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.

VISION

Our VISION is that St Bernard’s Catholic School will be a welcoming Christ-centred Community, committed to quality teaching and learning where each of us will be inspired by the Gospel values including faith, hope, love, respect, justice, joy and honesty.

MISSION

It is the MISSION of all members of this community, as Disciples of Jesus, to work together to provide a learning environment which models collaboration, trust and integrity through appreciating and respecting the dignity of each person.

In doing this, we will recognise and nurture the importance of the relationship between children, parents, teachers, priests and the wider community.
Our Beliefs about Learning

As a staff, we believe that everyone has the right to learn; the ability to learn; and the potential to become a life-long learner.

We also believe that:

Learning is a process:
- learning is individual – learners have different styles of learning and learn at different rates
- learning is developmental – progress is made through a series of sequential steps and stages
- learning takes place through discovery and manipulation - concrete materials and open-ended tasks assist learning
- learning is more effective when the material is relevant to the experience of the student
- learning is enhanced by reflection and feedback – by both the student and the teacher
- learning is enhanced by focused teaching and engagement.
- Students learn more effectively when they set clear and achievable goal

Learning is affected by emotions:
- learning takes place more effectively when the learner feels comfortable and confident when challenged - students learn from taking risks and from reflecting on mistakes
- learning is effective when the learner feels motivated and excited about his or her learning
- learning is effective when students are praised and given positive, specific feedback
- learning is enhanced by the teacher's high expectations of the student
- students learn more effectively when they are able to take on some responsibility for their own learning and are able to make decisions about their learning.

Learning is related to the environment:
- learning is effective when it takes place in a safe, stimulating, functional and aesthetically pleasing environment
- learning needs adequate, accessible and appropriate resources

Learning takes place in the context of partnerships:
- parents are the first educators of children and need to be included in decisions about their learning
- teachers play a key role in providing direction and feedback on learning
- students need to work collaboratively with others in the learning process
- the parish and wider community can be involved in supporting the students’ learning.
FEES:
School Fees at St Bernard’s consist of five components: Tuition Fees, Diocesan Building Levy Fee, Resource Fee, Maintenance Levy and Fundraising Levy – (K-6).  Accounts are sent three times per year.  Fees may be paid in full or in instalments. Please contact the Principal in instances of financial difficulty. All payments are receipted. The fees are divided equally into three accounts – Account 1, Account 2 and Account 3, and sent out in Terms 1, 2 and 3. The only exceptions to this are the Year 5 and Year 6 camp fees. Fees may be paid by cash, cheque, EFTPOS or Bpay. Payment of these accounts by instalments is possible by contacting the School Office.

1. TUITION FEES:
This is a fee set by the Bishop in consultation with the Diocesan Schools Board and is the same for all primary schools in our Diocese. The Tuition Fee is paid in full by the first child and a discount is applied for siblings enrolled in systemic Catholic Schools.

2. BUILDING & MAINTENANCE LEVY
This is a levy set by the Diocese to assist with buildings and repairs throughout the Diocese. The Building Levy will be paid once only per family and is levied against the eldest child enrolled in a systemic Catholic School. (Not payable to our school if you have an older child attending St Leo’s or another systemic Catholic School.)

3. RESOURCE FEE
This is a school-based fee, which covers the cost of our cleaning expenses, excursions, photocopying, materials for the classrooms, purchasing of Readers and other teaching resources. This fee is levied per child from Year K-6.

4. COURSE FEE – (YR 5 LEADERSHIP CAMP)
This is a school based fee applicable only to children in Year 5. It covers the Year 5 Leadership Camp.

5. CANBERRA/BATHURST TRIP – (YR 5&6 ONLY, alternate years)

6. KINDERGARTEN SWIM PROGRAM

7. PRE-ENROLMENT FEE
Kindergarten pre-enrolment fee (per child)

8. MAINTENANCE LEVY
Per family for part of the costs associated with the maintenance of school grounds.
School Details

SCHOOL ADDRESS: Warrina Street, BEROWRA HEIGHTS.  2082

POSTAL ADDRESS: PO Box 367, BEROWRA HEIGHTS.  2082

SCHOOL TELEPHONE: (02) 9456 - 2104

FAX: (02) 9456 – 4904

EMAIL: sbb@dbb.org.au

WEBSITE: www.sbbdbb.catholic.edu.au

SCHOOL HOURS: 8.55 am to 3.10 pm

8.25 am- Supervision commences

8.55 am - All classes commence

11.00 am - 11.30 am - Morning recess

1.30 pm – 2.10 pm - Lunch recess

3.10 pm - School dismissal
ACCIDENTS:
Precautions and supervision are undertaken to prevent accidents; if and when accidents do occur, the teacher in the classroom or on duty sends for assistance. A staff member trained in First Aid will provide appropriate care. If the accident is of a serious nature parents will be contacted and, if necessary, an ambulance will be called. It is important that new emergency numbers are provided immediately, e.g. when parents change to a new work location or move house.

