

GENERAL INFORMATION

PARISH PRIEST	Fr Andrew Mutubusi AOJ
PRESBYTERY	4324-3962
PRINCIPAL	Mr Frank Cohen
SCHOOL	4324-6641
EMAIL	olrwyoming@dbb.catholic.edu.au
WEBSITE	www.olrwyomingdbb.catholic.edu.au

DAILY TIMETABLE:

8.45am – 10.45am	Morning Session
10.45am - 11.15am	Recess
11.15am – 1.15pm	Mid Session
1.15pm – 1.30pm	Supervised Eating
1.30pm – 2.00pm	Lunch Break
2.00pm – 2.50pm	Afternoon Session
2.50pm	School dismissal
2.55pm	Buses depart

SECRETARIAL HOURS:

8.30am - 12.30pm Mon & Tues	Mrs Roz Portass
8.30am - 3.00pm Wed & Thurs	Administrative Officer
8.30am - 3.00pm Mon-Wed, Fri	Mrs Sue Baptiste - School Fees/Finance Senior Administrative Officer

PROGRAMS

Liturgy and Religious Education

Christ is the foundation of the whole education enterprise in a Catholic School. The School exists to aid parents in their responsibility of handing on the Faith to their children.

A member of the School Leadership Team, the Religious Education Co-ordinator, is responsible, under the Principal, for the supervision of the Religious Education program in the School.

Regular lessons are given in Religious Education, and other subjects are integrated into a Catholic world-view of life. We strive to live out our calling as Disciples of Jesus in a Catholic Christian caring community.

Sacramental Programs

Children are prepared for the Sacraments by their parents who are supported by the Parish Team. Regular meetings are held before the reception of Confirmation, Eucharist and Reconciliation. A class Sacramental program is also carried out in the school, usually in Yrs 2 & 3 during the preparation time.

Class Liturgies are held on a regular basis and parents are encouraged to attend. Whole School Masses take place as appropriate, usually one per term. Other Liturgical celebrations are also held to mark special occasions. Parents are most welcome at these celebrations. The Sacrament of Reconciliation is made available to children on a regular basis.

The Personal Development Program

The School aims to foster within students the development of each individual's spiritual, moral, social, physical and emotional potential, not only for his/her own benefit, but for that of all members of society. It aims to promote:

- * Understanding of self.
- * Family Life.
- * Relationship with others.
- * Christian Attitudes & Values

Student Leadership

Buddy System: Children entering Kindergarten are allocated a special Year 5 Buddy. The Buddy takes special care of the younger child as they settle into school life and continue in Year 6 to Buddy the Year 1 children. The Buddy can check up on the child during break times and is a friendly face to go to in times of need. The Year 5/6 Buddies sometimes assist their Kindergarten/Year 1 friends in their classrooms.

School Captains and Student Leadership Team: Positions of Student Leadership are elected from children in Year 6 by all children in the Senior School. We encourage the children to choose leaders with qualities such as honesty, positive behaviour, encouragement of others, etc. Captains and members of the Student Leadership Team may be asked to assist the Principal and teachers in running school events. Year 5 students take part in a Leadership Camp to prepare them for the responsibility as a Year 6 student.

Student Representative Council: Students are elected from each class and represent their peers in school matters in regular meetings.

Curriculum guidelines for Syllabus documents supplied to Schools by the NSW Education Standards Authority (NESA) have been implemented in Our Lady of the Rosary. Topics to be covered in each area have been planned for class levels, so that learning is coordinated throughout the school. Teachers are responsible for programming curriculum areas in individual class programs. Such programs then become a written record of what is taught in Our Lady of the Rosary Catholic School.

ENGLISH

The study of English encompasses speaking and listening, writing and representing, handwriting and using digital technologies, reading and viewing and spelling.

MATHEMATICS

In mathematics the school aims to equip the child with problem solving techniques. These techniques include computational skills, geometric skills and measurement skills as well as a bank of discovered concepts which can be used in appropriate situations. The use of concrete material is the basis of our approach to Mathematics. The content areas include: Number and algebra; Measurement and Geometry; Statistics and Probability.

INFORMATION TECHNOLOGY

The use of computers is part of our school curriculum. The school aims to make the students familiar with the use of computers for a variety of programs to assist learning. There are computers in all classrooms and all classes have access to the internet. We also have a computer lab and a bank of mobile devices, such as tablets, iPads and Chrome books.

HISTORY

The aim of the History syllabus is to stimulate students' interest in enjoyment of exploring the past, to develop a critical understanding of the past and its impact on the present, to develop critical skills of historical inquiry and to enable students to participate as active, informed and responsible citizens.

GEOGRAPHY

The aim of Geography in Years K - 10 is to stimulate students' interest in and engagement with the world. Through geographical inquiry they develop an understanding of the interactions between people, places and environments across a range of scales in order to become informed, responsible and active citizens.

SCIENCE AND TECHNOLOGY

The aim of the Science program is to develop in the children the skills and attitudes necessary to understand themselves and their environment. Of prime importance is the development of the understanding of concepts, and the skills of predicting, observing, explaining related to Working Scientifically, Working Technologically, Natural Environment and Made Environment.

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

This curriculum area helps children to realise the importance of leading healthy life styles and to take responsible actions regarding their own and others well-being. The strands of learning are Interpersonal Relationship, Growth & Development, Games & Sport, Gymnastics, Dance, Active Lifestyle, Personal Health Choices and Safe Living.

