The Sisters of the Good Samaritan hold a unique place in our history. They began the school in 1939 and staffed the school for many, many years. Today we continue on their mission whereby we teach, model and uphold Gospel values and the traditions of the Church. We encourage the children to be reflective and prayerful and strive to develop compassion and respect.
VISION STATEMENT

St Joseph’s Vision Statement

Inspired by our motto “Build in Love”,
we at St Joseph’s School Narrabeen,
a Catholic community of learning,
are committed to providing our children
with a challenging education
in a safe, nurturing and inclusive environment.

Our Mission is therefore to:

Build a Catholic community whereby we

- teach, model and uphold Gospel values and the traditions of the Church;
- guide children in their spiritual journey through a developmental, religious education curriculum;
- provide opportunities for the children to develop a personal relationship with Christ;
- celebrate successes and sacramental moments;
- encourage children to be reflective and prayerful;
- develop a reverence for the earth and its resources and all of creation.

Provide a challenging education which

- is child-centred and holistic (spiritual, emotional, intellectual, physical and cultural);
- prepares children to face the future with a positive attitude and outlook;
- utilises an integrated curriculum which allows children to reach their full potential;
- equips children with the skills required to be productive in the wider community.

Nurture an inclusive environment by instilling the core values of
Community ● Respect ● Compassion ● Stewardship

- Through these values, we aim to develop partnerships between child, parent, staff, parish and community.
- We strive to develop compassion and respect within our children by recognising the uniqueness of each person.

OUR SCHOOL PRAYER

This is St Joseph’s School, let love abound here
Let us always love the truth, speak the truth and live the truth.
May our school be a place of joy and friendship
where together we build in God’s Love.
Amen.
ST. JOSEPH’S CATHOLIC PRIMARY SCHOOL

GENERAL INFORMATION

SCHOOL ADDRESS: 108 Ocean Street Narrabeen 2101
SCHOOL PHONE NO: 9913 3766
SCHOOL FAX NO: 9970 7627
Email: sjn@dbb.catholic.edu.au
SCHOOL WEBSITE: St Joseph’s Narrabeen
PRINCIPAL: Michael Gallagher
PARISH PRIESTS: Father Rex Curry (PP) and Father Shiju Simon (Assistant Priest)
PARISH OFFICE: 9982 1058
Administration Officer: Teresa Zappacosta

SCHOOL INFORMATION AND REGULATIONS

SCHOOL HOURS
Morning 9.00am - 11.00am
Recess 11.00am - 11.25am
Mid Morning 11.25pm - 1.00pm
Lunch 1.00pm – 1.50pm
Afternoon 1.50pm – 3.05pm

SUPERVISION
Before School:
Staff will be on duty in the playground from 8.30am.
Children are not supervised before this time.
(We remind parents of the dangers of children being in the playground before supervision begins.)

After School:
Children are picked up at 3.05 and gates are locked after
After School Care
Welcome to St Joseph’s

Some background information about our school

Our history:
- St Joseph’s was founded in 1939 by the Good Samaritan Sisters
- Benedictine charism- a spirituality of service, humility and hospitality
- Since 1984 St Joseph’s has been staffed by lay teachers and principals

Our Diocese:
- St Joseph’s is part of the Diocese of Broken Bay
- Our Bishop is Most Rev Peter Comensoli

Our Parish:
- St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose
- Our parish has churches at Narrabeen and Collaroy Plateau.
- The parish office is located at Collaroy Plateau
- Fr Rex and Fr Shiju live here in Narrabeen
- There are two primary schools located within our parish - St Joseph’s and St Rose
- Our parish has an elected Parish Pastoral Council to offer advice and assistance to Fr Rex in the running of the parish - both Principals are ex officio members

Our system of schools
- Our school is administered by the Catholic Schools Office, Pennant Hills.
- System of 36 primary and 8 secondary schools
- Mr Peter Hamill is the Executive Director of schools
- Anne Duncan is our Schools Consultant

Our funding
- 84% of our funds come from Commonwealth and state governments- the balance is collected in school fees
ABSENCE AND ATTENDANCE AT SCHOOL

If your child is absent from school please phone to let us know on the morning of the absence by 9:30am. If your child is late to school they need to complete the Late Arrivals Register in the front office. Details on Student Attendance can be found in Appendix A.