The completed documentation is forwarded to the Principal or Assistant Principal for signing. A record of the incident is retained in the School’s Office. In instances of a significant or serious injury, a copy of this documentation is forwarded to the Catholic Schools Office.

ASSEMBLY:
Children will gather under the amphitheatre at 8.55am before entering class each day. Brief messages are relayed to classes at this time. Our weekly assembly, 2:30pm Friday, is particularly important as the following week’s activities are outlined and merit / birthday ribbons are awarded. Our National Anthem and School Song are also sung. Parents and friends are welcome to join us for assembly.

ASSESSMENT:
Assessment of and for learning is an integral component of a child’s schooling K-6. At St Bernard’s student assessment consists of collecting, analysing data and providing feedback to increase learning gains.

ATTENDANCE:
Daily attendance at school is most important; children should be at school before the 8.55 am bell. If children are late to school, they must attend the office to receive a late note, which they pass to their teacher. If a child is to leave the school after arriving and before 3.10 pm, a request from the parents must be in writing to the child’s teacher. No child will be permitted to leave without providing a note. The parent must also sign the student out in the office.

If your child is going to be absent from school, please phone confirming the absence in the morning (preferably between 7-8:20am and leave a message on the answering machine) and send an explanatory note on their first day back. This note is a legal requirement. For extended absences (in excess of 1 day) for family holidays, form is available from the school office. This form must be completed and returned at least 2 weeks prior to the absence.

AWARDS:
Awards are given weekly for a variety of achievements in both the Academic and Positive Behaviour for Learning realms. They are a way of giving positive recognition to the children. The St Bernard’s Award is a prestigious award given each term. ‘Reasons to Smile’ cards are awarded to those students who display the school rules – Respect for Self, Others and the Environment. Students work toward receiving a GOLD Award each term which entitles them to an invitation to the Principal’s morning tea and a classroom activity afternoon.

BEFORE, AFTER SCHOOL AND VACATION CARE
Warrina Kids is a separate incorporated association that runs Before School Care (7.00-8.25am), After School Care (3.10- 6pm) and Vacation Care (7.00am – 6.00pm) using the Father Denis Callahan Hall. Those children who attend Warrina Kids are to meet the Warrina Kids carer in the designated area on the playground. You can contact Warrina Kids on 0411 112 807.
**BERNIE’S KIDS**
Operating on Friday mornings between 9.30 and 11am, Bernie’s Kids is a playgroup initiative for parents/carers and under school age children. It provides an avenue for preparing young children for the school environment. For more information please contact the school office.

**BICYCLES:**
Children in Year 3 to 6 may ride bicycles to school unaccompanied with parental consent. Any Kindergarten, Year 1 or 2 student must be accompanied by a parent (adult carer) or an older sibling (if a sibling, the student must have written permission from a parent). Any student riding a bike or a scooter must wear a helmet and this must be secured properly. If a student is found not to be wearing a helmet, the student will not be permitted to leave the school grounds and the parent/s will be contacted. Children are to walk their bikes in Warrina Street and **in and out of the schoolyard**. Bikes are to be placed in the bicycle rack. It is advisable that the bikes be locked by chain. The bike rack area is out of bounds for the rest of the day. A supervisor/teacher is on duty to walk children from the school grounds. Please be aware that Bike Education has been, and continues to be, a major focus of the PDH curriculum at St Bernard’s and is revisited constantly within classrooms, designated Ride to School days and at assemblies.

**BUSES:**
Children catching buses home assemble alongside the fence directly adjacent to the lift. Children assemble in three lines, each one allocated to a particular bus. In wet weather, lines wait with the supervising teacher under the school amphitheatre until buses arrive. All students (Kinder - Year 2) are eligible for free bus transport on completion of an application form. Primary children living outside State Government set limits are also eligible. An application for a bus pass is available from the administrative staff in the office.

**BUDDIES**
Upon starting at St Bernard’s, Kindergarten children have a nominated Year 5 ‘buddy’. This friend looks out for the younger child and can be a great support to them in the early days of starting school.

**CANTEEN:**
If sufficient volunteers are available, the canteen is open for counter sales from 1.00 pm to 1.45 pm on Monday, Wednesday and Friday. Lunches may be ordered on Mondays only. (This arrangement may change throughout the year). The smooth running of the canteen is dependent upon the generous support of volunteers.

Lunch can be ordered from the “School24” website on Mondays only. The lunch order facility is outsourced to a separate company.