CREATIVE ARTS

The aim of the Music Curriculum is to develop in the students, knowledge and understanding, skills, values and attitudes in performing, organising sound and listening to a wide range of musical experiences.

In Visual Arts the school aims to provide the students with opportunities to develop visual expression and communication, sensory awareness and imagination, an understanding and appreciation of images and objects, the ability to think and act creatively. Knowledge, skills, values and attitudes in Making and Appreciating, are developed.

LEARNING SUPPORT

Individual learning plans are developed for students who require adjustments based upon their specific area of learning need. A dedicated Learning Support Teacher and Aides work with individual teachers making provisions when and where required.

HOMEWORK: A copy of the "Homework Policy" is included for your information.

LIBRARY

Library lessons are aimed at educating pupils to enjoy literature and to enable them to locate and use the library's resources. Pupils may return and borrow books, or work in the library, at any time when it is open. Parents are welcome to borrow. Each pupil must have a material LIBRARY BAG. Books lost or damaged will be charged to the child responsible and replaced or repaired by the Librarian with special library repair materials. Donations of books etc are always welcome. Parents who read regularly to their children will encourage a love of reading. Children should have thousands of books read to them prior to commencing school. Information Technology is an important component of the Library.

INTERACTION WITH OTHER SCHOOLS

The children from OLR are involved in activities with other schools. Primary children are involved in interschool sport, athletic and swimming carnivals and gala days of team sports both competitive and social. Children are involved also with other schools in programs for talented children. Year 6 children take part in a debating round robin and public speaking between various schools on the Central Coast. There is opportunity for a small number of children to be involved in Enrichment Days and Programs for intellectually more able students.

EXCURSIONS

Excursions are integrated with a Curriculum study area. Our Policy is planned, bearing in mind the cost involved for each family. Notes are sent home to the parents giving details of the excursion and written permission is returned to the respective class teacher. Excursions are part of the children's education and are not simply outings. Excursion fees are included in the school fee account. Written permission must be received for all excursions. Children will not be allowed to participate without this written permission. We also welcome opportunities for various activities to take place at school, e.g. Life Education. Years 5 & 6 have opportunities for overnight excursions.

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 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 communication takes place in the following ways:

- ⊙ School Stream App
- ⊙ Weekly School eNewsletters
- ⊙ Student Diaries
- ⊙ Information Nights – teachers provide parents with information on class expectations for the year and on Key learning Areas (ie Maths, English etc) at regular intervals.
- ⊙ Class Newsletters & Notes/ Term Overviews – will be sent home at the beginning of each term to communicate to parents the classroom curriculum taught each term.
- ⊙ Team meetings for children with Special Needs are held when required by parents and teachers.
- ⊙ Phone calls to parents / teachers.
- ⊙ Reporting Procedures

INTERVIEWS

Parents are encouraged to speak with Teachers regarding their children's progress. Interviews between parents and Class Teachers must be made out of class time. We ask your consideration in this, so that teachers are not put in the position of being unable to legally supervise children when approached for conversation during supervision times e.g. class hours, playground or bus supervision, assembly times. Messages can always be left with the school administration officers.

REPORTING TO PARENTS

A special Formal Parent/Teacher interview is held midyear with each parent. For Primary classes, Years 3-6, this is a three way interview with the child present. It is an opportunity for parents to meet their child's teacher/s and to share their knowledge of the child and his or her progress at school. A written report is sent home in December. Parents are encouraged to speak with teachers outside class time, whenever there is a need.

TESTING

Children's performances are assessed in all areas throughout the year. Years 3 & 5 take part in the Department of Education NAPLAN Tests of Literacy, Numeracy and Primary Writing Assessment. Formal tests are administered each year to classes and individuals as appropriate. We encourage Primary children to participate in the various competitions offered through the University of New South Wales, especially in the areas of Maths, English, Science and Technology. Children are referred to outside agencies on a needs basis for external assessments.

STUDENT WORKBOOKS

These must be covered and named. The enclosed work should be neatly written showing pride in what has been done. The teacher will correct work finished or supervise its correction so that completed work has been evaluated.

HOMWORK POLICY

“Homework is purposeful out-of-class learning that seeks to enhance the extent to which each child benefits from the school’s educational program.”

(Policy guide, education Dept)

At O.L.R we believe that homework is an important activity that reinforces the children’s learning in the classroom. The school has therefore developed the guidelines below for all classes from K-6. We believe that homework is a partnership between school and home. The teacher, the parents and the child each have responsibilities.

THE TEACHER’S ROLE is:

- To provide homework with clear directions for the child;
- Inform parents early in the year about the routine and type of homework that will be set;
- Make sure homework is relevant to studies in class;
- Mark and give feedback on homework;
- Inform parents if there is a problem with homework;
- To modify homework expectations according to individual needs.

THE PARENT’S ROLE is:

- To provide an environment with relevant reference materials and worktools;
- Sign/sight homework;
- Assist but do not do the homework for the child;
- Inform teachers if there is a problem with homework;
- Inform teachers of any circumstances affecting homework routine;

THE CHILD’S ROLE is:

- To organise, with their parent’s help, their time and afternoon activities to ensure homework is completed;
- Present their homework to the best of their ability;
- Ensure homework is handed in.

Homework will be set Monday to Thursday nights or as advised by the individual teacher.

Suggested maximum nightly allocation of time for each grade level as follows:

K	10 minutes
1	15 minutes
2	20 minutes
3	25 minutes
4	30 minutes
5	45 minutes
6	60 minutes

Homework that is incomplete, without a note of explanation from parents, will mean completion at home in lieu of free time activities.

