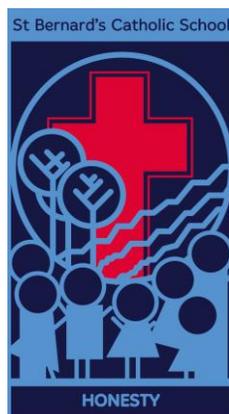


ST BERNARD'S CATHOLIC PRIMARY SCHOOL



BEROWRA HEIGHTS PARENT HANDBOOK 2020

Warrina Street, Berowra Heights

9456 2104

email: sbb@dbb.catholic.edu.au

www.sbbdbb.catholic.edu.au

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, QKR APP, 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 ACTIVITY)

This is a school based fee applicable only to children in Year 5. It covers the Year 5 Leadership activity.

5. CANBERRA TRIP – (YR 6 ONLY)

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 fortnightly assembly, 2:10pm 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 fortnightly 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 "Treat Activity."

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:

The canteen is open on Wednesday and Friday. The smooth running of the canteen is dependent upon the generous support of volunteers.

Lunch can be ordered from the "QKR" APP 8:45am on canteen days.

****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 leadership activities. School Captains and House Captains are elected during this process.

CHILD PROTECTION

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

In particular the school will:

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

See also Appendix 1: CHILD PROTECTION INFORMATION

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.

COMPLAINTS

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

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

See also Appendix 2: MAINTAINING PROFESSIONALISM

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.

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 (PDHPE).

There are four stages of learning across the School:

Early Stage One:	Kindergarten
Stage One:	Years One and Two
Stage Two:	Years Three and Four
Stage Three:	Years Five and Six

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-SAFETY

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.

EXTRACURRICULAR ACTIVITIES

At St Bernard's there are many extracurricular activities including;

- Choir (K-6)
- Dance Troupe
- Environment Club
- Meditation
- The PoD (Place of Discovery)
- Makerspace
- Tournament of the Minds
- Chess Club
- Sporting events

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, class 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)

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.

INFORMATION LITERACY (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.

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 a parent information session. It is important that our new Kindergarten students attend as many of these sessions as possible.

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 a wonderful 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.

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 messaging devices during school hours. Parents are advised to phone the Office, as messages will be passed on directly to the student. If a situation arises where a parent deems it necessary for a student to carry a phone, the phone must be kept in the student's school bag and not used for sending or receiving calls or messages during school hours. 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 and website fortnightly.

PARENT HELPERS / VOLUNTEERS

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

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

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

See also Appendix 3: WORKING WITH CHILDREN CHECKS

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 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, on our school Facebook page, in notes and programs etc. 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.

(see also entry under “UNIFORMS”)

SPECIAL NEEDS:

The class teacher and Learning Support Teacher are required 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 copies of any specialists' reports are provided to the school by forwarding to the school office.

SPORT:

Physical education lessons are held weekly by a specialist teacher. Classroom teachers also implement a weekly Sports day. Sports Uniform is worn on these days.

STAFF DEVELOPMENT DAYS:

Six Staff Development Days are held each year. Staff development days are 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 and Team 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 from our website for your perusal.

SUN SAFETY:

There is a 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

A school community Google Calendar is available via the school APP or from our website. Please check regularly for updates.

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. The school uniform should be clean, neat, in good repair and all items need to be labelled with student's name. Students should be well groomed.

It is **compulsory** for children to **wear their navy wide brimmed school hat when playing outside throughout the year**. At St Bernard's we have a "no hat play in the shade" rule.

Terms 1 and 4 children wear summer uniform

Terms 2 and 3 children wear winter uniform

(Children should dress appropriately for weather conditions, wearing FULL SUMMER or FULL WINTER uniform, not a mixture of both during transition periods)

GROOMING EXPECTATIONS	
HAIR	
<ul style="list-style-type: none"> • Must be of natural colour. Hair must be neat and tidy • ‘Trendy/Contemporary’ haircuts and styles e.g. shavings and undercuts are not allowed • Ribbons, head bands, elastics or scrunchies may be worn and should be navy, or white in colour. 	
JEWELLERY	
<ul style="list-style-type: none"> • Necklaces are limited to religious items only and must be worn under the shirt or tunic (not openly visible) • Medical Alert jewellery is allowed • Girls may wear plain studs or sleepers in their ear lobes (single piercings only) • No rings are permitted. • No make-up or nail polish to be worn 	
SCHOOL BAGS	
<ul style="list-style-type: none"> • Navy back pack with school crest • School note bag (provided free on enrolment, can be purchased from office if lost) • Library bag (for borrowing books) 	

SCHOOL UNIFORM EXPECTATIONS	
SUMMER	
Boys	Girls
<ul style="list-style-type: none"> • Navy regulation school shorts • Short sleeved light blue regulation shirt • Navy ankle socks • Black shoes, clean and polished (no joggers) • Shirts must be worn tucked in 	<ul style="list-style-type: none"> • Blue & navy checked dress • Navy ankle socks • Black shoes, clean and polished (no joggers)

WINTER	
Boys	Girls
<ul style="list-style-type: none"> ● Navy regulation school trousers ● Long sleeved light blue regulation school shirt ● Navy school sloppy joe, fleece jacket or polar fleece jacket ● Navy & red striped school tie ● Black shoes, clean and polished (no joggers) ● Shirts must be worn tucked in 	<ul style="list-style-type: none"> ● Navy checked winter tunic ● Long sleeved light blue regulation school shirt ● Navy school sloppy joe, fleece jacket or polar fleece jacket ● Navy checked cross over tie ● Navy tights or knee-high socks ● Black shoes, clean and polished (no joggers)
SUMMER SPORT	
<ul style="list-style-type: none"> ● Navy sport shorts (girls may choose to wear school skort) ● Light blue short sleeved polo shirt with school crest ● White crew length socks ● Well fitted and supportive joggers, (no fluoro colours) 	
WINTER SPORT	
<ul style="list-style-type: none"> ● Navy track pants ● Light blue long sleeved polo shirt with school crest ● White crew length socks ● Well fitted and supportive joggers, (no fluoro colours) 	

APPENDIX 1:

CHILD PROTECTION INFORMATION

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

In particular the school will:

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

Responding to risk of harm

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

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

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

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

APPENDIX 2: MAINTAINING PROFESSIONALISM

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

We understand that staff have a duty of care to:

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

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

Staff strive to:

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

Addressing complaints of inappropriate behaviour by staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child

APPENDIX 3:

WORKING WITH CHILDREN CHECKS

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

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

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

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

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 CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611