**Canteen helpers must not purchase food for children other than their own. No child is allowed into the canteen even if under the supervision of a parent.**

**CAPTAINS:**
School Captains and Colour House Captains are elected from children in Year 6. They are elected at the end of the previous year by the staff and students. Captains may at times be asked to assist the Principal or teachers in a variety of roles. Year 5 attends a leadership camp in November. This camp is designed to build the children’s knowledge and understanding of leadership qualities. In Term 4, all Year 5 and Year 4 students participate in two Leadership days held at school. School Captains and House Captains are elected during this process.
COMPUTERS:
The children are actively engaged in the development of computer skills and programs. Students use the computers across the Key Learning Areas to support the learning programs. Within the school’s library students can access both desktop and laptop computers. A number of computers are available for ‘class bookings’ and are stored in a laptop trolley. Students are reminded of the appropriate use of passwords, and are not permitted to share their password with others. Classrooms are also equipped with Interactive Whiteboards to further enhance the use of technology within the classroom.

Parents are urged to offer age appropriate supervision for children when accessing the world wide web at home.

St Bernard’s strongly recommends that no primary aged student has access to FACEBOOK, Instagram or other social media. The school is not responsible for activities on social media.

Social networking tools such as Instagram, Kick, Snap Chat, Facebook and the internet are a fabulous way for us to keep in touch with friends and families and to gain access to a wealth of information. As adults, we are aware of the possible dangers involved in this and the need to maintain the dignity of others when we post things. We are able to navigate our way with care, ensuring that what we post on these sites is respectful of ourselves and others. It is imperative that we are mindful that children must be educated in the safe use of this technology, by teaching them about inherent risks and that the posting of derogatory comments is considered cyber bullying and against the law.

Information about cyber bullying has been released by the Federal government to provide internet users, particularly children and young people, with easy online access to cyber safety information and assistance. This free application is available at http://www.cybersmart.gov.au/Kids/Get%20the%20facts/Cyberbullying.aspx and can be easily downloaded.

COMPLAINT MANAGEMENT:
St Bernard’s Catholic Primary School is committed to providing a safe and supportive environment for students, parents and staff.

Where a parent or any other member of the wider school community is concerned about something happening at school, they have a right to make a complaint. The Diocesan Schools Complaints Handling Policy sets out procedures to resolve such concerns while upholding the dignity of each person involved.

CORPORAL PUNISHMENT:
No member of the community (staff, parent or other volunteer) is permitted to use any form of physical abuse or punishment within the community. Parents and volunteers are also reminded that it is completely inappropriate to intimidate or threaten any member of the St Bernard’s community.

CREATIVE ARTS:
Students in Years K-6 are immersed in formal gymnastics lessons each year as part of the release from face to face (RFF) allocation to classroom teachers. A Dance Troupe operates at lunchtime for Years 3-6.

As part of the Creative Arts Curriculum, all students receive dance, drama and music lessons throughout the year. There are regular opportunities throughout the year for the students to showcase their learning. Such opportunities are advertised in advance and parents are most welcome to attend.

Students at St Bernard’s in Years 3 – 6 can join the school Band. A specialist Teacher takes lessons for interested students each Tuesday. (This is an additional cost for parents)

Students in Years 3 – 6 are invited to join the school choir. The choir perform throughout the year at our many activities, e.g. Book Week, Catholic Schools Week.
**CURRICULUM:**
The primary school curriculum at St Bernard’s consists of seven Key Learning Areas (KLAs): Religious Education; English; Mathematics; Human Society and Its Environment; Science and Technology; Creative Arts; and Personal Development, Health and Physical Education.
There are four stages of learning across the School:

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<th>Early Stage One:</th>
<th>Kindergarten</th>
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<td>Stage One:</td>
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<td>Stage Two:</td>
<td>Years Three and Four</td>
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<td>Stage Three:</td>
<td>Years Five and Six</td>
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Topics to be covered in each area have been planned for each Stage, so that all areas are sequenced developmentally throughout the school. The outcomes in each Key Learning Area are documented and are re-evaluated constantly. Teachers are responsible for programming in all Key Learning Areas and these programmes demonstrate differentiation according to the needs of a given class.

**CYBER-SAFTY**
Parents are asked to provide permission for their child to access work related email and internet sites. Students are constantly reminded of their responsibility to use electronic media in ways which demonstrate respect and dignity for all members of this community and beyond.

**DISCIPLINE**
Please see BEHAVIOUR MANAGEMENT POLICY which has been developed around the Positive Behaviours for Learning (PBL) framework.

**DUTY OF CARE**
Please be aware that at all times, staff members are responsible for the safety and well being of the students in their care. You are requested not to delay staff members during school hours and are most welcome to set appointment times via the office to meet with your child’s teacher.