EMERGENCY CONTACT NUMBERS

We want to work together to assure that our children and their health are protected. It is important to fill out your child's enrolment form very carefully with home, mobile and work phone numbers, and that you notify us of changes during the year. Also, please be sure that the people listed as your emergency names are aware and willing to accept responsibility for your child if necessary. Emergency contacts should be living on the Central Coast. If your child becomes ill or is injured during school hours, we will make every effort to contact you.

WHEN TO KEEP CHILDREN HOME:

In the interest of your child's health and for the protection of other students, we will expect you to come for your child if he or she has a fever, cough, rash, head lice, or similar symptoms. Please let us know if your child is absent with a communicable disease. If your child is ill, be sure he or she is fully recovered before returning to school. A note explaining the absence must be sent to school with the child on his/her return.

STUDENT ABSENCES

Daily attendance at school is most important if the children are to achieve and work to their capacity.

It is a legal requirement that all absences must be accounted for, in writing, by the parents.

If absent because of sickness or other reason the absence can be submitted through our School Stream App or a note from the parents on the first day back.

Advance notice is required if a family is going on holidays during a school term. Parents must complete an "Application for Exemption from Attendance at School" form and "Certificate of Exemption from Attendance at School" form. These are available from the school office.

PUNCTUALITY

Daily punctuality is also important. When children come late regularly, they miss morning routines and as a result are often the children who are disorganised and fail to settle to work. The disruption to morning prayer for the children already settled is another consequence of children coming late. Parents of children coming late must come to the office and fill in a "late arrival notice" to be given to the child's teacher.

If a child is to leave the school after arriving, and before the end of the school day, the parent must come to the office to sign out the child. You also need to send a note to the child's own teacher explaining that he/she will be leaving early.

ACCIDENTS

Precautions and supervision are undertaken to prevent these as far as possible. When accidents do occur the administration staff or a staff member will administer First Aid. When an injury to a child appears to us to be of any significance, the parents will be notified. Accident insurance cover is available to families through Catholic Church Insurance.

MEDICATION

A Diocesan Policy is followed regarding the use and administration of medication at school. When a child needs ongoing medication, written instructions on forms provided by the school, signed by a parent or guardian and physician, are required. Once the forms are completed for ongoing medication, it will be administered by appropriate school staff at the school office. This will normally be 12 noon when there is usually two administration officers available.

Occasional medications e.g. antibiotics are NOT administered at school. The short school day allows for medication to be taken after school.

For the safety of all children medication is kept in the Office. No child should have medication, except Asthma puffers, in a school bag or desk where it is accessible to other children.

ASTHMA

Parents should always ensure that children who need puffers have them in their school bags. This is especially important for school excursions. When children require more serious Asthma relief in the school day, parents will need to make arrangements for this.

HYGIENE

Parents must check their children regularly for head lice, worms etc. and use the appropriate treatment. When head lice is detected at school, children will be sent home and must not return to school until the head lice is treated. Parents should inform the school of any problems. Head lice can be an ongoing problem therefore, it is important to regularly check your child's hair.

INFECTIOUS DISEASE

Parents should notify the school of any serious infectious illness in the family. Exclusion of children from school is according to Dept. of Health guidelines. For parents' convenience a copy of these guidelines is included.

GLASSES/HEARING AID

When children wear Glasses or Hearing Aids, it is very important that the school receives a written report from the Doctor, Clinic or Parent regarding the nature of the impairment. These reports are filed and accessible to successive teachers. An update should be provided whenever there is a change in the condition.

OTHER ASSESSMENTS

In order that we care for children, the school must be notified of **ANY** condition which should be known by Staff. It is very helpful when Doctors reports are available. This would include reports of hearing tests, medical examinations, education & psychological testing etc. where such conditions could have an effect on the social, emotional or academic welfare of the child.

IMMUNISATION

Health Department regulations require Principals to ask for a Certificate of Immunisation before Kindergarten entry. Your family doctor or health clinic will provide this. Children not immunised will be excluded from school when any other child in the class contacts an infectious disease e.g. measles. When a child has been immunised but the Certificate has not been provided to the school, the child has to be treated as not immunised and will be sent home if there is an outbreak of an infectious disease.

CHILD PROTECTION LEGISLATION:

The *Child Protection (Prohibited Employment) Act 1998* makes it an offence for a person convicted of a serious sex offence (or a prohibited person) or a registrable person under the *Child Protection (Offenders Registration) Act 2000*, to apply for, undertake or remain in, child-related employment.

Anyone wishing to volunteer assistance at the school (i.e Canteen, classroom, Fete, excursions, etc) will be required to complete a *Volunteer Prohibited Employment Declaration* form, which is processed by the Catholic Schools Office. This form will be sent home with Enrolment Acceptance information and should be returned with the Enrolment Acceptance.

All volunteers are required to sign in at the office and obtain a Visitor's sticker, to be worn while the volunteer is helping out. Once finished the volunteer must sign out.

RESIDENCE ORDER

When children are in the care of one parent, and there are Court Orders, a photocopy of the Residence/Contact Order made by the Family Court is to be provided to the School. Where there are problems in the area of contact, the school must be made fully aware of procedures.