ADMISSION TO KINDERGARTEN

- There is one general admission of pupils to Kindergarten each year.
- Enrolments applications are called for in May of the year preceding.
- Pupils may be admitted if they will have reached the age of 5 years no later than July 31 in the year they commence school.

All new enrolments are considered by the school enrolment committee, which consists of the Parish Priest, the Principal and one elected parent member of the Parents and Friends Association. Decisions of this committee are guided by the Broken Bay Diocesan enrolment policy. (Please refer to St Joseph’s School Application for Enrolment Form).

BEFORE and AFTER SCHOOL CARE

St Joseph’s After School Care is run by Catholic Care. Flavia is the coordinator. Outside of Hours School Care (OSHC) currently operates Monday to Friday, 3.00-6.00pm in the After School Care Room on the first floor. (Please refer to page 14).

ALLERGIES

In the interests of child safety we ask that St Joseph’s be a nut free school. Please do not send peanuts, peanut butter or peanut-related products to school. Items labelled “may contain traces of nuts” are suitable to send to school. Children with allergies must be identified to the school and an action plan from your doctor provided.

ASSEMBLY

A whole school assembly is conducted every second Wednesday afternoon (even weeks) at 2:45pm usually in the hall. Assembly may be cancelled before lunch due to weather.

There is a daily dismissal assembly at 3pm in the playground.

AWARDS

Children are presented with awards based upon their achievements for the preceding week. Awards may recognise academic achievement, positive behaviour or the demonstration of Catholic values. Awards are given when a child has received 10 white cards. When a child receives
20 white cards a Bronze Certificate is awarded with Silver and Gold certificates to follow upon receipt of 50 and 80 white cards. Children receive these awards at afternoon assemblies.

**BAND**

We have a school band which is managed for us by Blue Gum 2 Music. The band is for children in Years 3 to 6. This is at parents’ expense and is additional to the music lessons provided by the school’s own music teacher. Some children in Year 2 may be eligible for early entry.

**BICYCLES**

Children are permitted to ride bicycles to school. The RMS recommends that children under the age of 10 be accompanied by an adult. **They must wear a helmet and observe all road rules.** Children should not ride the bicycle through the playground. Upon arriving at school, the child should dismount and push the bicycle to the designated parking area. **A Bicycle User's Permission Note is needed for those who ride to and from school. Children without a helmet will not be permitted to leave the school grounds on their bicycle.**

**BUDDY SYSTEM**

All Kindergarten children at St Joseph’s are assigned a Big Buddy from Year 6 who acts as guide and friend for the first year at school. The Buddies work together throughout the school year. Buddies are also provided to the St Lucy’s classes.

**CALENDAR**

Significant school calendar dates are published via PPP Primary Parent Planner. Parents can select events that relate to their child/ren’s class along with whole school events. Further information can be found on the school website: News and Events, Parent Information

**CANTEEN**

Lunch may be ordered on the *Schools24* website on Monday and Friday each week. Children do not need to bring more than $2 cash to school for the canteen. Details are contained in the Canteen section of the school webpage.

**CHILD PROTECTION**

At St Joseph’s 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. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

**CLASSES AND STAGES**

At St Joseph’s we have seven classes from Kindergarten to Year 6. These are in turn organised into stages in accordance with the NSW Board of Studies syllabus guidelines. Stages are developmental representing approximately 20 months growth. This growth is described in educational Outcome Statements used in all NSW schools. Classes in the same stage are therefore, working towards to same set of Outcomes. Our school reports are referenced to achievement within these stages. The stages are:

- Early Stage 1= Kindergarten
- Stage 1= Year 1 and Year 2
- Stage 2= Year 3 and Year 4
- Stage 3= Year 5 and Year 6.

Classes in the same stage will sometimes work together on the same unit of work. Our school has mapped a two-year cycle of work for each stage. This occurs in Human Society & its Environment, Science & Technology and Personal Development/ Health. This is appropriate given both classes are working towards the same set of Outcomes.