**ENROLMENT POLICY**
Our school follows the Enrolment Policy of the Broken Bay Diocese that states that ‘priority in enrolment will be given to:
- those children and families who are known and involved members of a local Catholic community
- the children of Catholic families that have expressed a commitment to support the life of the Catholic school in the parish
- the children of other Christian families that have expressed a commitment to support the life of the school
- the children of non-Christian families that have expressed a commitment to support the life of the school’

Families who are interested in enrolment at St Bernard’s should contact the school office for an application package, fill in the application form and return it to the school. The enrolment committee will then contact the family to make a time for an interview to discuss the application. In alignment with St Bernard’s Catholic ethos, financial hardship is not a reason for enrolment exclusion.
EXCURSIONS:
All excursions are integrated with a Key Learning Area and are planned in cooperation between teachers and the principal. Excursions are planned to support the learning in the curriculum and are planned bearing in mind the cost involved for each family. The cost of excursions is covered in the school fees. Notes are sent home to parents giving details of the excursion and a written permission note must be returned to the respective class teacher. Parents may be invited to assist on excursions. The number of adult helpers (parent/child ratio) is determined according to the ‘risk’ of the event. Attendance at a volunteer’s workshop as well as a Working With Children Check must be completed by any adult attending an excursion. Teachers accompanying excursions have a current First Aid Certificate. Teachers accompanying overnight excursions and those involving water activities have current Cardio-Pulmonary Resuscitation or First Aid training. A ‘risk assessment’ is completed for all excursions.

EXECUTIVE RELEASE:
The Assistant Principal, Religious Education Co-ordinator and Co-ordinators are released from class teaching in order to carry out executive and administrative duties. A teacher is employed on a regular basis as a release teacher. The release teacher plans sections of the class program and is responsible for teaching these areas.

EVACUATION DRILL:
An Evacuation Plan exists for the evacuation of children in an emergency (including Fire Drill). Evacuation Practices take place once per term. A map is displayed in each classroom, stairwells, canteen, office and library, detailing the Evacuation Plan.

GIFTED AND TALENTED CHILDREN:
Teachers extend children who show higher learning potential within the classroom environment by means of extension work and other enriching activities.

GLASSES/HEARING AIDS:
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 are accessible to successive teachers. An update should be provided when necessary. The expectation is that students are responsible for the care of their glasses or hearing aids i.e. bringing to school, wearing and keeping equipment safe.

HOMEWORK GUIDELINES
- Kindergarten, Years 1 and 2: Children should read, or be read to, for at least **10 minutes** every day. Readers, in accordance with Diocesan policy, are levelled according to the student’s ability. Reading, as part of the homework process, should be of an easy level and, above all, enjoyable.
- Years 3 and 4: Children should read for about **15 minutes** per day.
- Years 5 and 6: Children should read for about **20 minutes** per day.
Homework Times (These are general guidelines only, and the ability and the needs of the child must be considered when setting homework tasks):

- **Kindergarten**: Kindergarten normally only complete reading tasks for homework.  
  **Total Time: no more than 15 minutes each night**
- **Years 1 and 2**: Homework tasks should take about 10 minutes per night to complete.  
  **Total time including reading: no more than 20 minutes per night**
- **Years 3 and 4**: Homework tasks should take about 20 minutes per night to complete.  
  **Total time including reading: no more than 30 minutes per night**
- **Years 5 and 6**: Homework tasks should take about 30 minutes per night to complete.  
  **Total time including reading: no more than 40 minutes per night**

Homework time may include the completion of projects and research tasks. Teachers will use their discretion to allocate tasks appropriate to the child’s ability. It should be noted that some children will be slower to complete work than others and it is left to the parent’s discretion to decide if a child has spent sufficient time at set tasks. (Parents can simply write a note to the teacher if this is the case). Mathletics homework that is set for children is followed up in class and children can access Mathletics in the library during lunchtime.

Parents can help reduce the frustration and tension of ‘homework time’ by creating the right environment, a quiet space in which to work and access to adequate supervision according to their age. No homework is given over the weekend unless a child has failed to complete the week’s set work. Parents are reminded that homework is set for children, not for parents. Errors will be made and are part of the learning process.

**HYGIENE:**
Parents are encouraged to check their children regularly for head lice, worms etc and to use appropriate treatments. Parents should inform the school of any problems, and are to keep children at home if they are presenting with an illness. Children are reminded of the importance of hygiene practices at school – washing hands after use of the bathroom, before eating and to prevent the spread of cold & flu. We ask that spare underwear is kept in your child’s school bag. Each family is asked to donate one box of tissues per year.

**IMMUNISATION:**
Upon application of enrolment, parents are required to notify the school of their child’s immunisation status. Immunisation booklets and the immunisation certificate, which will be photocopied, are available from Medicare or by calling the Immunisation Register on **1800 653 809**. (Photocopies from the “blue book” will not be accepted.)

