



# Parent Information Booklet

OUR LADY OF THE ROSARY CATHOLIC SCHOOL WYOMING

92 Glennie Street Wyoming 2250 | 2021 Edition

# GENERAL INFORMATION

PARISH PRIEST	Fr Pawel Kopczynski
PRESBYTERY	4324 3962
PRINCIPAL	Mr Bernard Cumming
ASSISTANT PRINCIPAL	Ms Michelle Perry
RELIGIOUS COORDINATOR	Miss Erin Robertson
SCHOOL	4324 6641
EMAIL	<a href="mailto:olrwyoming@dbb.catholic.edu.au">olrwyoming@dbb.catholic.edu.au</a>
WEBSITE	<a href="http://www.olrwyomingdbb.catholic.edu.au">www.olrwyomingdbb.catholic.edu.au</a>

## 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

## OFFICE HOURS:

8.30am - 3.00pm Mon-Thu	Mrs Roz Portass Administration Officer
8.30am - 3.00pm Mon-Wed, Fri	Mrs Sue Baptiste Senior Administration 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 3 & 4 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

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 devices is part of our school curriculum. The school aims to make the students familiar with the use of various devices for a variety of programs to assist learning. There are devices in all classrooms.

## 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

Through the study of Science students learn about our biological, chemical, geological, physical and technological world. They actively develop skills in planning and conducting investigations, recording and analysing data, and problem solving. Students explore real world phenomena and develop solutions to authentic problems.

## 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.

# CURRICULUM

## 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. Questacon. 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:

- ⊙ Compass Parent App
- ⊙ Weekly School Newsletters
- ⊙ School Facebook
- ⊙ Student Diaries (K-2)
- ⊙ 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 Additional 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.

# HOMework POLICY

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

# ADMINISTRATION

## 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 learn 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 Compass Parent App.

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 and must be signed by the Principal.

## PUNCTUALITY

Daily punctuality is also important. When children come late regularly, they miss morning routines and important explicit teaching and as a result are often disorganised and fail to settle. 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 enter the late arrival into the Compass kiosk.

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 the child out. 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 any form of 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 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 supplied the office with their labelled puffer along with the child's *Asthma Action Plan* and *Request to Administer Medication in School* authority.

## 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.

## 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.

## 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.

## 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, excursions, etc) will be required to complete a *Volunteer Prohibited Employment Declaration* form, which is processed by Catholic Schools Broken Bay. This form will be sent home with Enrolment Acceptance information and should be returned with the Enrolment Acceptance.

## COMPASS

The Compass Management System is a Portal and App to allow parents easy access to their child's student records. You will be able to –

- View information on your child/ren's attendance
- Enter explanations for absences
- Receive communications
- Update your contact details



Apple iOS



Android OS

The school will provide you with your personal log in details. To access the Compass Portal you can visit the website on <https://schools.compass.education/> or you can download the App from the Apple App Store or Google Play Store. Depending on your device use the below QR codes to download the free App.

## 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 going home 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 1:30pm.



## BOOKS AND CLASSROOM REQUIREMENTS

Exercise books are provided by the school. A list of other requirements is sent out at the end of each year for the following year and is available at the school office or on our website.

## 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 3.10 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. Children who walk home are accompanied to the crossing where they are supervised.

## INDUCTION

All staff and pupils help a 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.

## PASTORAL CARE:

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 **O**ur personal best, **L**ive justly and **R**espect 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 out 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 a student receives 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.

## 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.

## **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 morning. 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.

## **EVACUATION AND LOCK DOWN DRILLS**

An Evacuation and Lock Down plan exists in the school for the evacuation or lock down of children in an emergency. Evacuation and Lock Down Drills are 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 AND SMART WATCHES**

If parents feel that their child requires a mobile phone or smart watch 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 or smart watch 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 and Instagram 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.

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 Catholic Schools 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. All parent volunteers must participate in a school induction program before they can volunteer.

## CARE GROUP:

From time to time families experience difficulties and hardship. Our Care Group, made up of volunteer parents and staff, provides assistance to families by providing meals on a roster basis, and other support when needed.