BUSES

School buses begin loading immediately after school for a 2.55pm departure. Children should always know when they are travelling on the bus and Teachers of Infants children notified in writing of children's home going routine. Any change of bus routine must be in writing. All infants children are eligible for free bus travel. Primary children living outside Government set limits are also eligible. Application for an Opal card for free bus travel is done online on the Transport for NSW website. Brochure available from the school office.

Any messages for children in relation to emergency change of plans must be received at the office by 2.30pm.

PARENTS ON PREMISES

We ask that parents leave the school grounds after morning assembly and not come into the pick up area (near Kindergarten classes) until the bell rings to signify afternoon dismissal at 2.50pm.

SUPERVISION

Morning supervision of children commences at 8.15am, half an hour before school begins and continues throughout the day. Afternoon bus lines are supervised till buses leave. Children being collected by parents are supervised in a group at the waiting area after school. Once buses leave and children are assembled for collection supervision ceases at 3.00 pm. Please ensure that your children are not at school prior to 8.15 am, and that they are collected promptly at the end of the school day. The waiting area after school is the undercover area outside the hall. All parents collecting children from here are expected to park their car and come to this area to collect your child/children. Children who walk home are accompanied to the crossing where they are supervised.

INDUCTION

All staff and pupils help the new child to feel as welcome as possible. Teachers direct a specific child/children to show new students where things are and to make them welcome and feel at home. Kindergarten children are each "buddied" with a Year 5 child, who will care for them especially during the early school weeks. Year 1 children are buddied with a Year 6 student. New parents are reminded of our custom to feel free to speak to Staff members out of class hours regarding their child's progress, or to ring the school office regarding any administration concern.

DISCIPLINE / BEHAVIOUR MANAGEMENT:

At Our Lady of the Rosary School we have a system in place known as Positive Behaviour for Learning. This approach is based on teaching appropriate behaviours to students based on agreed and common expectations from parents and staff. Students at the school are taught, encouraged and supported to demonstrate expected behaviours. At OLR we do **Our personal best, Live justly and Respect all.**

Our community is committed to: Teach; Practice; Apply and Acknowledge appropriate behaviours. Each class teacher develops a system of acknowledgement and reinforcement of behaviours. For example extrinsic reward systems, stickers, tokens etc. Body language strategies, verbal acknowledgement, positive comments and assembly awards for positive behaviour.

When discouraging or correcting students behaviours, staff are encouraged to use the least intrusive methods possible. Inappropriate behaviour is behaviour that challenges the day to day functioning of our school and is contrary to our school rules and behavioural expectations. These are known as **minor inappropriate behaviours**. These are teacher managed behaviours requiring some withdrawal from an activity for a short period of time. **Major inappropriate behaviours** are identified as deliberate actions that are offensive and/or dangerous to the physical and/or emotional wellbeing of others. The consistent and repeated occurrence of minor behaviours may also be considered a major. For **major** behaviours students receive a **Long time Out** which means for an extended period of time they are withdrawn from an activity. If on the playground they must sit on the designated LTO bench in that play area. If it is in the classroom students are asked to leave the room and are accompanied to another classroom from another grade and are asked to sit and reflect on their actions. Parents are called for each LTO.

If the students received three LTO's in a term then the parents are asked to meet the Principal. If the behaviour still does not change then the student may be suspended from school for some days.

For a full explanation and list of the expected behaviours go to Behaviour Management Policy.

<http://www.olrwyomingdbb.catholic.edu.au/uploads/ppage/files/Behaviour%20Management%20Policy.pdf>

OUT OF SCHOOL BEHAVIOUR

While children are travelling to and from school by whatever means their conduct is the responsibility of parents, e.g. on the bus. The school will do all it can to support good behaviour at these times. Children must be encouraged to remember that their school uniform is a very public reflection of school tone.

STAFF DEVELOPMENT DAYS

SDDs are held four times a year as ongoing training days for curriculum trends, educational policies, faith development and other professional needs. These are Pupil free days. Parents are notified well in advance of these days so that other arrangements can be made for their children.

CASUAL TEACHERS

A casual teacher is called to the school when a class teacher is absent through the various forms of leave e.g. sickness, Professional Development, bereavement, etc. As far as possible the class program will continue as normal with a relief teacher known to the children through previous visits to the class. However, a Casual teacher's right to accept/reject employment must be respected.

STAFF MEETINGS

Are held each Tuesday afternoon beginning immediately after school. Staff members are not available for appointments at this time. Leadership Meetings are held every Monday afternoon. The Leadership Team comprises: Principal, Assistant Principal, Religious Education Co-ordinator and Curriculum Co-ordinators.

CANTEEN

The Canteen is opened on Monday, Wednesday and Friday for morning tea and lunch. A canteen supervisor is employed to attend to the smooth running of the Canteen. We promote a healthy canteen with food offered approved by the Health Promotion Unit of Central Coast Area Health. We ask you to follow through in the provision of healthy snacks, etc, for your children's lunch boxes.

FIRE DRILL

A Fire Drill plan exists in the school for the evacuation of children in an emergency. Fire Drill is practised several times per year.

MONEY

All money is sent to the Office each morning and is processed for banking. All money should be sent in an envelope clearly marked with the child's name and class and the purpose for which the money is intended. Because of our accounting system we ask that whenever possible parents avoid making payments after lunch time on Fridays. Please note the office hours for paying accounts are from Monday – Thursday 9 am – 12.00 pm. EFTPOS is now available for payment of fees.

SCHOOL PHOTOS

Children are photographed annually. Photos are taken in class groups, individually and with brothers and sisters. Purchase of photos is parent's choice. We try to have photos in winter uniform one year and in summer the next.

