

St Bernard's Catholic Primary School, Berowra Heights



PARENT HANDBOOK 2022

St Bernard's Catholic School
Warrina Street, Berowra Heights

Phone: 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.*



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 goals**.

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.

SCHOOL DETAILS

School Address: Warrina Street
BEROWRA HEIGHTS 2082

Postal Address: PO Box 367
BEROWRA HEIGHTS 2082

School Telephone: (02) 9456 2104

Email Address: sbb@dbb.catholic.edu.au

School Website: www.sbbdbb.catholic.edu.au

SCHOOL HOURS

| Time | Agenda |
|---------------------|----------------------------------|
| 8:25am | Playground Supervision Commences |
| 8:55 am - 11:00 am | Morning Learning Session |
| 11:00 am - 11:30 am | Recess: |
| 11:30 am - 1:30 pm | Middle Learning Session |
| 1:30 pm - 2:10 pm | Lunch |
| 2:10 pm - 3:10 pm | Afternoon Learning Session |
| 3:10 pm | School Dismissal |

2022 SCHEDULE OF FEES

The 2022 fee structure for the first child attending St Bernard's Catholic Primary School is outlined below.

| Description | K-6 |
|---------------------------------|------------|
| Education Fee ¹ | \$3,782.00 |
| Supplementary Fee ² | |
| Yr 5 Camp (<i>Leadership</i>) | \$260.00 |
| Yr 6 Camp | \$500.00 |

1. Sibling discounts applied to education fee portion of total fee.
2. Any other extra curricula charges other than those listed (band, instrument hire, chess, University competitions, school magazines, costs associated with representative sport etc) are to be paid via our alternative payment platform (QKR, COMPASS Pay etc).

BILLING

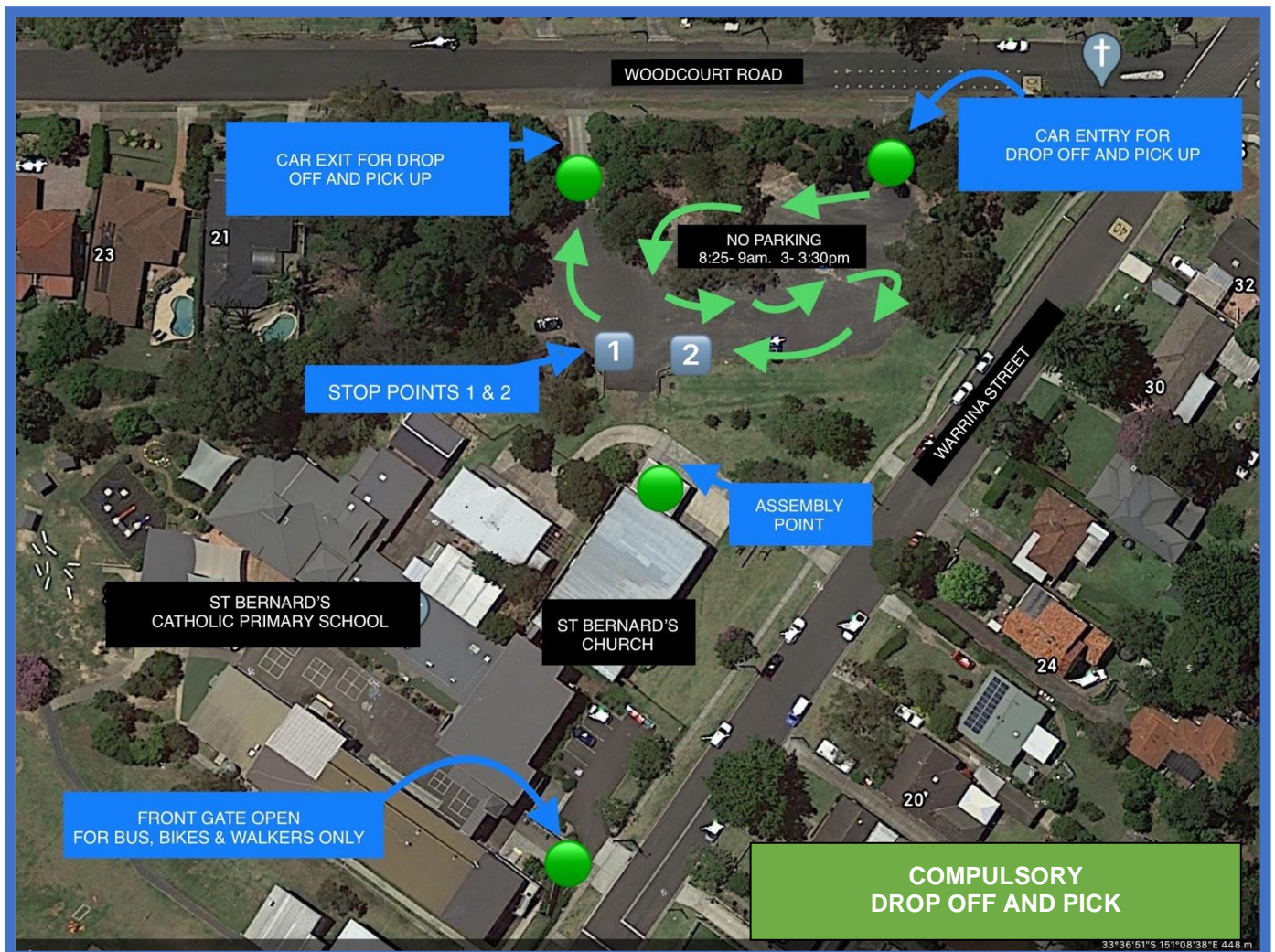
School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due 21st of February and the last payment being 21 November. School fees may be paid more frequently (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21st of the month. Our preferred method of payment for fees is BPAY. Fees can also be paid by EFTPOS or Credit Card.