**INFECTIOUS DISEASE:**
Parents must notify the administrative staff (secretaries) or the principal of any serious infectious disease within the family (e.g. conjunctivitis, measles etc). Please exclude your child in accordance with medical advice.

**INDUCTION:**
All staff and students strive to help newly enrolled children and their families to feel as welcome as possible. New students are welcomed by senior students who orient them to the school and help to ease their transition to school. New parents are reminded to feel free to speak to staff members out of school hours regarding their child's progress. New parents will also be introduced to the Parents and Friends (P&F) President and/or the Parent Pastoral Care Representative.
INTERNET USAGE
Students and their parents are required to read, sign and return a permission note for internet access. This will be provided every year in Term 1. Students will NOT be able to access the internet without permission.

INTERVIEWS:
Parents are asked to phone or email the school’s administration staff (sbb@dbb.org.au) to make an appointment to see the Principal or a class teacher. Parents are encouraged to speak with teachers regarding their child’s progress; interviews between parents and class teachers must be out of school hours. We ask your consideration in this, so that teachers are not put in the position of being unable to adequately supervise children during regular class hours, playground supervision, assembly lines and bus supervision. Formal Parent/Teacher Interviews are held each year, providing an opportunity for rich dialogue between parent/s and teacher to discuss the strengths and areas for development of each child.

KINDERGARTEN TRANSITION PROGRAM
At St Bernard’s we have a 5 week Kindergarten Transition program in Term 4. This Program runs for 2 hours once a week. This enables the children a significant time to familiarise themselves with the school environment, routines and classrooms. We also hold parent information sessions with guest speakers’ e.g. child psychologist, speech pathologist. It is important that our new Kindergarten students and parents attend as many of these sessions as possible.

LIBRARY:
Library lessons are a part of the total curriculum, aimed at educating the pupils to enjoy literature and to find and use the information available in the library's resources. Classes are rostered each week for library and borrowing, but pupils may return and borrow books, or work in the library at any time when it is open. Parents are welcome to borrow from the school library; the library contains literature pertaining to parenting skills, special needs, gifted and talented children etc. Each pupil must have a material library bag. The cost of replacing lost or damaged library resources will be borne by the parent of the child responsible. Damaged books should be reported; don’t repair damaged books at home as there are special repair materials available in the library. Donations of books are always welcome. Shelving books, book covering and filing are some of the ways volunteer parents can help in the school library. Year 6 Library Monitors are elected to assist with duties in the library. This role ensures Year 6 students develop skills for responsibility.

LITURGY AND RELIGIOUS EDUCATION:
The Catholic Church believes that "the task of imparting education belongs primarily to the family" and that parents “have a primary and inalienable duty and right in regard to the education of their children" (Vatican II-Decree on Christian Education in 3 & 6). This duty and right was emphasised at the child's Baptism when the Church reminded parents they were "accepting the responsibility of training their child in the practice of the faith".

Catholic Schools are a means to provide the Catholic community with a forum to educate and form their children in the faith, and offer them an experience of following Jesus as members of the Catholic community.

Therefore, our main task is to bring children to a commitment to be disciples of Jesus. It involves three aspects of education: intellectual (knowing about our faith and its traditions), behavioural (participating in liturgy, being committed to social justice) and affective (developing a sense of conviction, a sense of belonging to the church). It is the interaction of these three vectors that will bring children into an understanding and a commitment to their faith.
It is an awesome job and one that we share with you as parents. We, as a school community, strive to be a welcoming community and constantly seek quality teaching and learning. We are working to develop into people of hope, love, respect, justice and joy. But above all these things, our whole purpose for being a separate system to the public education system is to nurture the faith of all adults and children in our community.

**Being Catholic is:**

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

Children are prepared for the reception of the Sacraments by their parents, with the assistance of the Parish Team. This support is complemented by the Religious Education module taught in the classroom.

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

Whole School Masses are celebrated regularly and all parents are welcome to join us. Once a year each class is responsible for co-ordinating a weekend Eucharistic liturgy.

Parents are encouraged to attend class liturgies, particularly when their child's class is celebrating. Years 3-6 also have regular opportunities to celebrate Reconciliation. Children also attend the 9.00am – 9.25am Parish Mass fortnightly.

**LUNCH TIME CLUBS:**
Specialist clubs are offered at lunch time or before school. These clubs vary each year. Examples of previously run clubs are; Dance Troupe, Choir, Science and Art. The Stage 3 students also run additional lunch time clubs on a weekly basis during Term 3.

**MANAGEMENT OF STUDENT ATTENDANCE:**
There is an expectation that the ‘Guidelines for the Management of Student Attendance’ are implemented in the School. All requests for extended leave periods must be made in writing to the Principal, at least 3 weeks before the intended absence.