MOBILE PHONES

If parents feel that their child requires a mobile phone at school then the following information must be understood by both parent and student. Mobile phones must remain in the school bag while at school and are not to be used at any time for any reason during school hours. If a child needs to contact their parents he/she can do so via the administration area in the office. If a mobile phone is used by a child during school time it will be taken and kept in the Principal's office and returned when the school day has been completed.

SOCIAL MEDIA

The school has created a Facebook page. The primary purpose is to provide instant communication advising parents of upcoming events. It is not a tool for parents to engage in dialogue.

Parents, students and friends who use any form of social media as a tool to write disparagingly of the school, staff, students or anyone connected to OLR can and will be prosecuted for defamation.

NON-SMOKING POLICY

Our Lady of the Rosary Catholic School has been established as one that promotes the health and well being of all members of the community.

- In agreement with this principle and Diocesan Policy, the school has a non-smoking policy. All areas of the school, including grounds, are smoke-free zones.
- Those people entering the school who wish to smoke are requested to do so outside the school grounds. This includes all members of the school community.
- It is in the interest of community health that these guidelines are formulated.

COMMONWEALTH PRIVACY ACT

The purpose of the Commonwealth Privacy Act is to establish a nationally consistent approach to the handling of personal and sensitive information by organisations. This legislation identifies 10 key areas known as National Privacy Principles (NPPs). These principles are listed on a brochure included in this package, along with a copy of the *Standard Collection Notice* of the Catholic Schools Office, Diocese of Broken Bay.

THE PARENT COUNCIL

The Parent Council comprises of parents and guardians of pupils attending the school, parishioners, members of the school staff and friends of the school e.g. parents of ex-pupils, relatives of pupils.

An executive committee, elected annually, oversees the activities both social and fundraising of the Council.

THE AIMS OF THE COUNCIL :

1. To promote close collaboration between the parish community, the staff of the school and the parents of children enrolled in the school;
2. To provide the opportunity for parents to fulfil their responsibilities for Catholic education of their children.
3. To encourage cooperation between parents, parish clergy, staff and students;
4. To provide a forum for:
 - * further faith and education development of the school community.
 - * the discussion of matters relating to education. Recommendations resulting from these discussions may be made to the School Principal or appropriate school authority for their consideration when developing school policies and procedures.

To fulfil these aims, the Council assists in many ways. Educational equipment and resources are provided. Activities such as working bees for the maintenance of the school grounds and the organisation of social activities bring parents and staff together to enhance the community of the school.

Meetings are generally held the third week of each school term with the Annual General Meeting held in February. Notice of meetings is placed in the school newsletter and a copy of the minutes of each meeting displayed on the Community Notice Board for viewing. Parents wishing to raise a matter for discussion at a meeting must contact the Council Secretary to place the item on the Agenda. A copy of the Constitution may also be obtained from the Office or the Secretary of the Council.

The Council is an advisory body and is subject in all respects to Diocesan policy.

PARENT HELPERS:

O.L.R Parents are involved in many school activities. We are proud of the many hours of volunteer help per week. We welcome, encourage and appreciate the time and support from all the parents who give to our children.

SCHOOL FEE ACCOUNTS

A Tax Invoice is emailed home in the first term to show the amount payable for the year. Fees are payable over the first three terms and may be paid in whole or by instalments. Statements are emailed at the end of each month showing payments made. The Diocese will make every effort to support its families with limited financial resources who desire a Catholic education for their children. An early appointment with the Principal to discuss this is essential. Every family is expected to make some contribution.

Since a parish and its school can continue to operate only if they meet their financial commitments, the non-payment of fees or levy, except by agreement with parish and school must inevitably lead to the termination of enrolment.

Rules Relating To the Payment of School Fees- From Diocesan School Fee Policy.

1. School fees are calculated for the school year and are billed in Terms 1,2, and 3
2. This includes Tuition Fees, Building Levy and School Education Fee.
3. Fees are due and payable within 30 days of the issue of the account.
4. Non-payment of school fees can result in enrolment being suspended.
5. In cases of genuine financial difficulty, application should be made to the Principal for assistance.
6. Arrangements may also be made to pay the fees weekly, fortnightly or monthly. Application should be made on the appropriate form, available from the office. Payments can be made by cash, cheque, EFTPOS or Direct Debit. Forms for Direct Debit are available from the office.
7. Discounts are available for siblings attending diocesan systemic schools within this Diocese on the following scale: (*this applies to tuition fees only*).
 - Second child : 20% discount
 - Third child : 50% discount
 - Fourth and subsequent : 100% discount.Applications for sibling discount should be made on the appropriate form.
8. Financial Secretarial hours 8.30 am -12 pm (Mon – Thurs). Fees to be paid during these hours.

DIOCESAN TUITION FEES - 2018

1st Child	\$ 1583.00
2nd Child	\$ 1266.00
3rd Child	\$ 791.00
4th Child	No tuition fees.

DIOCESAN SCHOOL BUILDING LEVY: \$970 per family per annum *

*Billed to the eldest child in the family attending a Broken Bay Diocesan Catholic School

OLR EDUCATION FEE: \$495.00 per child

Covers Student equipment, e.g. computer costs, text /exercise books, Curriculum resources, copyright, paper, Library, paint, cardboard etc. Also covers employment of cleaners and groundsman, Excursions, Life Education, Musical Concerts, Athletics and Swimming Carnivals, Gala Days, etc.