DRIVE THROUGH FOR DROP OFF AND PICK UP

(Kiss and Drop)

DRIVE THROUGH INSTRUCTIONS

- Enter the drop off/ pick up area travelling either from Warrina St or Hillcrest Road.
- Do not enter via the top end of Woodcourt Road as we wish to avoid right hand turns across oncoming traffic.
- Travel speed of 10km/h within the Drive Through Area.
- Please ensure your family name label is visible on car dashboard/ visor.
- Follow the line of traffic indicated by the green arrows.
- As you approach, stop at our two stop points and wait in your car while your child enters/ exits safely via the kerb side.
- Teacher will guide your children from drop off to the school and at pick up to your car.
- Exit onto Woodcourt Road.
- The Parish Car Park is a no parking area during the times indicated when the 'Drive Thru' is in operation.
- Students using buses, bikes or walking to/ from home will be the only ones permitted to use the front gate.



ATTENDANCE

Daily attendance at school is vital for learning. Students should be at school **before the 8:55 am bell**. If late to school, students must be signed in at the Compass Kiosk in the School Office by a parent or carer. To collect a student early, parents or carers must sign the student out at the Compass Kiosk in the School Office. Please notify the class teacher in advance, via school email, if possible.

If your child is going to be absent from school for an entire day, please enter the absence via the Compass Parent Portal App. An auto-generated text message will be sent if a student is marked as absent in class and no note has been recorded by the parent.

For extended absences in excess of 10 days, leave must be applied for. The application form can be downloaded from the school website or obtained from the office. This form must be completed and returned at least 2 weeks prior to the absence. If the leave is approved, a certificate will be issued. Unjustified absence from school may be subject to further action by the Department of Education.

AWARDS

Awards are given fortnightly, twice termly or once per semester, depending on the type of award, for a variety of achievements in both the Academic and Positive Behaviour for Learning realms. They are a way of giving positive recognition to students.

PBL (Positive Behaviours for Learning Award) Award

Recognises students who have strived to display Positive Behaviours for Learning:

Respect for Self, Respect for Others and Respect for the Environment

Academic Award

This is awarded to a student by their class teacher when a personal learning goal, which both student and teacher has negotiated, has been achieved consistently. There is no formal period placed on these awards and they are awarded when the individual achieved their goal.

Achievement Award

A cumulative award, which recognises students who have been recognised for both a PBL Award and an Academic award.

Mercy Award

This award is for students who are showing or beginning to show development in one or several of these areas:

Character, Citizenship, Collaboration, Communication, Creativity, Critical Thinking

This award recognises a student has made an improvement in their behaviour, learning or interactions with others over the course of 5 weeks. The Mercy award is presented in Week 5 and Week 10 of each term.

