Dear Parents,

Welcome to St John’s Catholic Primary School, Narraweena! Our school motto ‘Strength and Gentleness’ was created by the first teachers of our school, the Brigidine Sisters, who had their origins in Tullow, Ireland beginning their tenure here in Narraweena in 1962.

The staff and I look forward to working in partnership with you and our Parish to build on the great work started so many years ago. We are committed to Catholic education, our motto and to working with you in supporting your child as they learn and grow in a fast paced, exciting world.

Let’s work together to help our kids develop the attitudes and skills needed for the future.

This booklet provides you with the information you need to understand the day to day running of our school. It will help you to become part of our school community. You will find further information and support via our helpful office staff and on our website.

Yours sincerely,

Mark Bateman
Principal

School Office
166 Alfred Street
Narraweena 2099
Ph: 9971 9297 Fax: 9971 2157
Email: sjan@dbb.catholic.edu.au
Web: www.sjandbb.catholic.edu.au

Parish Office
57 Waratah Pde
Narraweena 2099
Ph: 9982 6536 Fax: 9972 2863
Email:office@warringahcatholicparish.org.au
Web: www.narraweenacatholic.com
WHO’S CHILD IS THIS?

“Whose child is this?” I asked one day
Seeing a little one out at play
“Mine”, said the parent with a tender smile
“Mine to keep a little while
To nurture and give gentle care
To give good food and clothes to wear
To nurture and guide towards along the way
And become the very best he can be each day”

“Whose child is this?” I asked again
As the door opened and someone came in
“Mine” said the teacher with the same tender smile
“Mine, to keep just for a little while
To teach him how to be gentle and kind
To educate his developing mind
To ensure a life long love of learning
And in all his choices to be discerning”

“Whose child is this?” I ask once more
Just as the little one entered the door
“Ours” said the parent and the teacher as they smiled
And each took the hand of the little child
“Ours to care for and teach together
A privileged task – our joint endeavour”.

Author unknown
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A SHORT HISTORY OF ST JOHN THE APOSTLE SCHOOL

If we go back to the days before European settlement, the Kayimai people of the Garigal nation were the first inhabitants of the land on which our school is built. Their life as a strong community founded on tradition, story, deep connection with the land and their spirituality stands as a wonderful example to us as we build our story. In many ways it is the spirit, present within the Kayimai people that continues and comes to expression in our community through our faith. We will continue to work with the children at our school to raise awareness of the strong connections between aboriginal and Christian spirituality.

St John the Apostle Catholic School and St Kevins Catholic School in Dee Why are part of the Warringah Parish. Both schools are part of the system of Catholic schools in the Diocese of Broken Bay under the leadership of Bishop Peter Comensoli. St John’s was opened in 1962 and at that time Father J. Grady was the priest in charge. Originally the school and church were in the same building. Gradually, eight more classrooms were added and from there the school grew along with the local community.

The Brigidine nuns were the religious sisters who initially staffed the school and the motto of that religious order “Strength and Gentleness” is also the school motto. In 1980 the religious sisters withdrew entrusting Catholic education to lay men and women. St John’s has developed a strong connection to the local Narraweena community.

In 2009 we were the recipients of a federal government grant for the capital works program called “Building the Education Revolution” (BER) and work began on a new administration block, library, canteen and six new classrooms. This project was completed in 2010 and resulted in the creation of the modern facilities we now enjoy.

You are now a part of the story of St John’s, welcome.

OUR MISSION

As members of St John’s community we are called to:

- Educate in traditions of the Catholic faith inspiring all to be disciples of Jesus
- Provide high quality and relevant education which meets the needs of all and inspires life-long learning
- Build a community of Strength and Gentleness that celebrates inclusive, supportive and respectful relationships
- Create a well resourced and sustainable environment that is valued and expected by all.

OUR PURPOSE AS A CATHOLIC SCHOOL

The Catholic Church believes that the ‘task of imparting education belongs primarily to the family’ and that parents ‘have a primary and inalienable duty and right in regard to the education of their children’ (Vatican II – Decree on Christian Education nn 3 & 6). This duty and right as emphasised at the child’s Baptism when the Church reminded parents that they were ‘accepting the responsibility of training their child in the practice of the faith’. Catholic school are a means to provide the Catholic community with a forum to educate and form their children in the faith, and to offer them an experience of following Jesus as members of the Catholic community.

Our main task in Catholic schools, therefore, is to bring children to a commitment to be disciples of Jesus. It involves three aspects of education: intellectual (KNOWING about our faith and its traditions); behavioural (PARTICIPATING in liturgy and being committed to social justice); and affective (developing a sense of CONVICTION, a sense of belonging to the church). It is the interaction of these three sectors that will bring children to an understanding and a commitment to their faith. It is an awesome job and one that we gladly share with you as parents. Our purpose as a Catholic education System is to nurture the faith of all adults and children in our community. Regular lessons are given in Religious education and a Catholic world-view is integrated into every Key Learning Area. We strive to live out together, our calling as a Catholic, Christian and caring community.

 Being Catholic is;
 a personal and communal response to the life which God manifested in Jesus
 as it is perceived, proclaimed and lived by the Catholic community
 in the light of its scriptural and historical traditions, and its contemporary interpretation of them.

~
OUR SCHOOL BOARD

“No one has all the Wisdom – Everyone has some piece of Wisdom. – Each one has a different piece”

-Sr Mary Benet McKinney.

St John’s School Board was initiated in 2000 when a group of parents, teachers and parish representatives answered an open invitation to be involved. Inspired by the then Bishop David Walker and supported by the Catholic Schools Office, St John’s enthusiastically embraced the challenge of developing a Board of Governance for the school which would represent the views of the whole of St John’s community; parents, teachers, parish members, community members and children.

We are accountable to the Bishop through the Diocesan Schools Board. The current Board is: Mark Bateman (Executive Officer), Paul McMahon, Meghan Bassett, Nicola Bradley, Vicky Oxley, Matthew Spencer, Leonie Morgan, Lisa Rourke and Rachael Crookwell.

The role of the Board is one of stewardship for the school’s Mission. We are responsible for working together to ensure that the spirit of Strength and Gentleness which we seek to foster amongst the children permeates the whole school. The Board supports the Principal in the management of the School, advising on both day to day and long term issues and goals. We meet twice a term. Members of the School Board report to the Parents and Friends Association Meeting each term.

The Board uses the principle of discernment in decision making and has a preference for using a model of governance known as “Shared Wisdom”. In using discernment as a guiding principle, we acknowledge that the Board does not have all the answers for St John’s. We are fully committed to seeking the wisdom of members of the school community. To this end, we see that consultation with the community is important. Above all, our decisions are prayerful ones, guided by the presence of the Holy Spirit.

The School Board asks for expressions of interest from parents who are interested in becoming members. Once expressions of interest are received, a meeting is held with the school principal to talk about the function of the board, its purpose and the commitment involved. From that point, board members are then invited to join. Contact with members of the school board can be arranged through the school office.

However you choose to participate, we urge you to support the work of the School Board and hope that you will keep us in your prayers.
OUR BELIEFS ABOUT LEARNING

Learning is natural.
Children learn best when involved, stimulated and challenged.

Learning is a life long process.
It is continuous, developmental, holistic and empowering.

Learning is individual.
Children learn at different rates, have different learning styles, intelligences and life experiences.