All children are expected to wear full school uniform to school.

Parents' co-operation in encouraging the children to wear correct uniform is highly valued and appreciated.

1. All school uniform items (except the sport's track suit) are available from Lowes (Beare & Ley), Imperial Shopping Centre, Gosford.
2. The school sport's track suit is available from Goodgear, York Street, East Gosford (opposite the Skin Cancer Clinic).
3. Girl's winter tunic is compulsory. There is the option of "Blocker" winter slacks for cooler weather but they are not to be worn on excursions or to formal functions/occasions – eg. school photos.
4. Compulsory hats and school bags can only be purchased from the school office, plus library bags.
5. A range of second hand clothing is available at a small cost.
6. Please clearly label all pieces of clothing with child's name **NOT** just initials. Much clothing is given to Second Hand Clothing Pool because it is unmarked and owners are unknown.

BOYS

Summer

- Blue short sleeved shirt
- Navy shorts – **NOT cargo shorts** (no pockets or flaps on thighs)
- Black lace up (polishable) school shoes – not boots, joggers or skate shoes
- Navy socks
- Aussie Mate hat – COMPULSORY (School)

Winter

- Dark blue tailored pants - **NOT track pants OR cargo pants**
- Blue long sleeved shirt
- Maroon tie
- Navy sloppy joe/zip up jacket with school emblem
- Navy socks
- Black lace up (polishable) school shoes – not boots, joggers or skate shoes
- Aussie Mate hat – COMPULSORY (School)

Sports Uniform

- Navy unisex shorts
- Light blue polo shirt with school emblem
- Navy school tracksuit pants) *these are for*
- Navy school tracksuit jacket) *Sports days only*
or
- Navy Track pants with sloppy joe/zip up jacket with school emblem
- White socks
- White sandshoes/joggers. *Please do not purchase expensive coloured joggers as children will be asked to wear white only.*
- Aussie Mate hat – COMPULSORY (School)

School Bag available from school – compulsory

The above items are to be worn as school uniform. Please do not purchase other similar, but non uniform wear for your child.

Cargo shorts and boots are not school uniform and should not be worn to school.

Hair to be neat and tidy. No dyes, streaks, shaved patterns, undercuts or rats tails.

No earrings.

GIRLS

Summer

- Blue & White houndstooth dress
- Light blue socks (available The Shoe Store, Wyoming Shopping Centre)
- Aussie Mate school hat – COMPULSORY (School)
- Black school shoes-lace up/buckle

Winter

- Blue long sleeved shirt
- Compulsory - Navy Pinafore (Lowes)
- Optional – “Blocker” navy slacks for cooler weather – NOT to be worn on excursions or to formal functions/occasions – eg school photos (to be purchased ONLY from Lowes)
- Maroon tie
- Navy sloppy joe/zip up jacket with school emblem
- Light blue socks/navy blue tights
- Black school shoes-lace up/buckle
- Aussie Mate hat – COMPULSORY (School)

Sports Uniform

- Navy pleated netball skirt OR Navy unisex shorts
- Light blue polo shirt with school emblem
- Navy school tracksuit pants) *these are for*
- Navy school tracksuit jacket) *Sports days only*
- or
- Navy Track pants with sloppy joe/zip up jacket with school emblem
- Royal Blue "Scungies"
- White sandshoes/joggers. *Please do not purchase expensive coloured joggers as children will be asked to wear white only.*
- Aussie Mate School hat all year (School)
- White socks.

School Bag available from school – compulsory

HAIR

Hair that is shoulder-length or longer **must** be tied up or plaited with blue or maroon ribbon or scrunchie. Hair clips plain blue or hair coloured. No butterfly clips, fancy headpieces, dyes or streaks.

JEWELLERY

The only jewellery to be worn to school is a watch and ONE pair of either studs or sleepers
No chains, rings, anklets, bracelets or bangles.

MAKE-UP

No make-up or nail polish.

SPORTS TRAINING

When boys or girls are training for special sports events (football, soccer, cross country, etc) joggers must not be worn to school. Rather they are to be worn at practice only. School shoes are to be worn coming to and from school, except when the Sports Uniform is worn.

Condition	Cases	Contacts
Chicken Pox (Varicella and Herpes Zoster)	Exclude till fully recovered or at least 5 days after the eruption first appears. Note – some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg leukaemia or receiving Chemotherapy) should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (Acute infectious)	Exclude until discharge from eyes has ceased.	Not excluded
Diarrhoea (Rotavirus Shigella, Giardia, Salmonella, Campylobacter).	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/ household contact until cleared to return by an appropriate health authority
Glandular fever	Exclusion is not necessary.	Not excluded.
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Human Immunodeficiency	Exclusion is not necessary. unless the person has secondary infection requiring exclusion in its own right.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced sores on exposed surfaces are covered with a dressing.	Not excluded.

Condition	Cases	Contacts
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not included
Measles	Excluded for at least 4 days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the index case, they may return to school.
Meningitis	Exclude until well.	Not excluded.
Meningococcal Infection.	Exclude until well.	Not excluded.
Mumps	Exclude for at least 9 days after onset of symptoms.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Readmit on a medical Certificate of recovery.	Not excluded
Ringworm, Scabies, Pediculosis (Lice),	Exclude until the day after treatment has commenced.	Not excluded.



PURPOSE

This policy sets out principles and priorities for enrolment in Diocesan systemic schools. It is addressed to school enrolment committees and to families seeking enrolment.