St Bernard's Award

This award is awarded just twice a year. Teachers nominate students for the award and then the staff vote independently for an infant's school winner and a primary school winner.

This award is awarded to those students who 'go above and beyond' by consistently following PBL rules or displaying our school values.

BEFORE, AFTER SCHOOL AND VACATION CARE

Warrina Kids is a separate incorporated association that runs Before School Care (7:00 am to 8:25 am), After School Care (3:10 pm to 6:00 pm) and Vacation Care (7:00 am to 6:00 pm) using the Father Denis Callahan Hall.

Students who attend Warrina Kids are to meet the Warrina Kids carer in the designated area on the playground. Should you require further information, please contact the service on 0411 112 807 or warrinakids@hotmail.com.

BICYCLES

Students 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. Students 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 students 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

Students catching buses home assemble alongside the fence directly adjacent to the lift. Students assemble in three lines, each one allocated to a particular bus. In wet weather, lines wait with the supervising teacher under the adjacent class verandah until buses arrive.

All students are eligible for free bus transport on completion of an online OPAL card application. Primary students living within State Government set limits are also eligible.

BUDDIES

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

CANTEEN

The canteen is open on Wednesdays and Fridays. Lunch and snacks may be ordered via the "QKR" App. Please note that cut-off times apply.

We rely on volunteers to assist our canteen coordinator and keep the canteen running smoothly.

CAPTAINS

School Captains and Colour House Captains are elected from students 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 students' 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.

BYODD

St Bernard's offers a BYODD program for students in Years 2 to 6. Students are permitted to bring their own iPad for use in class and the program and policy are outlined in our BYODD information booklet, available on our website under "Parent Resources."

COMPASS PARENT PORTAL

Our school community uses the Compass App for all communication and administration processes. Compass is a management platform with comprehensive suite of modules that connects the entire school community. It includes management and reporting, attendance, schedules and events, communications, payments and consents.

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 several Key Learning Areas (KLAs):

Religious Education; English; Mathematics; Geography; History; 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.

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 wellbeing 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 School Office to meet with your child's teacher.

ENROLMENT POLICY

Our school follows the Enrolment Policy of Catholic School Broken Bay which states that 'priority in enrolment will be given to:

- Baptised Catholic children of Catholic families from the parish.
- Siblings of children already enrolled at the school.
- Baptised Catholic children of Catholic families beyond the parish.
- Children of other Christian traditions, other faith traditions or non-churched backgrounds.

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. 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 all costs are included in the school fees. Excursion information is sent via the Compass Parent Portal and parents/carers must submit their consent for their child to attend. 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 volunteer 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. Due to the pandemic, all excursions and incursions must consider Covid-19 as a risk and be assessed accordingly.

EXECUTIVE RELEASE

The Assistant Principal, Religious Education Co-ordinator and Coordinators 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.

EXTRA CURRICULAR ACTIVITIES

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

- Choir (K-6)
- Band
- Public Speaking
- Spanish Language Lessons
- Dance Troupe
- Environment Club
- Meditation
- The PoD (Place of Discovery)
- Makerspace
- Tournament of the Minds
- Chess Club
- Sporting events

Due to the pandemic some extra-curricular activities have been placed on hold.

EVACUATION AND LOCKDOWN DRILLS

An Evacuation Plan exists for the evacuation of students in an emergency (including fire, bushfire, severe weather and lockdown). Evacuation and lockdown drills take place once per term. A map is displayed in each classroom, stairwells, canteen, office and library, detailing the Evacuation Plan.

GIFTED TALENTED & HIGH ACHIEVING STUDENTS

Teachers extend students who show higher learning potential within the classroom environment by means of extension work and other enriching activities. We also participate in the Gateway Program where students are selected according to their specific talents or strengths and collaborate with similar minded students from neighbouring Catholic schools on a day's program to extend their expertise and challenge their abilities. The school also participates in Maths Olympiad competitions.

GLASSES AND HEARING AIDS

If a student requires 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.

HOMWORK GUIDELINES

Kindergarten, Years 1 and 2:

Students 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: Students should read for about **15 minutes** per day.

Years 5 and 6: Students 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 or email 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 student 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.