Environment impacts on learning.
Everyone has the right to a safe, positive and happy environment; conducive to learning.


OUR SCHOOL PRAYER

We pray that you will give us your guidance,
as we work and play at St John’s School today.
Help us to care for others,
and be responsible for all we say and do.
Give us strength, Heavenly Father,
to always show our love for you.
Amen.


OUR SCHOOL RULES

At St John the Apostle Narraweena we show Strength and Gentleness by being...

☞ RESPECTFUL
☞ RESPONSIBLE
☞ SAFE

...Learners
THE PRIMARY SCHOOL CURRICULUM IN A CATHOLIC SCHOOL

St John’s uses the Board of Studies Teaching and Educational Standards (BOSTES) syllabus documents. These documents incorporate the Australian Curriculum. Syllabus documents are currently going through a period of change and are being gradually rolled out to schools and their communities. St John’s as part of a system of schools is well informed about changes and takes part in introductory workshops as changes are made.

Currently, your child’s learning draws from the following areas:

- Religious Education (Broken Bay Curriculum K-12 is used)
- English – BOSTES syllabus is now fully implemented.
- Mathematics – BOSTES syllabus is now fully implemented.
- Human Society and its Environment (History and Geography to be introduced 2015 and 2016)
- Personal Development, Health and Physical Education (No change)
- Science and Technology – BOSTES syllabus being introduced 2015
- Creative Arts (Music, Dance, Drama, Visual Arts) – (No change)

RELIGIOUS EDUCATION
At St John’s, Religious Education permeates the culture of the school through the values we uphold and practise, through prayer, liturgy and relationships. It underpins all Key Learning Areas. Detailed modules of study are completed in each grade. The modules carry a component which seeks to link ideas being studied to the family. This provides opportunities for parent engagement in RE around the topic being studied.

ENGLISH – what do students learn?

- Students develop their language skills through activities involving speaking and listening, reading and writing, and viewing and representing.
- They learn about language and literature through working with a wide range of print, spoken, visual, media, multimedia and digital texts.
- They interpret and express their views on what they hear, see and read.
- They create written and digital texts, and deliver formal and informal presentations.
- For the first time, there will be a requirement that students experience a range of texts, including Australian works, multiculturalism, Aboriginality and Australian identity, and Asian perspectives.
- There is an increased emphasis on grammar and the teaching of quality literature.

MATHEMATICS – what do students learn?

- Students develop their mathematical knowledge, skills and understanding through a range of learning experiences across:
  - Number and Algebra, eg whole numbers and fractions and decimals
  - Measurement and Geometry, eg length, area and time
  - Statistics and Probability, eg data and chance.
- They develop their problem-solving skills and mathematical reasoning and communication.
- Students in Years 5 and 6 develop a deeper understanding of Statistics and Probability.

HUMAN SOCIETY AND ITS ENVIRONMENT (H.S.I.E.)
This Key Learning Area is to become History and Geography. What will the students learn?

History

- Students investigate their personal, family and community history.
- They develop understanding of Australia’s Indigenous and colonial history and how Australia became a nation.
- Students learn about historical concepts, such as viewing an historical event from a different point of view, and historical skills, such as using historical sources for an investigation.
Geography

- Students investigate people, places and environments.
- They explore geographical concepts, such as place and sustainability, through real world examples and issues.
- Students learn how to acquire, process and communicate geographical information using geographical tools and inquiry.

Current units of study in Human Society and its Environment will be adjusted or changed during 2016 to be in line with new syllabus documents.

SCIENCE AND TECHNOLOGY – What do students learn?

- Students develop their skills in using processes of Working Scientifically and Working Technologically to answer interesting questions and develop creative solutions to important 21st century problems.
- They develop their curiosity and understanding about the Natural Environment and the Made Environment through learning about the Physical World, Earth and Space, the Living World, the Material World, Built Environments, Information and Products.
- Students learn about the influence and relevance of science and technology in their lives now and in the future.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

The children at St John’s participate fully in a variety of Personal Development, Health and Physical Education (PDHPE) programs using the BOSTES PDHPE syllabus.

The PDH component of the program closely follows the newly developed units based on the following strands: Growth and Development, Interpersonal Relationships, Personal Health Choices and Safe Living. These include such things as Road Safety lessons, Anti-bullying lessons and visits from the Life Education Van which deals with helping children develop their ability to make sensible decisions and class lessons teaching simple strategies such as to how to get along with one another.

The PE (Sport) component is also very important in the school. We have a specialised PE teacher who takes weekly lessons with each class and the children regularly participate in fitness and skills activities all year round and the following programs are also offered each term.

**Term 1**
All children participate in Active Lifestyle and Fitness activities such as fun runs, circuits, relays and games. Our School Swimming Carnival is held at Warringah Aquatic Centre in February.

**Term 2**
K - Year 2 children participate in fundamental movement skills. Years 3-6 participate in Winter Sports: usually involving Netball, Rugby League, AFL and Eagle Tag. They are given the opportunity to improve their skills and then compete against other Peninsula Schools. The Peninsula Cross Country is also held during this term.

**Term 3**
This term children practise their athletic and field skills enabling them to participate in the School Athletics Carnival which is held at the NSW Academy of Sport at Narrabeen.

**Term 4**
A Surf Awareness program has been introduced for children in years 5-6. Years K -4 sports program varies according to specialist lessons or provider.

Children who excel in the above programs are also asked to represent the school, area or diocese at Interschool, Diocesan, Inter-diocesan and State level.
CREATIVE ARTS
Creative Arts covers Music, Dance, Drama and Visual Arts.
A specialist teacher is employed to teach the music program. The program concentrates on the following areas: Beat, Pitch, Tempo, Dynamics, Tone colour, Texture, Form and Style. The children use both tuned and un-tuned percussion instruments on a regular basis. Drama is also taught as a part of this program.

The school provides opportunities for the children to participate in choir, musicals or special performances.

Students have opportunities to learn a variety of instruments or specialise in Keyboard on an optional basis. Enquiries about these extra curricula lessons can be made via the school office.

In Visual Arts students develop knowledge and understanding, skills, values and attitudes in Making and Appreciating by engaging with the concepts of artists, artworks, the audience and the world. Learning experiences in making and appreciating are integrated in a planned and sequential teaching and learning process. All students should have a paint shirt/smock at school in preparation for Art lessons.
THINGS YOU SHOULD KNOW

1. Absences
   Daily attendance at school is most important. If a child is to leave the school after arriving, and before 3.05pm, a request in writing must be sent to the class teacher and a parent must sign the “Early Departure” register at the office. No child will be permitted to leave the school grounds without such a note.

   The school encourages families to take trips away during school holidays. Long absences from school during school term are discouraged. These occasions mean a significant break in continuity of learning for your child.

   The office will accept a phone call or email if your child is away from the school, preferably on the day of absence. There is no need to follow up with a note to the teacher if a call or email has been done. If there is no email or phone call parents must, however, provide an explanation of absence in writing. If your child is away from school for a number of days please contact the school office. If your child will be away for a period of 5 days or longer during term time you must request an “Application for Extended Leave (A1)” from the principal in writing before the period of leave. A standard Absentee Note and Application for Extended Leave (A1) form is available from the webpage.