**MEDICAL ALERTS:**
Parents are asked to ensure that all information pertaining to their child’s medical condition is photocopied and submitted to the School Office. If necessary, a medical alert sheet for the child will be compiled and placed in the classroom, staffroom, canteen and sick bay.

**MEDICATIONS:**
All medication must be handed to the administrative staff for storage; medicines must be clearly labelled with the child’s name and dosage details.

**MOBILE PHONES AND ELECTRONIC DEVICES**
Under no circumstances are children permitted to use mobile phones or electronic devices (including iPods) on school grounds. Parents are advised to phone the Office, as messages will be passed on directly to the student. If a situation arises where a student requires a mobile phone or electronic device at school, the School’s Mobile Device Policy must be adhered to. The School accepts no responsibility if an electronic device is damaged or stolen.
MONEY:
All money comes to the School Office in a class bag each morning. No money is left in the classrooms. All money should be sent in a clearly marked sealed envelope. Children are discouraged from bringing large amounts of money to school. If however this is required, children are to bring the money to the Office upon their arrival at school.

MOTTO:
Our School Motto is "Honesty". Children are often reminded of its importance and we ask that you regularly reinforce this at home.

NATURAL ENVIRONMENT:
We are extremely lucky to be surrounded by such a beautiful natural environment. Everyone is encouraged to keep it as clean as possible and to care for our surroundings. We are very grateful to those parents who help us maintain this environment through our regular working bees.

NEWSLETTER:
In line with the School’s commitment to saving paper, the newsletter is posted to the school APP fort nightly.

PARENT INVOLVEMENT:
Parental involvement is vitally important and necessary to the life of the school. We see it as building a partnership between parents, children and teachers, while supporting the faith and values we share as common beliefs.

Parents may support the school and class programs through the provision of assistance with excursions, computers, resource making, art/craft, sport, canteen, class parents, library, reading and other aspects of the Key Learning Areas. (Parents assisting in these areas must attend a Child Protection Workshop and complete a Working With Children Check before commencing. Parents are to complete the Visitors book in the office by ‘signing in’ and ‘signing out’. Those parents who generously volunteer to assist with Weekly Reading Groups are asked to ensure they are able to keep this commitment for the term/year as to ensure continuity within the classroom. Classroom helpers are also asked to sign a Confidentiality Agreement.

PARENTS AND FRIENDS ASSOCIATION (P&F):
The P & F Executive, consisting of President, Vice-President, Secretary, Treasurer and Diocesan Parent Representative meet regularly. The Parish Priest and School Principal are ex-officio members of this group. General Meetings are held for all parents each term. Elections are held for all P&F positions each year and the Constitution is available on request.

The formally constituted Parents and Friends Association is very active, providing opportunities for social gatherings, information evenings, maintenance of the buildings and grounds, canteen, uniform supply and fund raising activities.
**PASTORAL CARE & BEHAVIOUR MANAGEMENT:**
St Bernard’s Pastoral Care policy encompasses the Behaviour Management policy which is built around obedience to the three School rules: “Respect for Self, Others and the Environment”.

The school aims to create a happy learning environment through a consistent approach to behaviour management with the cooperation of students, parents and staff. Every effort is made to ensure that the rights and responsibilities of individuals are maintained. We strive to achieve this through the implementation of the Positive Behaviour for Learning (PBL) framework and Behaviour Management framework.

In the classroom, children are rewarded for positive and cooperative behaviour. Children who disturb the learning of others or who display a lack of respect for others are given a warning, sit in a ‘time out’ area and, if still not responding, are sent to the Principal. Parents will be contacted over serious or repeated incidents. On the playground a similar system is used. Students who misbehave on the playground are given a warning, referred to a ‘time out’ area, and finally, if not responding, sent to the Principal. Parents will be contacted over serious or repeated incidents.

**PHOTOGRAPHS**
Photographs are an integral part of St Bernard’s and are published in the newsletter, on our school website, in notes and programs etc. Each term, in the newsletter, are notices regarding the publishing of photographs. If you request that your child’s photograph not be published, this request will be respected. Please complete the appropriate paperwork to ensure this.

**PLAYGROUND MANAGEMENT:**
Supervision commences at 8.25 am; children arriving before this time must attend Before School Care. Parents are asked not to hold discussions with staff on playground duty as the teacher’s obligation is to provide a duty of care to all students. Before the school day begins, children are only allowed to play on the asphalt area. They must always remain within the supervised areas. At all times children must play safely, with consideration for others and in accordance with the PBL framework.

Playground supervision concludes with the departure of the last school bus – approx 3.15pm. Children who are still waiting after that time are to wait in the School Office. A staff member must be notified as they leave the school.

