRICULA ACTIVITIES

St John the Baptist provides a range of out of hours activities. These will be communicated each Term via Compass.

FEES

For all information pertaining to school fees, please contact our School Administration office.

FRUIT BREAK

Every class has "Fruit break" during the day. This helps to re-energise the children for learning and encourage healthy eating. Children can snack on fruit or vegetables at this point, which are supplied by parents each day in lunchboxes.

HOMEWORK

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.

ILLNESS AND SCHOOL ATTENDANCE

As a school we have a duty of care to protect our students and staff from any unnecessary exposure to illness. In the current COVID-19 climate this is exceptionally important regarding any symptoms of COVID-19. The following information is from Catholic Schools NSW and is also on the Department of Education webpage.

*In accordance with advice from NSW Health, parents and carers are reminded **NOT** to send children to school if they are unwell, even if they have the mildest flu-like symptoms.*

NSW Health has requested that students and staff with flu-like symptoms need to be tested and provide a copy of a negative COVID-19 test result and be symptom-free before being permitted to return to school.

Students who do not undertake a COVID-19 test will not be permitted to return to school for a 10-day period. Additionally, they must be symptom-free for at least 3 days prior to returning to school.

Students who have seasonal allergic rhinitis or another condition that presents similarly to flu-like symptoms are still required to get tested for COVID-19 and return a negative test result. Where their symptoms continue beyond 10 days, students should provide documentation from their GP confirming their symptoms are typical for their condition. If the student develops new or changed symptoms, they should get tested for COVID-19. Find more information about [COVID-19 symptoms](#).

We understand that keeping your children at home can sometimes be difficult and that at times children develop symptoms over the course of the day, however we need to keep all families and staff safe, therefore St John the Baptist will contact parents to pick their children up if they present with COVID-19 symptoms in the classroom and will require a Negative COVID test before returning to school. *All staff have also been told they will need to stay home if they have any COVID-19 symptoms and may only return after a negative COVID-19 test.*

We please ask that you keep your children home if they are unwell for any reason. We have also included guidance from NSW Health regarding other illnesses that are quite common in a school setting.

- Any students who are unwell must stay home.
- Any students who present with COVID-19 like symptoms whilst at school will be required to be picked up and a Negative COVID-19 result will be required before returning to school (this also pertains to staff).
- Any student with gastroenteritis must stay away from school for 48 hours after their last symptoms (this also pertains to staff).
- Head Lice- students may return after treatment and hair is lice free.
- Hand Foot and Mouth- students must stay away from school until the blisters have dried up, rash cleared, and no fever is present.
- Impetigo-students should be kept home from school if their wounds cannot be kept covered until 24 hours after antibiotic treatment has been started, or until the blisters have dried out if antibiotics are not used

LIBRARY

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 need to be replaced by parents.

MASSES

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

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.

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.

MOBILE PHONES & WATCHES

Mobile phones and smartwatches (various brands) that can receive calls, messages, play music, record conversation etc are not allowed to be in the classroom.

We understand that families use these when they are away from their children, but when at school this is not necessary. We ask that **all communication** come through the **school office during school hours**, as we have a duty of care for your children and need to know any changes to plans. We also need to educate our students those devices are only one mode of communication and that conversing in person is an important life skill. We also do not want our primary age children learning at such a young age to feel they have to constantly check a device, it is important that children are allowed to be in the moment and enjoy their peers, friends and the exciting learning that is happening in their classroom. If school mode can be activated before school starts, students can keep them on as a watch, however, if this is not possible, they fall into the category of a mobile phone and need to be handed to the teacher for safekeeping during the day.

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.

PHOTOS

School photos are organised by the school. Photo information is sent home for parents to decide if they would like to buy them. Sibling, Individual and class photos are taken.

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.

Qkr!



The School uses an app called **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.

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. Please contact manly Freshwater parish for more details. Children are prepared for the Sacraments by their parents, with the assistance of the Parish Sacramental Team. Students make the following Sacraments:

Confirmation	Year 3
Reconciliation	Year 4
First Eucharist	Year 4

SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm. We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities. In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities. It is important that all volunteers and contractors are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

See also Appendix 2: WORKING WITH CHILDREN CHECKS

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a concern or complaint about another student they should raise the

issue with the relevant teacher, KLA coordinator or assistant principal.

□ If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, KLA coordinator or assistant principal.

□ If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

See also Appendix 3: MAINTAINING PROFESSIONALISM

SERIOUS INJURY AND ILLNESS

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.

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.

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
- Creative Arts
- Mission
- Library
- Technology
- Sport
- WellBeing

SPORT

The school follows an the mandatory Personal Development and Physical Education curriculum. Sport 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.

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**. Please see the parent information page on our school website for a full list of uniform requirements [Parent Information - St John the Baptist, Freshwater \(sjbfdbb.catholic.edu.au\)](http://sjbfdbb.catholic.edu.au)

WEBSITE

St John the Baptist has a website which parents can access simply log onto www.sjbfdbb.catholic.edu.au

APPENDIX 1: SAFEGUARDING INFORMATION We are committed to providing safe communities for students at our school to grow and learn as outlined in our Diocesan Commitment to Safeguarding. We recognise the rights of children as outlined in the Diocesan Framework on the Rights of the Child and promote safe and supportive environments where we all have a responsibility to keep children safe from harm. All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities. The NSW Child Safe Standards (NSWCSS) National Catholic Safeguarding Standards (NCSS) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding. Responding to Risk of Significant Harm All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially. We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed. If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2: WORKING WITH CHILDREN CHECKS Working With Children Checks are required by staff, and certain volunteers and contractors in our school. The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment. Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian. Further information can be found in the SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC

APPENDIX 3: MAINTAINING PROFESSIONALISM All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people. Staff, volunteers and contractors strive to:
 - Demonstrate appropriate relationships with children and young people 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 and young people unless it is necessary to exercise appropriate duty of care;
 - Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors. If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN (January 2021).

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