2. Accidents
   The school has supervision rosters in place during school hours and at excursions and school events. If and when accidents do occur, the teacher in the classroom or on duty sends for assistance. A staff member trained in First Aid provides Emergency Care.

   In the event of a serious injury:-
   Parent/emergency contact person will be notified. It is essential that the school office has up to date contact information for parents and emergency contacts (relatives or friends who we can contact if the parents are not contactable). If necessary, the child may be transported to hospital by ambulance, accompanied by a teacher.

   Insurance Claims can be made through Catholic Church Insurances 1300 138 498. This does not replace your family Medical Insurance arrangements. CCI contact - schoolcareclaims@ccinsurances.com.au

3. Accounts
   Accounts for School Fees will be sent home in 3 instalments in February, April and July. You may elect to pay fees in monthly instalments by contacting the school office. Payments may be made by cheque, BPay, Mastercard, Visa or EFTPOS. Fees are to be paid in full no later than 1st November.

   If you are having difficulty meeting your school fee obligation, it is essential that you make an appointment with the Principal to discuss your circumstances. If your school fees remain unpaid and you make no attempt to communicate with the school, your account will be referred to the Catholic Schools Office for investigation and possibly advice from a Debt Collection Agency. This may effect your child’s enrolment.

4. Before and After School Care
   Before school care is available from 7am to 8:15am each morning. After school care is available in the school hall from 310 pm – 6pm during the school week and is run by OOSH Northern Beaches. Registration forms are available through the school office or from the After School Service and must be accompanied by a registration fee per family. For more information please phone Head Office on 9984 8089, Chris Hegarty on 0411 758 064 or email manager@ooshnb.com.au

5. Allergies
   There are a number of children enrolled at St John’s with food allergies. We have a ‘no sharing food’ policy at school and are particularly careful of nuts or nut products which are discouraged. We ask that parents be mindful of children with food allergies. Please check with the teacher well in advance of any planned celebration involving your child’s class and food so that precautions can be made and all children feel included.

6. Asthma
   Asthma is very common in Australian children. Common symptoms of asthma are wheezy breathing (a whistling noise in the chest), coughing and breathing difficulty. At school, these symptoms are likely to occur during or immediately after exercise.

   Given that asthma is so common, we regularly in-service teachers and school staff in order to make them aware of asthma symptoms and to enable them to respond to these competently and appropriately.
At the beginning of the year an Asthma Form will be sent home to identify whether your child has asthma or has had a wheeze or persistent cough over the past 12 months, and to clarify the action necessary to relieve the symptoms experienced by the child.

Under no circumstances should children self-medicate or carry medication in their bags. All medication must be issued from the school office.

7. Assemblies
A prayer assembly is conducted each Monday morning at 8.40am in the Hall, where one grade leads the school in prayer. A school assembly is held on Friday mornings for K-2 at 8:45 am for Years 3-6 on Friday afternoons at 2.30pm. Weekly awards and special reminders given at these assemblies. Parents are warmly invited to join us at assemblies.

8. Awards
Merit awards are given by the class teacher each week and presented at the assemblies on Fridays. A special section notifying parents of weekly award winners is included in the school newsletter each week. The Principal award, a special ‘Strength and Gentleness Award’, is presented during the Monday morning prayer assembly. Children are recognised for efforts in all areas of their education – academic, physical, social, spiritual and emotional.

9. Behaviour Management
At St John’s we use Positive Behaviours for Learning (PBL) for behaviour management. The school has a set of very clear rules:

At St John’s we show strength and gentleness by being respectful, responsible and safe learners.

The children are explicitly taught sets of behaviours that show how they can be respectful, responsible and safe in the classroom and on the playground. Each of these behaviours has a link to Catholic scripture and values. Every class teacher uses positive strategies to acknowledge the use of positive behaviours by the children and there is a clear set of consequences for children when behaviours are breached. At St John’s we believe that children need to learn appropriate behaviour and that parents and teachers have a responsibility to work together to help them learn.

We regularly collect information behaviour and use this to place emphasis on areas of need or identify areas in which things are going particularly well.

Support documentation is available for parents on our website showing our ‘PBL Matrix of Rules and Behaviours’. Also included is the Pastoral Care Policy and our Behaviour Management Policy.

Any form of corporal punishment is strictly prohibited.

10. Bicycles
The Catholic Schools Office and NSW Roads and Traffic Authority recommend that children under 10 years of age DO NOT ride bicycles to or from school unless accompanied by an adult. Students travelling to and from school riding a bicycle, scooter or skateboard must complete a Bicycle, Scooter or Skateboard User’s Permission Note and follow the requirements outlines below:

1. Students must correctly wear a Standards Australia approves bicycle helmet at all times when in control of a bicycle, scooter or skateboard.
2. All RTA road rules concerning bicycles are to be followed. Cyclists 12 years and over must not ride on the footpath unless it is a signposted shared footpath, they should use the road. The bell on the bike should be used as a warning when approaching pedestrians.
3. Bicycles, scooters or skateboards ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the parent/carer to ensure the bicycle, scooter or skateboard is in good and safe working order and that all protective equipment as required by law is provided.
4. Bicycle, scooter or skateboard riders are expected to use the available pedestrian entry points. These include the front driveway on Alfred Street, or the rear driveway beside the church on Waratah Parade.
5. Children are to dismount before entering the school grounds and walk their bicycle, scooter or skateboard whilst on site.
6. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner. Scooters or skateboards must be stored in the child’s classroom.
7. Bicycles, scooters, skateboards and helmets are brought and stored on school grounds at the owner’s risk.
8. Parents will be notified if children do not adhere to the School’s Road Safety/ Bicycle, Scooter or Skateboard Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.

9. No riding of bicycles, scooters or skateboards is permitted in school grounds during and after hours.

11. **Board Award**
Each term a boy and a girl are chosen to receive a special award known as ‘The Board Award’. The school has chosen 6 core Catholic values – justice, celebration, respect, hope, service and compassion. Each term, the entire school focuses on one particular value emphasising how these values are shown in our daily lives. In recognition of the importance of these values to our school community, the School Board presents an award at the end of each term to the boy and girl in each year who exemplifies the term’s value. The selection of these students is carried out by their peers and teachers and involves recognition of the ways the student demonstrates the value.

12. **Book Club**
During the term, leaflets are sent home advertising children’s books for sale through Book Club. This is an invitation for parents to purchase books for their children to enjoy at home. Book Club purchases also earn points for free books or resources for our school. The newsletter includes details of deadlines and procedures.

13. **Buddies**
Children entering Kindergarten are allocated a special Year 5 buddy who stays with them until the end of Year 1. The Buddy takes special care of the younger child as they settle into school life. The Buddy can check up on the child during break times and can be a friendly face to go to in times of need. The Year 5 or 6 Buddies sometimes come to help their Kindergarten and Year 1 friends in their classrooms.

14. **Anti-bullying**
Bullying is unacceptable at our school. Bullying is deliberately hurtful or manipulative behaviour which is usually repetitive and may be premeditated. It can be verbal, cyber, social, psychological or physical. It creates an imbalance of power and makes someone feel unsafe and unhappy. Bullying is not simply accidental or rough play between children. Children are encouraged to report bullying to a trusted adult.