**PRIVACY**
Changes to national privacy laws commenced on 12th March 2014. Your attention is drawn to the standard collection notice attached to the enrolment form (and available to download from our website) which explains the School’s use of personal information. Further information is available on request.

**RELIEF TEACHERS:**
A Relief Teacher is called to the school when a class teacher is absent. As far as possible, the class program continues as normal with a relief teacher.
REPORTS:
A parent/teacher orientation night (Meet the Teacher) is held in Term 1 each year. Each class teacher outlines the various topics to be taught in the Key Learning Areas, school procedures and how parents can assist their children at home. It is also an opportunity for parents to meet their child's teacher and to ask any relevant questions.
At St. Bernard's we report using A-E, except for Kindergarten students.

- Interviews are held in late Term 1
- A mid-year parent/teacher interview time is held in late Term 2, when Semester One Reports are given to parents.
- Semester Two Reports are sent home at the end of Term 4.

SCHOOL PHOTOS:
School photos are taken annually. Children are usually photographed in class groups, individually and, at parental request, with siblings.

SCHOOL UNIFORMS
In order that uniform prices are kept as low as possible, a uniform service is provided by a small group of voluntary parent helpers. The clothing pool is open at school on a regular basis. The Term Diary usually contains the dates. The shop carries most stock, and the price list is available in the School Office. (A list of uniform and grooming expectations is contained in Appendix 1)

A notice to new families is issued to let them know the day they can purchase their children’s uniforms. Names of the Uniform Shop Co-ordinators are made available to new families and to all parents each year after the P & F elections.

SPECIAL NEEDS:
A teacher is employed to support children with special needs. Children are assessed and tested and the data assists the school to more effectively cater for the child. Learning Support Assistants also help provide support to children.

At times, when the Learning Support Teacher is seeking clarification on an individual child’s needs, the parent may be asked to access support for a diagnosis from a specialist. Individual Program (IP) meetings are held each year to set goals and monitor and check progress.

It is very important that a copy of any specialists’ reports are provided to the school by forwarding to the school office.

SPORT:
Physical education lessons are held weekly. Classroom teachers notify parents and students of the weekly Sports day. Sports Uniform is worn on these days.

STAFF DEVELOPMENT DAYS:
Six Staff Development Days are held each year; one on the first day of the school year and two as the last days of the school year. The other three are spread out over the school year and used as training days for the staff in curriculum trends, educational policies, faith development and other areas of professional interest. Pupils do not attend school on these days.
**STAFF MEETINGS:**
Staff meetings are held fortnightly from 3.30pm to 4.30 pm. Business Meetings, Team Meetings and Stage Meetings are held fortnightly on a nominated morning prior to the start of school.

**STUDENT REPRESENTATIVE COUNCIL (SRC):**
Each year a representative from each class is elected to participate in the SRC. These children meet each Term with staff members designated to this portfolio to discuss ways of making St Bernard’s a better school. Outcomes from these meetings are then discussed with the School Leadership Team, staff and whole school.

**STUDENT WORKBOOKS:**
All work should be neatly written, showing pride in what has been done. In alignment with our Positive Behaviour for Learning (PBL) framework, students are encouraged to focus on caring for belongings. The teacher corrects the finished work or supervises correction as a part of the evaluation process. The St Bernard’s Bookwork Policy is available for your perusal.

**SUN SAFETY:**
There are Safety Guidelines Policy implemented across the school. In brief, all children are expected to wear the school wide brimmed hat during all time spent outdoors. Sunscreen is available in each classroom and reminders are given to children throughout the year. Children are expected to be able to apply their own sunscreen; any parent determining that their child will not wear sunscreen is advised to provide a note to the child’s teacher. All staff members endeavour to timetable sporting activities to avoid the hottest part of the day.

**TERM CALENDAR**
During the first week of each term, a Term Calendar is sent home outlining the planned school activities for the term. It is recommended that this calendar is kept in a prominent place so that it can be referred to as the term progresses.

**TOILETS**
Students are to be reminded to follow correct procedure when using the school bathrooms. Students in K-2 will be sent to the toilet block in pairs. Parents are reminded to ensure their child is able to confidently wash their hands with soap and water after visiting the toilet and prior to eating.
**UNIFORMS**
In alignment with the school's PBL Policy, all students are expected to wear full school uniform with pride on a daily basis.