This policy seeks to develop a fruitful relationship between the local Catholic parish and school community and those families seeking enrolment. It calls parish, school and family to a closer bond of joint accountability for faith development and excellence in education for children. It emphasises the openness of the Catholic school system of Broken Bay to the children of all Catholic families. The policy encourages the local Catholic community, under the leadership of the parish priest and principal, to look upon the time of enrolment as a potential occasion for ongoing evangelisation. The policy calls upon parents to examine their present faith commitments, to develop their role as prime educators of their children in faith and to immerse themselves in the communal, liturgical, ministerial and service dimensions of the parish.

The policy calls the parish priest and principal to work in collaboration with members of the parish to form an enrolment committee. The purpose of an enrolment committee is to assist the parish priest and principal to implement this policy and to develop a ministry of accompaniment within the parish. This ministry demands training and skill development so that the enrolment process is both welcoming and invitational to families and results in realisable commitments on the part of parents and of the parish and school community.

While it is the hope, over time, to provide sufficient classrooms to meet enrolment numbers, the enrolment policy details to enrolment committees a way of establishing priorities for acceptance of enrolments where there are more applications than available places. Should these circumstances arise, the enrolment committee will explore alternative placement in a neighbouring Catholic school and/or access to parish catechetical and sacramental programs.

POLICY FRAMEWORK

The following principles provide the basis for this policy:

1. The Catholic school system of Broken Bay contributes to the mission of the Diocese. As a school system, it strives for excellence in education. Such excellence may also be achieved in other educational forums.

The unique contribution of the Diocesan School System is that its purpose is to educate and form students in Catholic discipleship by offering them experiences of following Jesus as members of the Catholic community. Catholic schools have traditionally aimed to support Catholic parents in their role of educating their children in the faith. In a time when many Catholic parents are in need of support, it is also an effort by the Catholic community to provide some direct assistance to children and their families in experiencing what discipleship of Jesus means for those who profess the Catholic faith.

2. Enrolment in a Catholic school is an event in which the local Catholic community reaches out to its families. It is recognised that some of these families have little contact with the Church, and little experience of Catholic discipleship. Enrolment is an opportunity for a new evangelisation for many of these families, and an ongoing evangelisation and a deepening of their faith and involvement in Church life for others.

ENROLMENT POLICY FOR DIOCESAN SYSTEMIC SCHOOLS

March 2013

3. Parents and children enrolling in Catholic schools commit themselves to a parish¹ community that works towards the education, formation and pastoral care of young people. By acceptance of the enrolment the parish community commits itself to supporting the formation of the family in faith. The enrolment committee shall seek to offer enrolment to those Catholic families that have committed themselves to Catholic discipleship, the worshipping community of the parish and the religious values of the Diocese.
4. The priest and principal collaborate to provide spiritual leadership within the local Catholic community. Both participate in the enrolment process. Their leadership is entrusted to members of the local enrolment committee both individually and collectively during the interview and discernment processes.
5. There is an appreciation of differences in enrolment demand within the Diocese and appropriate guidelines will be issued to advise local enrolment committees. The Diocesan School System has limited resources which may limit some options for enrolment. Given these constraints, a school must give first priority to the parish or parishes immediately associated with it.
Normally the school would not accept enrolment from other parishes unless schools in those parishes have no places available.
6. The time of enrolment is an opportunity for dialogue, reflection and mutual discernment about the individual circumstances and spiritual journey of the student in the context of the family and of the life of parish embodied in the school.
7. No student shall be denied enrolment in a Catholic school purely on the basis of a genuine inability to pay fees and other charges.

POLICY CONTENT

8. Priority in enrolment will be given in this order to:
 - children whose Catholic families are known and involved members of the parish²
 - children whose Catholic families express through the enrolment process an intention to commit to Catholic discipleship and the worshipping community of the parish
 - children whose Catholic families express an understanding of and commitment to the educational and religious life of the school
 - children whose families of other Christian traditions are known and involved members of their worshipping community and express an understanding of and commitment to the educational and religious life of the school
 - children whose families express an understanding of and commitment to the educational and religious life of the school.
9. Where there are less places than applicants the enrolment committee itself shall determine enrolments in accordance with clause 8 and, based on the dialogue and

¹ Primary schools generally relate to one parish and secondary schools relate to several parishes. In particular circumstances, due to parish configurations, a school may relate to more than one parish or there may be more than one school in a parish.

² 'Known and involved members of the parish' are regularly worshipping Catholic families resident within the parish's geographic boundaries or regular worshippers on the parish database.

discernment process with parent(s) (and, in the case of secondary enrolment, students), having regard for such factors as:

- the expressed commitment to the religious life of the parish and the school
 - prior involvement in sacramental programs
 - prior attendance at a Catholic school
 - participation in Special Religious Education
 - involvement and commitment to another Christian tradition
 - commitment to the life of the Catholic school
 - espoused values, written references
10. The Enrolment Committee may at its discretion in exceptional circumstances accept the enrolment of a child for a pressing pastoral need.
 11. The Catholic Schools Office will facilitate arrangements to increase the proportion of students from poorer Catholic families.
 12. Enrolment Committees must keep records where exceptional cases required a different priority and forward such decisions to the Diocesan Enrolment Committee.
 13. The Diocesan Enrolment Committee shall:
 - determine Diocesan enrolment procedures, including protocols for working with local enrolment committees
 - determine the enrolment capacity of each school
 - determine the proportion of students who are not Catholic in schools in which there are more places than applicants
 - organise training for local enrolment committees.
 14. Consideration of the enrolment of siblings must comply with priority order indicated in clause 8. While this policy seeks to promote the value of children of families being kept together, in circumstances where children and families are not known and involved members of the parish, the enrolment of siblings cannot be guaranteed.
 15. Enrolment in a secondary Catholic school is regarded as a new enrolment.
 16. Appeals against the decisions of the local enrolment committee shall be directed to the local enrolment committee in writing. Recourse in writing may be made to the Diocesan Enrolment Committee after completion of that appeal process.