If teachers notice or are notified of a child being bullied, they will:

1. Complete the PBL online form to record the incident.
2. Talk to the child being bullied to ascertain the specific nature of the bullying and its effect on the victim. The teacher should assist the child in developing strategies to help them cope such as ignoring, confronting the bully in an assertive manner, discussing the problem with friends and family to elicit help and encouraging them to tell an adult if the bullying continues.
3. Speak to the child doing the bullying and make a clear statement on the consequences if the bullying behaviour continues.
4. Inform a member of the School Leadership team that the incident has occurred;
5. Follow up the incident with particular students (and parents, if appropriate) about a week later to ensure there have been no further incidents.
6. Inform the Principal should the bullying behaviour continue. The Principal will then speak to the students involved, record the incident and contact parents if necessary. Severe and repeated incidences of bullying may result in an issue of warning re: suspension and could lead to the implementation of suspension procedures and, if necessary, removal of the student from the school through suspension pending transfer, negotiated transfer or expulsion.

Please contact your child’s teacher if you are concerned about your child. It is usually best not to approach the other parent, and in no circumstances should a parent approach the child accused of bullying.

15. **Bus Travel**
All students from Kindergarten to Year 2 are eligible for free bus transport upon application for a bus pass. Primary school children (Year 3-6) must meet State Government set limits to qualify for a bus pass. An application for a bus pass is available through the school office.

16. **Canteen**
The canteen is generally open 4 days a week (closed Thursdays) but we are dependent on volunteers to make this happen. The Canteen is staffed by mums, dads and grandparents of the school and run by a paid Coordinator (20 hours a fortnight). A minimum of two volunteers are required each day to prepare lunches and sell food from approximately 9.30am to 2.30pm.
The Canteen Coordinator is responsible for creating and distributing the volunteer roster and canteen menu / pricelist each term; training new volunteers, ordering stock and ensuring the cleanliness of the canteen. Fiona Costa is the current coordinator.

Lunch orders should be placed in a paper bag with the child's name, class and order together with the correct money. No frozen items are to be ordered in lunch bags. They can be bought at recess or big lunch times.

If you can help out our Canteen in whatever way, be it helping out once a term, or even being part of our informal committee, please don’t hesitate to let the office or the Canteen coordinator know. The more help we have the better!

17. Change of Circumstances
If there is any change in your family circumstances please inform the Principal and the class teacher. This is extremely important in cases of separation, divorce, illness, perhaps a death in the family or unemployment. Teachers do not need to know the details of your personal circumstances but it will assist your child if their teacher knows that there is stress being experienced in the family home.

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

In particular the school will:

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

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.


Parent Helpers / Volunteers
The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

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

19. **Class Parents**
Each year parents are invited to act as a Class Parent for the year. This role involves acting in a social, communicative and community support role for the parents of that class. It is an important role in establishing networks of support for new and existing families within the school. There is a Class Parent Co-ordinator who meets regularly with the Class Parents to assist them in their role.

20. **Collection of Money**
Any money sent to school must be sent in a sealed envelope clearly labelled with child’s name, class and purpose. All money will be collected first thing each morning by the class teacher and sent to the office. Receipts will be sent home with your child as soon as practicable. There is a locked box in the OOSH centre for dropping notes safely prior to the school opening.

21. **Communication**
Good communication between home and school is the key to a positive relationship. Parents are encouraged to speak to their child’s teacher whenever they have a concern. Please make an appointment rather than approaching the teachers when they have the students in their care. This can be done by phoning or emailing the school office in the first instance. Teachers are first and foremost responsible to the students in their care. It is helpful if you alert the teachers to the issue you wish to discuss so they can adequately prepare for the interview.

Regular communication between home and school is essential. This takes place in the following ways:-
- Weekly newsletters and email updates. Our webpage will have the most recent notes and information. [www.sjandbb.catholic.edu.au](http://www.sjandbb.catholic.edu.au)
- TIQBIZ alerts – app for your smartphone, tablet or PC [www.tiqbiz.com](http://www.tiqbiz.com)
- Curriculum notes - A note will be sent home at the beginning of each term to communicate to parents the classroom curriculum taught each term.
- Each class has a Weebly which is a web page with content relevant to your child’s class. It includes links to homework, class news and links to our Mathematics Page which is often used for homework.
- Parent / teacher interviews are held as required.
- Phone calls / emails to parents/teachers.

22. **Computers**
Technology is an important and integral part of today’s classroom learning activities. The school has extensive resources available including laptops, iPads, and desk-top computers for children in every class. Each class has an interactive white board and the school has wireless access across the site which enables technology to be used portably by the children.

Our Parents and Friends Association provides committed support to the provision of IT resources for our children.

23. **Contact Details**
The school’s telephone number is 9971 9297. Fax number is 9971 2157. Email: sjan@dbb.catholic.edu.au

24. **Daily Timetable**

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<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.15am</td>
<td>Playground supervision begins. No child is permitted on school premises before this time.</td>
</tr>
<tr>
<td>8.40am</td>
<td>School begins. All children should be in attendance at least 5 minutes before the bell. Late children must go to the office to collect a ‘Late Slip’.</td>
</tr>
<tr>
<td>10.45am-11.15am</td>
<td>RECESS</td>
</tr>
<tr>
<td>1.15pm-2.05pm</td>
<td>LUNCH</td>
</tr>
<tr>
<td>3pm</td>
<td>Children catching the bus are supervised to buses (Alfred St bus stop).</td>
</tr>
<tr>
<td>3.05pm</td>
<td>School concludes.</td>
</tr>
</tbody>
</table>

Children who are collected from Waratah Parade assemble in the playground and walk with the duty teacher to Waratah Parade. Children who walk home meet their groups and walk straight home. All other children sit outside their classrooms or in the foyer until they are collected by parents. Parents are NOT to take other children homes without prior permission from the child’s parents and notification to the teacher.

3.05 pm Playground supervision ends.
There is no teacher supervision is provided prior to 8:15 am or after 3:05 pm. At the end of the school day there teachers provide supervision for the bus lines and for Walkers (care pick up) only. Before and After School Care is available outside of these hours. Children should not be on the school site outside of these times.

Please note that the school play equipment is not to be used outside of school hours as there is no teacher supervision.

25. **Debating**
Interschool debating teams selected from students in Year 5 and 6 compete in the Peninsula Learning Community of Catholic School Competition (PLCCS). Individuals from Year 6 are also selected to compete in local and regional public speaking competitions.

26. **Enrolments**
Families, interested in enrolment at St John’s, contact the school office for an application package, fill in the application form and return it to the school with copies of their child’s Birth, Baptismal and Immunisation Certificates. An application fee is paid with the form on its return to the office. The school office takes applications for enrolments for Years 1 to 6 throughout the year as needed. Enrolments for Kindergarten are taken in May, the year before the child starts school. A child starting Kindergarten must turn 5 before July 31 in the year they start school. All enrolments received are considered by the Enrolment Committee.

Priority in enrolment, according to the Broken Bay Diocesan Policy, is given to:

- children and families who are known and involved members of a local Catholic community;
- children of Catholic families who have expressed a commitment to support the life of the Catholic school in the parish;
- children of other Christian families who have expressed a commitment to support the life of the school;
- children of non-Christian families who have expressed a commitment to support the life of the school.

27. **Evacuation Drill / Lockdown Procedures**
An Evacuation Plan is posted in all rooms of the school indicating the procedures for evacuation in an emergency. Evacuation and ‘lockdown’ practices occur each term. All visitors to the school are expected to participate in these drills. It is important that visitors sign the register located at the front office on arrival.