HUB (LIBRARY)

Classes use the Hub each week for library borrowing with their class teacher. Students use their library bag to borrow and return books. Each student must have a material library bag to borrow and can be purchased through the Uniform Shop. 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 Hub. Donations of books are always welcome. Shelving books, book covering and filing are some of the ways volunteer parents can help in the Hub. The Year 6 Hub Team are elected to assist with library duties. This role ensures Year 6 students develop skills for responsibility.

The Hub is also used collaboratively with teachers and the librarian to develop and teach programs that focus on developing skills in research, information and digital literacy. Programs include the use of a variety of digital platforms and inquiry based learning that provides opportunities to develop character, citizenship, collaboration, critical thinking, creative thinking and effective communication.

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 students at home if they are presenting with an illness. Students 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 and 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 certificates, which will be photocopied by the School Office, 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 school administrative staff 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.

Any person exhibiting "Covid-like" symptoms must remain absent from school until a Covid PCR test or RAT (Rapid Antigen Test) is completed and has returned a negative result. Proof of this negative result must be provided before returning to school. Students must not return to school until they are no longer displaying any symptoms.

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.

INTERVIEWS

Parents are asked to phone or email the School Office at sbb@dbb.org.au if they wish to make an appointment to see the Principal or a class teacher. Parents are encouraged to speak with teachers regarding their child's progress; however, interviews between parents and class teachers must be scheduled outside school hours. We ask your consideration in this, so that teachers are not compromised in their ability to adequately perform their supervisory duties. Parent/Teacher Interviews are held each year as part of the formal reporting process, providing an opportunity for rich dialogue between parents and teachers to discuss the strengths and areas for development of each student.

KINDERGARTEN TRANSITION PROGRAM

At St Bernard's we offer a Kindergarten Transition program in Term 4. This Program runs for 2 hours once a week over several weeks. 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.

Due to the pandemic a modified program may be implemented and the parent session will be offered via zoom.

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 students 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 students 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.

Students 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 coordinating a weekend Eucharistic Liturgy.

Parents are encouraged to attend Class Liturgies, particularly when their child's class is celebrating. Years 3 to 6 also have regular opportunities to celebrate Reconciliation. Students also attend the 9:00 am - 9:25 am Parish Mass fortnightly.

MEDICAL ALERTS

Parents are asked to ensure that all information pertaining to their child's medical condition is kept current. If necessary, a medical alert sheet for the student will be compiled and placed in the Classroom, Staffroom, Canteen and Sick Bay.

MEDICATIONS

NON-PRESCRIBED MEDICATION (e.g. Panadol, cough medicine, nasal sprays, lotions etc.) are not permitted to be administered by staff to students without written advice from a doctor.

PRESCRIBED MEDICATION will be administered but must be supplied by parents in the original container, clearly marked with the student's name, name of the drug, dosage, frequency of administration and prescribing doctor's name. If this is the case, relevant documentation must be obtained from the School Office or from the school website for completion by the prescribing doctor.

Please check with the office to ensure that we have the most up to date **ASTHMA & ANAPHYLACTIC ACTION PLANS** for your child. You are welcome to make an appointment to discuss the medical needs of your child with our Learning Support Teacher.

MOBILE PHONES AND ELECTRONIC DEVICES

Under no circumstances are students permitted to use mobile phones or messaging devices during school hours. Parents are advised to phone the School 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

Students are discouraged from bringing large amounts of money to school. If, however this is required, students are to bring the money to the School Office upon their arrival at school. Small change may be brought to school for the tuck shop wh

MOTTO

Our School Motto is "Honesty". Students 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 accordance with the school's commitment to the environment, the newsletter is added to the newsfeed on Compass fortnightly. It is also available to download from the school website.

PARENT LIBRARY

Parents are welcome to borrow from a Parent Library that is set up in Room 10. Access is obtained via the School Office. (closed presently due to COVID regulations) The Parent Library contains literature pertaining to parenting skills, special needs, gifted and talented students, etc.

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 fundraising activities.

PASTORAL CARE AND 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, students are rewarded for positive and cooperative behaviour. Students 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 consent form on the Compass Parent Portal to ensure this.

PLAYGROUND MANAGEMENT

Supervision commences at 8:25 am; students 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, students are only allowed to play on the asphalt area. They must always remain within the supervised areas. At all times students 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 - approximately 3:15 pm. Students 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 12 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 schools use of personal information. Further information is available on request.