## 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.

## 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.

## Rules Relating To the Payment of 2021 School Fees- From Diocesan School Fee Policy

1. School fees are calculated for the school year and are billed in 10 monthly instalments.
2. Fees are due and payable by the due date on the statement.
3. In cases of genuine financial difficulty, application should be made to the Principal for assistance.
4. Discounts are available for siblings attending diocesan systemic schools within this Diocese on the following scale:
  - Second child : 25% discount
  - Third child : 55% discount
  - Fourth and subsequent : 100% discount.

Families must complete, each year, a "Family Registration Form". Sibling discounts will not be applied if this form is not completed.

Fee 2021	Amount	
Education Fee	\$2,779	Per student K-6
Year 5 Camp	\$310	Additional to Education Fee
Year 6 Camp	\$390	Additional to Education Fee

# O.L.R. SCHOOL UNIFORMS

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 (Imperial 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, leather, polishable school shoes (black laces only) buckle/velcro
- Navy socks
- School hat – COMPULSORY

### Winter

- Dark blue tailored pants - **NOT track pants OR cargo pants**
- Blue long sleeved shirt
- Maroon tie
- Navy jumper/zip up jacket with school emblem
- Black, leather, polishable school shoes (black laces only) buckle/velcro
- Navy socks
- School hat – COMPULSORY

### 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 jumper/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.*
- School hat – COMPULSORY

### 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. Extreme hairstyles which draw attention to the Student through cut, colour, additional products etc, are not permitted.

**No earrings.**

# O.L.R. SCHOOL UNIFORMS

## GIRLS

### Summer

- Blue & White houndstooth dress
- Light blue socks
- School hat – COMPULSORY
- Black, leather, polishable school shoes (black laces only) buckle/velcro

### Winter

- Blue long sleeved shirt
- Compulsory - Navy Pinafore (Lowe's)
- 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 Lowe's)
- Maroon tie
- Navy jumptr/zip up jacket with school emblem
- Light blue socks/navy blue tights
- Black, leather, polishable school shoes (black laces only) buckle/velcro
- School hat – COMPULSORY

### 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 jumper/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.*
- School hat
- 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 should be plain blue or hair coloured. No butterfly clips, fancy headpieces, dyes or streaks. Extreme hairstyles which draw attention to the Student through cut, colour, additional products etc, are not permitted.

### 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.

# INFECTIOUS DISEASES

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.
Covid 19 (Coronavirus)	Please follow current NSW Health advice	Close contacts to self-isolate.
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.

# INFECTIOUS DISEASES

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.



## **SAFEGUARDING AND CHILD PROTECTION INFORMATION**

At OLR 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.

### **Responding to risk of harm**

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

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

In making a report, the Principal will consider all of the information and seek appropriate advice from the SAFE team. Any information about a child at risk is kept confidentially by the Principal.

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

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

### **Maintaining Professionalism**

All staff at OLR are expected to act professionally in their behaviour towards 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 understands that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff at OLR 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
- Maintain appropriate physical contact with children, including physical contact that may be necessary to exercise appropriate duty of care
- Follow the school's policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

### **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 CSBB'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 CSBB 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 in at the front office, be inducted and get a visitors pass 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

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

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

**Phone: 9847 0618 or Office Fax: 9847 0611**

1. The school and the Diocesan Schools System (DSS) both independently and through its schools collect 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, through technology systems 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. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools including a new school to which a student transfers to facilitate the transfer of the student
  - government departments and agencies (including for policy and funding purposes) Catholic Schools Broken Bay
  - CSNSW
  - 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
  - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes
  - people providing administrative and financial services to the school
  - recipients of school publications, such as newsletters and magazines
  - 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.
8. If you make an enrolment application to another school within the DSS, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within the DSS.
9. The school uses centralised information management and storage systems (Systems). These Systems are provided by the Catholic Education Network (CENet) and third party service providers. CENet is owned by the Catholic dioceses. Personal information is stored with and accessible by CENet and the third party service providers for the purpose of providing services to the school in connection with the Systems and for CENet, for administering the education of students. Standard Collection Notice 2 February 2020
10. 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 DSS Privacy Policy.
11. The DSS Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. 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, where students have provided information in confidence or where the school is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
12. The DSS Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.
13. 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.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet, on our website or otherwise shared with the school community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet.
15. 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.