28. **Excursions / Incursions**
Excursions and incursions are an important part of the learning process. Children learn most from first hand experiences. Each excursion is planned thoroughly around one or more curriculum areas for either their education or cultural value. Parents are encouraged to take part in excursions wherever possible. Permission notes MUST be returned signed prior to the excursion. A general consent form signed at enrolment is requested so that children can walk short distances, under supervision, within the local area, eg Beverley Job Park for sport or to the local shops for a research task.

29. **Family Liaison Officer**
At St John’s we have a Family Liaison Officer (FLO), Jeanie McDonnell, who provides support to families in our school through Parent Education, communication, accessing local resources and networking families when in need. The FLO is not a counsellor for children.

A qualified counsellor is available following consultation with the Principal. Please contact the school office for more information.

30. **Gifted and Talented Children**
The school supports a number of children showing giftedness or particular talent in a number of areas. Extension is provided within the classroom through open-ended tasks, contract work, the provision of particular adjustments to the curriculum, possible acceleration or involvement in extra curricula programs or activities. Children can be nominated to participate in Special Talent Days organised by local schools and organisations. The school has access to an Education Officer – Gifted and Talented from the Catholic Schools Office who can offer advice on assessment, curriculum adjustment or on planning a pathway for children and their learning.

Parents are encouraged to make an appointment with their child’s classroom teacher or with the school Principal to consider their child’s needs in this area.
31. **Hair**
Part of being a respectful learner is to wear the school uniform correctly and with pride and to be tidily presented. Hair must be neat and tidy at all times. No undercuts or radical designs are permitted. Hair must not be tinted or dyed. It must be kept short or clear from the child’s eyes or face. Girls with shoulder length hair or longer must have it tied back with correctly coloured scrunchies, elastics or ribbons. Boys’ hair must be kept shorter than collar length.

32. **Homework**
At St John’s we set homework which is aimed to:

- reinforce what students learn during class;
- stimulate and challenge students;
- develop study habits;
- establish good routines particularly in senior school as preparation for high school;
- enable parents to have an insight into what learning is happening in the classroom.

Teachers are expected to set, correct and give feedback on homework tasks. They communicate tasks via their class weebly and via hard copy notes. It is important to communicate with your child’s teacher should there be any issues associated with homework.

**How can parents help with homework?**
Be sure you understand the homework expectations of your child’s teacher. Check the day homework is due and know clearly how the homework tasks will be communicated.

Establish a clear and agreed routine with your child. Agree on where and when it will be done.

Encourage your child in the areas of persistence; organisation and effort.

33. **Immunisation**
All school aged children are required to provide notification to the school of their immunisation status. Immunisation booklets, information and the required immunisation certificate are available from your local doctor. Before starting school the NSW Department of Health recommends that all children have:

- a booster against diphtheria, tetanus and whooping cough
- a booster dose of oral polio vaccine (Sabin)
- one injection of measles/mumps vaccine if they have not already been immunised

If your child is not vaccinated against a disease and an outbreak occurs in the school, your child may be excluded until the outbreak is over.

34. **Incident Reports**
If an incident at school is considered serious, a PBL online report and an Incident Form will be completed. A member of the school staff who has been directly involved in dealing with the issue will complete the Incident Form. The Incident Form will be placed in student files. Incidents may involve the breaking of school rules, an injury or accident or the deliberate or careless hurting of another child.

The form will be sent to the school Principal for his attention and for signing. Parents will be contacted by phone and informed of the incident along with any action and follow up that will be taken.

35. **Infectious Diseases**
It is probable that during your child’s time at school, he/she will contact one or more of the common diseases of childhood listed below. Under the Public Health Act and Department of Education regulations some common infectious diseases require children be kept from school, for varying lengths of time, to prevent the spread of infection. Parents must seek medical advice if an infectious disease is suspected. Parents must also contact the school office if a diagnosis of the following diseases is confirmed:

- **Chicken Pox** (Varicella) Exclude until fully recovered – minimum 7 days after the first spots appear
- **Conjunctivitis** Exclude until discharge from eyes has ceased
- **Impetigo** (School Sores) Exclude only if on exposed surfaces, such as scalp, face, hands and legs
- **Infectious Hepatitis** Exclude Type I – re-admit on receipt of a medical certificate of recovery
- **Measles** Exclude for 5 days from the appearance of the rash
- **Mumps** Exclude until fully recovered, minimum of 10 days from onset of swelling
- **Pediculosis** (Lice in hair) Re-admit when treatment with anti-lice lotion or shampoo has been undertaken
and hair is free from nits (eggs).

- **Ringworm**  Re-admit when appropriate treatment has commenced, supported when requested by a medical certificate
- **Rubella (German Measles)** Exclude until fully recovered, minimum 5 days after rash appears
- **Scabies**  Re-admit when appropriate treatment has commenced, supported when necessary by a medical certificate
- **Streptococcal Infection (Including Scarlet Fever)** Exclude until fully recovered or until receipt of a medical certificate of recovery
- **Whooping Cough**  Exclude for a minimum of 3 weeks from the onset of the whoop. Exclude until fully recovered or until receipt of a medical certificate of recovery

36. **Induction**
   All staff and pupils are encouraged to help newly enrolled children to feel as welcome as possible. Parents of new children may like to talk to us about an induction morning. We organise a friend to welcome your child to the school on the morning of arrival and class teachers will ensure that new students are cared for during their induction period. Parents of new children are encouraged to speak to staff members, out of school hours, about their child's progress and to help teachers understand their child's strengths and areas in which they may need support.

37. **Interviews**
   Parents wishing to speak to the Principal or the teachers are required to make an appointment through the school office by phone, email or directly. We ask that parents be mindful that teacher attention is fully required on the students at the following times:
   - At assemblies
   - During supervision times – prior to school, recess, lunchtimes, bus or Walkers
   - Moving from assemblies to the classroom
   - While teaching or in front of a class

38. **Jewellery**
   Jewellery is not to be worn to school. If girls have pierced ears, then only plain gold/silver small studs or sleepers are to be worn to stop ears from closing over.

39. **Late arrivals / early departures**
   Children who are late for school (arriving after 8.40am) must report to the school office and collect a “Late Slip” which is given to their class teacher and retained with the class roll. All absences must be explained in writing as a legal requirement. A late arrival is recorded as a partial absence, and will be included in school reports on attendance to parents and to authorities as required.

   Should you wish your child to leave school before 3.05pm, you must sign the Early Departures Book in the school office. For safety reasons, children leaving school early should only be collected by their parent. A note, email or phone call concerning the early pick up is appreciated.

40. **Library**
   Our school library is an integral part of our total curriculum. Weekly time in the library with the class teacher and librarian encourage the enjoyment of literature and the development of research and location skills.

   - All children K-6 require a St John’s library bag which can be purchased from the Uniform Shop. Regular borrowing by children is encouraged.
   - Parents are most welcome to assist with various library duties and may speak to the Librarian or the school office if interested in helping.

41. **Lost Property**
   Lost property is located in the foyer near the office. At the end of each fortnight all unclaimed items will be given to the clothing pool. Please ensure all clothing is clearly marked with your child’s name.