POLICY REVIEW

This policy is to be reviewed periodically and not less frequently than once every five years from the date of implementation of the policy.

POLICY DATES

Policy date of completion of formulation and adoption
Date of effective implementation
Revised and confirmed
Date of next review

November 2001
April 2002
March 2013
April 2018

David L. Walker

Bishop David L. Walker
Bishop of Broken Bay



Catholic Schools Office
Diocese Of Broken Bay

New Commonwealth Privacy Act Information for Parents

What is the Commonwealth Privacy Act?

The purpose of the Commonwealth Privacy Act is to establish a nationally consistent approach to the handling of personal and sensitive information by organisations. This legislation identifies 10 key areas known as National Privacy Principles (NPPs). These principles are listed on the back of this brochure for your information.

What is considered 'personal information'?

'Personal information' is defined as information or an opinion about an individual whose identity is clearly indicated or can be worked out from that information. This includes names, addresses, phone numbers, age, school reports, notes to parents and photographs.

What is 'sensitive information'?

'Sensitive information' is defined as information similar to the above but which requires a higher level of protection because, it gives more detail about the beliefs or health of an individual. This includes information about racial or ethnic origin, marital issues and custody, donation history, religious beliefs and health.

Why do schools collect this information?

The primary function of schools is to provide a comprehensive and high-quality education for all students enrolled. To carry out this function, schools must collect information about students and families in order to meet their duty of care and other legal responsibilities, and to take account of students' and families' individual circumstances.

What is a 'Standard Collection Notice'?

A Standard Collection Notice is a statement provided by the school that specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school system.

A Standard Collection Notice will be attached to all documents issued to students and families that require them to give personal or sensitive information to the school. If the school needs to use the information for a purpose that is not listed on the Standard Collection Notice, it will issue a separate consent form indicating the specific circumstances.

What are my rights under this legislation?

- Students and families have the right to:
- expect that information will only be collected to enable schooling to be provided to enrolled students
 - expect that the information will be held securely
 - access the information that is kept on record at school
 - request that inaccurate or out-of-date information be amended
 - contact the school to discuss any difficulties that they may have regarding the use of their information as stated in the Standard Collection Notice.

How is the CSO responding to this legislation?

It has always been the policy of the CSO to maintain the highest level of privacy in handling the personal and sensitive information of students and families.

The publication of this brochure for parents is one way in which the CSO is formalising its existing approach to privacy matters. Necessary changes to administrative procedures and the ongoing development of specific policy will continue as part of our compliance with the legislation.

National Privacy Principles Summary

NPP 1 – Collection

Collection of personal information must be fair, lawful and not intrusive. A person must be told the organisation's name, the purpose of collection, that the person can get access to their personal information and what happens if the person does not give the information.

NPP2 – Use & Disclosure

An organisation should only use or disclose information for the purpose it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure, or the use is for direct marketing in specified circumstances, or in circumstances related to public interest such as law enforcement and public or individual health and safety.

NPP 3 – Data Quality

An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

NPP 4 – Data Security

An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access modification or disclosure.

NPP 5 – Openness

An Organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.

NPP 6 – Access & Correction

Generally speaking, an organisation must give an individual access to personal information it holds about that individual on request.

NPP 7 – Identifiers

Generally speaking an organisation must not adopt, use or disclose, an identifier that has been assigned by a Commonwealth government 'agency'.

NPP 8 – Anonymity

Organisations must give people the option to interact anonymously whenever it is lawful and practicable to do.

NPP 9 – Transborder Data Flows

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

NPP 10 – Sensitive Information

An organisation must not collect sensitive information unless the individual has consented, it is required by law – or in other special specified circumstances, for example, relating to health services provision and individual or public health or safety.

On 21 December an amendment to the *Commonwealth Privacy Act 1988* came into effect. The legislation applies to schools which hold or collect personal or sensitive information. The legislation will regulate the collection, use, handling and storage of all of the information that is held by schools about students, former students, job applicants, contractors and volunteers. The Catholic Schools Office provides this information for parents. Further information will be provided from time to time.

- 1 The school and the Diocese both independently and through its schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
- 2 Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- 3 Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
- 4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
- 5 If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
- 6 The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
 - Other schools and teachers at those schools
 - government departments and agencies
 - the Catholic Schools Office
 - the Catholic Education Commission NSW
 - the Diocese of Broken Bay and its parishes
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the school
 - anyone you authorise the school to disclose information to
 - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws
- 7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.
- 8 Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Older students may also seek access to personal information about themselves. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
- 9 The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.
- 11 The school may use online or 'Cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Privacy Policy.
- 12 The Diocesan Schools System Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.



*Catholic Schools
in the
Diocese of Broken Bay
exist to educate and
form young people
in Catholic discipleship:
offering them
experiences
of following Jesus
as members of the
Catholic community.*