QKR APP

QKR is a payment App. Purchases such as Canteen, Uniform Shop, school fees and ad hoc events can be made using this App.

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

At St. Bernard's we report using a common grade scale ranging from "Limited" to "Outstanding," 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. Students 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 shop carries most stock, and the prices are available when ordering via the QKR App. Please refer to the Uniform and Grooming Expectations on pages 19-20.

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 Coordinators are made available to new families and to all parents each year after the P&F elections.

SPECIAL NEEDS

The class teacher and Learning Support Teacher are required to support students with special needs. Students are assessed and tested and the data assists the school to more effectively cater for the student. Learning Support Assistants also help provide support to students.

At times, when the Learning Support Teacher is seeking clarification on an individual student's needs, the parent may be asked to access support for a diagnosis from a specialist. Individual Program 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 each Wednesday from 3:30 pm to 4:30 pm.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Each year a representative from each class is elected to participate in the SRC. These students 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 community.

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.

SUN SAFETY

There is a Safety Guidelines Policy implemented across the school. In brief, all students are expected to wear the school wide brimmed hat during all time spent outdoors. All staff members endeavour to timetable sporting activities to avoid the hottest part of the day.

TECHNOLOGY

Students are actively engaged in the development of technology skills and programs. Students use devices across the Key Learning Areas to support the learning programs. All classes have a shared bank of laptops and iPads that students can access. Additionally, students in Years 2 to 6 also have the option of using their own personal device (an iPad meeting system requirements). Details and specifications can be found on the school website in the Parent Information Booklet on BYODD. Other technological opportunities and programs include coding and robotics. Students have access to spheros, beebots, legotechnics and other robotic devices to support their learning.

Students are reminded of the appropriate use of passwords and are not permitted to share their password with others. Each year, all students and parents are required to complete an *Acceptable Use Policy Declaration* to reinforce our expectations for computer use.

Classrooms are also equipped with smart TVs to further enhance the use of technology within the classroom.

Parents are urged to offer age appropriate supervision for their child when accessing the internet at home.

St Bernard's strongly recommends that no primary aged student has access to FACEBOOK, Instagram, TIK TOK or other social media.

The school is not responsible for activities on social media.

Social networking tools such as Instagram, Kick, Snap Chat, TIK TOK, 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 cyberbullying and against the law. Social media apps are not allowed to be used during school hours. All classes include modules and programs on Cyberbullying and internet safety within their Personal Development and Health programs. Further information for parents regarding cyber safety can be found here: <https://www.esafety.gov.au/>.

TERM CALENDAR

A school community Calendar is available on the Compass Parent Portal 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 to Year 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 students 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.

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

| Summer Uniform - Terms 1 and 4 | |
|---|--|
| 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 (<i>no jogggers</i>) • Shirts must be worn tucked in | <ul style="list-style-type: none"> • Blue and navy checked dress or • Navy regulation shorts and short sleeved pale blue regulation shirt • Navy ankle socks • Black shoes, clean and polished (<i>no jogggers</i>) |

| Winter Uniform - Terms 2 and 3 | |
|---|---|
| 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 and red striped school tie • Black shoes, clean and polished (<i>no jogggers</i>) • Shirts must be worn tucked in | <ul style="list-style-type: none"> • Navy checked winter tunic or navy regulation school trousers • 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 (<i>no jogggers</i>) |

| Summer Sport | Winter Sport |
|---|--|
| <ul style="list-style-type: none"> • Navy sport shorts (<i>girls may choose to wear school skort</i>) • Light blue short sleeved polo shirt with school crest • White crew length socks • Well fitted and supportive joggers (<i>no fluoro colours</i>) | <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 (<i>no fluoro colours</i>) |

| HAIR |
|---|
| <ul style="list-style-type: none"> • Must be of natural colour and 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 (<i>not openly visible</i>). • Medical Alert jewellery is allowed. • Girls may wear plain studs or sleepers in their ear lobes (<i>single piercings only</i>). • 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. |

SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.

4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

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

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. 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 a child or young person is subject to investigation.

See also Appendix 2: WORKING WITH CHILDREN CHECKS

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

See also Appendix 3: MAINTAINING PROFESSIONALISM

APPENDIX 1:

SAFEGUADING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people 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 child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people 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 and young people 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 of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors 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 Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\)](#).