42. **Lunch Club**
   Lunch Club is organised to provide an opportunity for children to enjoy playing a range of board games or indoor activities as alternative to normal playground time. Teachers will inform children about the days of operation via morning assembly. Lunch Club Captains are chosen to assist in the setting up and organising of the games.

43. **Medical Reports**
Parents are asked to inform the school of any relevant medical reports available about their child. This may include audiograms, speech therapy reports, educational or psychological assessments etc. Copies of reports should be provided to the school so that they can be filed and accessible to successive teachers. Updates are requested to be provided as necessary.

44. Medication Policy
Under the WH&S Policy with the Catholic Schools Office, primary aged school children are not allowed to self medicate. Medication is to be stored in the First Aid Room and only given by staff as per written instructions from a parent. Please see the office for appropriate permission forms.

Medication may only be issued from the school office with clear written instructions from the parent or doctor. Any medication must be registered and a medication register is completed on issuing the medication to the child.

Teachers may send a child to the school office when they are unwell. Office staff may contact parents to pick up their child up to either go to the doctor or be taken home. We will be careful to ensure that illness does not carry into the community and ask you to attend promptly to calls concerning illness.

It is important that all telephone numbers are up-to-date and available in cases of illness and especially in cases of emergency.

Antibiotics
In the case of antibiotics, the school requires a written request from the parent to administer the medication. Antibiotics must be in the original labelled container stating the child’s name, doctor prescribing, dosage etc.

Over the Counter Medication
Over the counter medication including Panadol or homeopathic preparations must not be administered by school staff unless there is a written request from the parent as well as written advice from a medical practitioner with the medication in the original labelled container. This type of medication is only to be given for short periods of time, not long term and for the specific reason as advised by the doctor.

Long Term Administration of Medication
When a child is to be given long term medication eg Ritalin, Dexamphetamine etc there are a number of forms that need to be filled in. These forms are available from the school office.

45. Motto
Our school motto is ‘Strength and Gentleness’. It forms the basis for the whole Pastoral Care Policy within the school and has its origins from St Brigid and the Brigidine Sisters who originated in Tullow, Ireland.

46. Newsletter
A school newsletter is emailed home to each family every Thursday. The newsletter is also available on the School website http://www.sjandbb.catholic.edu.au/news-events/137/p/. A printed copy of the newsletter is available on request from the school office.

47. Office Hours
Monday to Friday from 8.30am - 3.30pm

48. Parents and Friends Association
The goal of the P & F Association is to encourage the parents and friends of the St John’s community to actively participate in our school community through:

- providing a forum of discussion on issues relevant to the welfare of our children;
- providing parents with an opportunity of being informed of recent developments and initiatives being implemented within the school;
- organising social functions;
- fundraising for the school;
- providing morning teas and supper at various occasions.

The P & F meets once per term. The AGM is held each November. All parents are eligible to vote or to stand for executive positions. Class Parents are also nominated each year. They provide co-ordination and support for their class student/parent activities.

49. Parental Involvement / Volunteers
Parental involvement is vitally important and necessary to the life of our school. We see it as building a partnership between parents, children and teachers in supporting the faith and academic development of the children. Parents may support the school and class programs through the provision of assistance with excursions, computers, reading groups, canteen, being a class parent, through P&F activities etc. We ask that all helpers in our school complete a Volunteer Declaration form, available via the School website http://www.sjandbb.catholic.edu.au/news-events/150/p/ and school office.

50. Peer Support Groups
Peer Support Groups are formed each year to help with creating a safe and supportive environment and to provide opportunity for Student Leadership. Peer Support Leaders from Year 5 and 6 are trained to lead the mixed year level groups (K-6) in activities designed to assist children in learning important social and emotional skills for life. Teachers supervise the groups, follow up with teaching of key messages to their class and assist where necessary.

51. Pets
No animals are permitted on the school grounds without the permission of the School Principal. Law requires that careful consideration by given before any animal is allowed on the school premises. Dogs must be leashed at all times.

52. Photos
School photographs are taken annually. Children are usually photographed in class groups, individually and, at parental request, with brothers and sisters. There is also a whole school photograph taken.

53. Picking up and delivering children to school
The safety of the children is our top priority. Therefore, no parents are to drive in to the school or church grounds in school hours (this applies to all driveways). Parents are requested to observe road signs near the school, particularly 40 km/hr ZONE, NO STANDING, NO STOPPING, 5 MINUTE PICK UP / DROP OFF ZONE and bus signs.

Children are not permitted to leave the school within school hours unless the Principal has been notified and the Early Departures or Late Arrivals Register has been signed.

To utilise the pick up zone in Waratah Parade, you need to register for the “Walkers” program to ensure you have been informed of the rules for pick up. You will be issued with a sign to go in your car window.

54. Prayer
Children should first be taught to pray formally and informally in the home so that each child builds up a loving relationship with God, their Father; Jesus, their brother and the Holy Spirit, their source of strength. Parents are encouraged to pray on a daily basis with children so that we at school can reinforce that which is first taught at home. School Masses are celebrated regularly both during the week and on weekends and parents are most welcome to attend.

Our Religious Education Modules carry home link activities which are designed to invite parent engagement with learning in faith.

55. Privacy
According to the Privacy Act, the information collected by the school is to be used only for school purposes and is to be stored in a secure location.

Please contact the school if you do not wish your child’s photograph or last name to be displayed on the school’s website or around the school premises.

56. Relief Teachers
A relief teacher is called to the school when the class teacher is absent. As far as possible, the class program is continued.

57. Reporting to Parents
Parents are informed regularly about their children’s progress through curriculum newsletters, information nights, newsletters, team meetings, phone calls and formal and informal interviews throughout the year.

Two written reports are sent home each year. Each child in Years 1-6 receives a grade according to the following categories – Outstanding (O), High (H), Sound (S), Basic (B), and Limited (L) to show their achievement in each Key Learning Area. It is important to understand that, using this scale; most students will
receive an ‘S’ grade as this indicates a sound and competent level of understanding and skills. Kindergarten children do not receive a grading in any Key Learning Area.

During the year parents will be invited to attend a three-way (parent/teacher/child) conference. At these conferences, teachers go through the children’s reports and work samples which provide information the teacher gathers about their progress and development. At the conclusion of this conference, goals are set for future development by parents, teachers and children. A summary of this conference and the goals are then sent home. Opportunities for a second interview are also offered after the end of year report. (For further information see School Assessment and Reporting Policy).

58. Sacramental programs in the Diocese of Broken Bay
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 reception of the Sacraments by their parents, with the assistance of the Parish Sacramental Team. A support program is taught at the school in the following grades:

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

The children are invited to participate in the Parish Mass each weekend, and special children’s liturgies are held monthly. We strongly encourage parent participation in Parish life, especially by attending mass in order to establish a faith connection in their child’s life.

59. School Captains and House Captains
School Captains and House Captains are selected from children in Year 6 by all children in the Senior School through a discernment process. The children and teachers use a process of discernment in identifying student leaders who demonstrate qualities such as honesty, exemplary behaviour, encouragement of others, initiative, pride in their school and diligence etc. All Captains may be asked to assist the Principal and teachers in running school events.