### SCHOOL UNIFORM EXPECTATIONS

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shorts</strong></td>
<td><strong>Dress</strong></td>
</tr>
<tr>
<td>Navy regulation School Shorts (Summer)</td>
<td>Blue/Navy Checked Uniform (Summer)</td>
</tr>
<tr>
<td></td>
<td>Navy Checked Tunic (Winter)</td>
</tr>
<tr>
<td><strong>Shirts</strong></td>
<td><strong>Shirts</strong></td>
</tr>
<tr>
<td>Short sleeved light blue shirt (Summer)</td>
<td>Long sleeved light blue regulation School</td>
</tr>
<tr>
<td>Long sleeved light blue shirt (Winter)</td>
<td>Shirts.</td>
</tr>
<tr>
<td>Shirts must be worn tucked into Shorts /</td>
<td></td>
</tr>
<tr>
<td>Trousers</td>
<td></td>
</tr>
<tr>
<td><strong>Trousers</strong></td>
<td></td>
</tr>
<tr>
<td>Navy Long Trousers regulation School wear</td>
<td>N/A</td>
</tr>
<tr>
<td>(Winter)</td>
<td></td>
</tr>
<tr>
<td><strong>Jumper/Jacket</strong></td>
<td></td>
</tr>
<tr>
<td>Navy regulation School wear</td>
<td>Navy regulation School wear</td>
</tr>
<tr>
<td><strong>Tie (Winter)</strong></td>
<td><strong>Tie (Winter)</strong></td>
</tr>
<tr>
<td>Navy/Red Stripes</td>
<td>Small Navy Checked Cross Over (Winter)</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td></td>
</tr>
<tr>
<td>Black, clean and polished leather. No</td>
<td>Black, clean and polished leather. No</td>
</tr>
<tr>
<td>Joggers</td>
<td>Joggers.</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td></td>
</tr>
<tr>
<td>Navy Socks with Black Shoes</td>
<td>Long or short Navy Socks with Black Shoes</td>
</tr>
<tr>
<td></td>
<td>Navy Tights (Optional for Winter)</td>
</tr>
<tr>
<td><strong>Bags</strong></td>
<td></td>
</tr>
<tr>
<td>Navy School Bags with School Crest</td>
<td>Navy School Bags with School Crest</td>
</tr>
<tr>
<td><strong>Hats/Caps</strong></td>
<td></td>
</tr>
<tr>
<td>Broad Brimmed Navy Hats</td>
<td>Broad Brimmed Navy Hats</td>
</tr>
</tbody>
</table>

### SPORTS UNIFORM

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tracksuits</strong></td>
<td><strong>Tracksuits</strong></td>
</tr>
<tr>
<td>Navy Tracksuit / Light blue Skivvy</td>
<td>Navy Tracksuit / Light blue Skivvy</td>
</tr>
<tr>
<td>(Optional)</td>
<td>(Optional)</td>
</tr>
<tr>
<td><strong>Shirt</strong></td>
<td></td>
</tr>
<tr>
<td>Light blue Polo Shirt Style with School</td>
<td>Light blue Polo Shirt Style with School</td>
</tr>
<tr>
<td>Crest</td>
<td>Crest</td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td></td>
</tr>
<tr>
<td>Navy Sport Shorts</td>
<td>Navy Sport Skort</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td></td>
</tr>
<tr>
<td>Mainly White Sports Joggers</td>
<td>Mainly White Sports Joggers</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td></td>
</tr>
<tr>
<td>Plain white short socks</td>
<td>Plain white short socks</td>
</tr>
<tr>
<td>*(Not socks that are fully concealed in</td>
<td>*(Not socks that are fully concealed in</td>
</tr>
<tr>
<td>the shoe)*</td>
<td>the shoe)*</td>
</tr>
<tr>
<td><strong>Bags</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hats/Caps</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Grooming Expectations

<table>
<thead>
<tr>
<th></th>
<th><strong>Boys</strong></th>
<th></th>
<th><strong>Girls</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hair</strong></td>
<td>Must be of natural colour. Hair must be cut short neat and tidy, minimal amount of gel may be used to control hair, not to produce spikes. ‘Trendy/Contemporary’ hair cuts e.g. shavings and undercuts are <strong>not allowed</strong>.</td>
<td><strong>Hair</strong></td>
<td>Must be of natural colour. Hair below shoulder length must be tied back. Minimal amount of gel may be used to control hair, not to produce spikes. Ribbons/Scrunchies – Navy/Light Blue / Red. Hair Bands/Clips to be conservative</td>
</tr>
<tr>
<td><strong>Jewellery</strong></td>
<td>Only chains carrying a cross or Medical Information. These should be kept under the shirt, out of sight. No earrings are permitted.</td>
<td><strong>Jewellery</strong></td>
<td>Only chains carrying a cross or Medical Information (under the shirt and not visible). Only one pair of earrings is to be worn – plain studs or sleepers in the ear lobes. No rings are permitted.</td>
</tr>
<tr>
<td><strong>Make-up</strong></td>
<td></td>
<td><strong>Make-up</strong></td>
<td>No coloured nail polish, or makeup.</td>
</tr>
</tbody>
</table>