All Captains, as leaders within the school, are expected to:
- show good example to their peers
- observe the school rules at all times
- address the school when requested
- wear the correct school uniform
- take part in school ceremonies when requested
- meet and greet visitors to the school

60. School Counsellor
There is a School Counsellor provided by the Catholic Schools Office for the Peninsula Group of Catholic Schools. Families wanting to access the counsellor for their child need to speak to the class teacher or Principal before completing the appropriate referral forms. Counselling places are allocated by the Catholic Schools Office once a referral, signed by the Principal is received.

61. School Policies
School policies are available on request in hard copy and reference to key policies is available on the school website.

School based policies include:

- Pastoral Care
- Science & Technology
- PDHPE
- Literacy Plan
- Homework Policy
- Harassment Policy
- Police and Schools Policy
- School Bee Sting Crisis Plan
- Evacuation Plan

62. Seasons For Growth
‘Seasons for Growth’ is a program for children of all ages who are experiencing or have experienced death, divorce or separation in the family. It offers 8 weekly session groups for children experiencing grief in their lives. The groups are led by a trained adult facilitator. Children may volunteer to be part of the program and can participate with parent permission. Participation in ‘Seasons’ is recommended no less than 4 months after an event.

63. **Special Needs**
At St John's school we have a Learning Support Teacher (LST) appointed four days per week. The LST supports teachers in helping children with learning disabilities in their classroom. The LST may also provide direct learning support for children with particular needs in consultation with the classroom teacher. She may assist with assessment, talking to parents about needs with the teacher and in providing further assistance from other professionals. The term "Special Needs" encompasses children in the following categories:-
- Students with Learning Difficulties
- Gifted and Talented Students
- Students at Risk
- Students with Disabilities
- Aboriginal Students
- Socio-Economically Deprived Students
- Children experiencing specific gender issues

Also supporting children with Special Needs at St John's are:
- ESL Teacher (English as a Second Language Teacher)
- Learning Support Assistants

64. **Staff Development Days**
There are 6 pupil-free days each year. Dates will be advised as soon as they are known – usually one is held on the first and last day of the school year and the others throughout the year. On these days the staff have an in-service day together to study, discuss and apply new educational developments. Refer to the Term Diary for dates.

65. **Stages of Learning**
The school is organised into four stages of learning:
- Early Stage One: Kindergarten
- Stage One (Junior): Year 1 & 2
- Stage Two (Middle): Years 3 & 4
- Stage Three (Senior): Years 5 & 6

66. **Student Representative Council**
The Student Representative Council (SRC) of St John’s is designed to:
- Increase leadership opportunities for students
- Allow students to have a voice in decision-making
- Make St John’s a better school
- Improve communication within our school

The SRC is run by the School Captains and Vice Captains. One representative from each class is elected by their class to serve on the SRC for a semester (i.e. two school terms). They are given a special badge to wear during their period of office. The SRC meet every third week with the Principal or another teacher to discuss three types of items:
- good news stories happening around our school
- issues that their class are concerned about (no names of individual children to be used)
- ideas to improve our school

They are also asked to let their class know about things that are discussed at the SRC meeting. The senior representatives assist the younger representatives.

67. **Sun Safety**
Our Sunsafe Policy requests all children to purchase a school hat that is to be worn throughout the year. Children who do not wear a school hat when outdoors are asked to play in shade areas. It is also encouraged that you provide SPF15+ broad spectrum water resistant sunscreen for your child.

68. **Term Diary**
At the beginning of each term, a term diary / school calendar is updated to outline the planned school activities for the term. The calendar is available via the school website http://www.sjandbb.catholic.edu.au/news-events/152/article/104/term-diary-2015. It is recommended that you refer to our webpage often to ensure you are kept informed of school events.

69. Uniforms
Refer below for the full uniform list.

The St John’s uniform is particularly attractive and functional. All families are asked to buy the correct items for their children available through the Lowes Store at Warringah Mall. A small number of new items are available through the School Uniform Shop (i.e. backpacks, hats, library bags). Second-hand items are available through the Uniform Shop. Days for the children to wear their Sports Uniforms are advertised in the newsletter each term, usually 2 days per week.

We ask that you try to instil in your child a pride in wearing their school uniform by insisting on correct uniform including polished shoes. Normally the Summer Uniform is worn in Term 1, Term 2 (until June Long Weekend) and Term 4. The Winter Uniform is worn in Term 2 (after the June Long Weekend) and Term 3. Variations to this pattern are sometimes allowed if the weather is unusually hot or cold. Please see the newsletter for details and updates.

70. Uniform Shop
The Uniform Shop is managed by a group of volunteer parents and operates from the school canteen building. New back packs, hats and library bags plus second hand uniform items are available for sale. The uniform shop is open every Thursday – mornings between 8:30 -8:45am and afternoons between 2:30 – 3pm.

71. Volunteers
Volunteers in our school help with running the Canteen, reading, writing and sport. All Volunteers must complete a Volunteers Declaration and a Letter of Confidentiality Agreement as per the Child Protection Act. Please see the Office for forms, and to present photo ID to be placed on our Register. This is a one off requirement and will cover for you for the duration of the time you help in our school. We are always so grateful for any help offered by keen volunteers.
# Staff of St John’s Catholic Primary School for 2015

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Priest</td>
<td>Fr Tiziano (Administrator)</td>
</tr>
<tr>
<td>School’s CSO Consultant</td>
<td>Miss Anne Duncan</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr Mark Bateman</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr Paul McMahon</td>
</tr>
<tr>
<td>Religious Education Coordinator</td>
<td>Miss Natalie Ingram</td>
</tr>
<tr>
<td>Coordinators</td>
<td>Mrs Tori Jones, Miss Wendy Prentice &amp; Miss Nicola Kingsley-Jones</td>
</tr>
<tr>
<td>Senior Administration Officer</td>
<td>Mrs Annelise Pearce</td>
</tr>
<tr>
<td>Administration Officer</td>
<td>Mrs Philippa Toohey</td>
</tr>
<tr>
<td>Family Liaison Officer</td>
<td>Mrs Jeanie McDonnell</td>
</tr>
<tr>
<td>Librarian</td>
<td>Ms Kylie Sheehan</td>
</tr>
<tr>
<td>Librarian Assistant</td>
<td>Mrs Marie Maiolo</td>
</tr>
<tr>
<td>P.E. Teacher</td>
<td>Mrs Jennifer Pritchard</td>
</tr>
<tr>
<td>Creative Arts Teacher</td>
<td>Mr Anthony Frazer</td>
</tr>
<tr>
<td>Learning Support Teacher</td>
<td>Mrs Eirene Vidler</td>
</tr>
<tr>
<td>ESL Teacher</td>
<td>Mrs Dianne Stachersky</td>
</tr>
<tr>
<td>Teacher Assistant</td>
<td>Mrs Lauren Richardson, Mrs Anne Lambert, Mrs Angela Curgenven</td>
</tr>
<tr>
<td>Canteen Coordinator</td>
<td>Mrs Fiona Costa</td>
</tr>
</tbody>
</table>
UNIFORM

***Please label all your child’s possessions clearly***

### ALL STUDENTS

<table>
<thead>
<tr>
<th>School Hat</th>
<th>Available from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>St John’s Navy Polar Fleece Jacket and/or Vest</td>
<td>Available from school or Lowes</td>
</tr>
<tr>
<td>Black lace up, buckle or velcro “Clarke” type shoes</td>
<td>Boots or sports shoes are NOT permitted</td>
</tr>
<tr>
<td>St John’s School Bag</td>
<td>Available from school</td>
</tr>
<tr>
<td>St John’s Library/Excursion Bag</td>
<td>Available from school</td>
</tr>
</tbody>
</table>

### SPORTS

<table>
<thead>
<tr>
<th>St John’s sports shirt</th>
<th>Available from Lowes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy soft shorts - <em>Summer</em></td>
<td>Available from Lowes</td>
</tr>
<tr>
<td>Navy soft pants / Tracksuit pants - <em>Winter</em></td>
<td>Available from Lowes, Big W, Best &amp; Less, Target</td>
</tr>
<tr>
<td>White ankle socks</td>
<td>NOT Tennis style socks that are below ankle</td>
</tr>
<tr>
<td>White (or as white as possible) sports shoes</td>
<td>No ankle height boots</td>
</tr>
</tbody>
</table>

### BOYS

#### SUMMER UNIFORM

<table>
<thead>
<tr>
<th>Navy blue shorts</th>
<th>Available from Lowes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White short sleeve &quot;Jack Shirt&quot;</td>
<td>Available from Lowes</td>
</tr>
<tr>
<td>White ankle socks</td>
<td>NOT tennis style socks that are below ankle</td>
</tr>
</tbody>
</table>

#### WINTER UNIFORM

<table>
<thead>
<tr>
<th>Long navy pants</th>
<th>Available from Lowes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White long sleeved shirt</td>
<td>Available from Lowes – MUST BE TUCKED IN</td>
</tr>
<tr>
<td>St John’s School Tie</td>
<td>Available from Lowes</td>
</tr>
<tr>
<td>Navy ankle socks</td>
<td>NOT tennis style socks that are below ankle</td>
</tr>
</tbody>
</table>

#### HAIR

Must be shorter than collar length

### GIRLS

#### SUMMER UNIFORM

<table>
<thead>
<tr>
<th>Blue tunic</th>
<th>Available from Lowes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White ankle socks</td>
<td></td>
</tr>
</tbody>
</table>

#### WINTER

<table>
<thead>
<tr>
<th>Blue checked tunic</th>
<th>Available from Lowes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White long sleeved shirt – Peter Pan collar</td>
<td>Available from Lowes</td>
</tr>
<tr>
<td>Navy blue tab tie</td>
<td>Available from Lowes</td>
</tr>
<tr>
<td>Navy tights / opaque stockings</td>
<td>Available from Lowes, Big W, Best &amp; Less, Target</td>
</tr>
</tbody>
</table>

#### ACCESSORIES

| Navy hair elastics, clips, scrunchies, ribbons | Available from Lowes, Big W, Best & Less, Target |
| Earrings – simple studs or sleepers only | NO necklaces, bracelets, rings etc |
| No Makeup or Nail Polish | NOT permitted |

#### HAIR

Shoulder length hair must be tied back
## The “Who’s Who” of Catholic Education

| **Board of Studies** | The Board of Studies (NSW Government) develops the education curriculum and syllabuses that are implemented K-12 in all schools.  
| **National Tests** | There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills. |
| **CSO** | Catholic Schools Office  
Diocese of Broken Bay  
Under the guidance of Br. Tony Whelan cfc (Director of Education), the CSO is responsible for overseeing the management of 43 Schools – 36 Catholic primary schools and 7 Catholic high schools with approx 15 000 students – in the Broken Bay Diocese.  
| **P&F** | Parents & Friends Associations (Parents and Citizens in State Schools)  
Both of these help build community in schools. |
| **DPC** | The Diocesan Parent Council represents all parents of children attending Catholic Schools in the three clusters of our Diocese.  
Each Schools P & F has representatives on the Cluster Parent Councils. Reps from each of the three clusters form the DPC Executive.  
A parent from the DPC represents Broken Bay on the CCSP.  
Contact parentcouncil@dbb.edu.au or ph. 9847 0340 |
| **CCSP** | Catholic Council of School Parents is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in the 11 Dioceses of NSW/ACT.  
[www.ccspschools.org.au](http://www.ccspschools.org.au) |
| **CEC** | Catholic Education Commission is responsible to the Bishops of NSW for coordination and representation of Catholic education in NSW /ACT.  
| **YOU** | The parents! The most important factor in your child’s education. You were your child’s first teacher and will continue to be, as you guide, encourage and nurture your child. |
**And that means …???**

**Jargon Busting the ABC of “school talk”**

<table>
<thead>
<tr>
<th><strong>Curriculum KLAs</strong></th>
<th><strong>Key Learning Areas</strong> - we used to call these subjects. There are 6 KLAs - with a syllabus for each from the Board of Studies. <em>English, Mathematics, Science and Technology, HSIE (Human Society and its Environment), Creative Arts, PDHPE (Personal Development, Health &amp; Physical Education).</em> Catholic schools also include <em>Religious Education</em> with a syllabus from the Catholic Schools Office. Teaching is done across KLAs. For example a teacher may use an integrated unit about ‘Space’ to include aspects of several different KLAs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Syllabus Outcomes</strong></td>
<td>The ‘what’ and ‘how’ KLAs are taught …. A syllabus describes the purpose, direction and subject matter for each KLA. It includes aims, objectives, content and outcomes for each stage of learning. These are statements in the <em>syllabus</em> that describe the knowledge, skills and understanding of what is expected to be gained by most students in each <em>stage</em> within each KLA. See <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></td>
</tr>
<tr>
<td><strong>Learning Stages</strong></td>
<td>The curriculum is organised into different stages of learning that correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.</td>
</tr>
<tr>
<td><strong>ES1 (Early Stage One)</strong></td>
<td>Kindergarten</td>
</tr>
<tr>
<td><strong>S1 (Stage One)</strong></td>
<td>Year 1 and Year 2</td>
</tr>
<tr>
<td><strong>S2 (Stage Two)</strong></td>
<td>Year 3 and Year 4</td>
</tr>
<tr>
<td><strong>S3 (Stage Three)</strong></td>
<td>Year 5 and Year 6</td>
</tr>
<tr>
<td><strong>SDD / PD / PL days (pupil free days)</strong></td>
<td>Staff Development Days (or Professional Development or Professional Learning days) are days within the school term when teachers attend courses. <em>Children do not attend school</em> on those days.</td>
</tr>
<tr>
<td><strong>G &amp; T</strong></td>
<td>Gifted &amp; Talented is a term used to refer to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.</td>
</tr>
<tr>
<td><strong>ESL LBOTE</strong></td>
<td>English as a <em>Second Language</em> – The child speaks a language other than English at home. Language Backgrounds other than English – Parents or Grandparents speak a language other than English.</td>
</tr>
<tr>
<td><strong>Learning Support / Special Needs</strong></td>
<td>Teachers recognise that all children all learn differently and at their own pace, however some children may need extra support due to a diagnosed disability or learning disability. Our schools are “inclusive”, which means children are integrated and learning support is given within the regular classes.</td>
</tr>
</tbody>
</table>
Appendix 1: Child Protection Information

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

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.

2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.

3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.

4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Maintaining Professionalism

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

We understand that staff have a duty of care to:

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

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

Staff strive to:

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

Addressing complaints of inappropriate behaviour by staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the 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 behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the 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 behaviour 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.
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 visitor’s badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

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

- 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


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

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.