**COMMUNICATION WITH TEACHERS**

Talking to your child’s teacher is a valuable way to stay in touch with you child’s learning. Our teachers are always happy to talk with you. Teachers are very busy people. Please do not expect teachers to be able to speak to you after the bell has rung in the morning. They have a duty of care to supervise the children. Afternoons are usually a better time. If you require a longer time with your child’s teacher, contact the teacher to set up an interview at a time that is mutually convenient. If you have questions or concerns, please direct them initially to the teacher. If you aren’t satisfied, please contact the school office to make an appointment to see the Principal. Communication is very important!

**COMPLAINTS**

At St Joseph’s we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with your child’s class teacher.
- If you have 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 have 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 Child Protection Parent Information Sheet (Appendix A).

**CURRICULUM**

There are seven **KEY LEARNING AREAS (KLA’s)** and our Curriculum follows guidelines from the NSW Board of Studies and Catholic Schools Office of Broken Bay. Teachers endeavour to display and develop Gospel Values in all curriculum areas.

The **Religious Education** program has been developed by the CSO Broken Bay. Daily classroom prayer and attendance at Mass are a regular part of the school programme.

The **English** curriculum involves the integration of the children's listening, speaking, reading and writing. It aims to develop the children’s ability, confidence and interest in both spoken and written language.

The **Mathematics** curriculum consists of 4 strands - Number, Space, Measurement and Working Mathematically. It aims to develop concepts and operational skills through the regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations.

**Human Society and Its Environment (HSIE)** curriculum is concerned with the study of people, their history, varying cultures and environments. Particular attention is focused on our own country with its multicultural society. **This syllabus is undergoing significant change throughout 2016.**

**Science and Technology** curriculum provides children with opportunities to learn about the natural and made environment, with emphasis on first hand experiences, inquiry and problem solving.

**Creative Arts** curriculum includes music, drama, art and dance and provides children with a wide variety of opportunities for creativity and self-expression.


**EXCURSIONS**

As part of the learning experience and to enhance understanding of a topic, children go on excursions. Teachers will send home information about what they hope to achieve, times of departures and arrival. Parents are usually invited to assist on these days. Volunteers will be asked to sign Prohibited Persons declaration. This is a statutory requirement.

From time to time, the school organises an incursion (a visit by a group). Children participate in activities provided by these groups. Life Education is an example of an incursion. The cost of these activities is included in the school’s education fee. You will be notified well in advance. You will be asked to sign a consent form allowing your child to participate.
In Year 5 and 6, the children participate in an overnight camp. The children will visit, for example, Canberra or Bathurst. Camp is associated with a unit of work being studied in class. At least two teachers accompany the children. A separate account will be sent to cover camp costs. The school attempts to take care not to overburden parents financially. Thus, the timing and type of excursions are given careful consideration.

### FREE BUS TRAVEL

Free Opal Cards are available for all children in Kindergarten, Year 1 and Year 2, irrespective of distance travelled.

Free Opal Cards are also available for children in Years 3, 4, 5 and 6 if they live further than 1.6km, as the crow flies, from school or 2.3km by the closest walking route.

Application forms can be obtained from the school office. One application is sufficient and bus passes are automatically renewed each year. However, for a child moving from Year 2 to Year 3 another application form must be completed before the end of the year. When transferring to another school the bus pass must be handed in at the school office. If a bus pass is lost, please contact the School Office on 9913 3766.

### GATES AND SECURITY

The street gates at St Joseph’s are unlocked each morning at 8:30am, when supervision commences. Gates ought to be closed and latched at all times during school hours. The Lagoon Street and Ocean Street gates have a bolt and child proof locks. Both ought to be secured at all times for the safety of the children. Gates are closed at recess and lunch for the safety of children. The gates are locked each day after the last child is collected from After School Care. Gates are always locked after 6pm.

### GRIEVANCE HANDLING

If you have concerns please direct them to the class teacher in the first instance. If you have not reached a satisfactory resolution, please contact the school principal for an appointment. St Joseph’s adheres to the Catholic Schools Office Grievance Handling Policy.

### HATS

Children are expected to wear St Joseph’s School hats whenever outdoors throughout the year. A “no hat – no play” rule exists. St Joseph’s school hats are available from the uniform shop.

### KISS AND RIDE

There is a whole school dismissal assembly at 3pm daily. A Kiss and Ride system operates in the No Parking zone on Lagoon Street. Parents should tell their child if he or she is to use Kiss and Ride. Children will be escorted to the cars by a member of staff. Parents are asked to remain in their vehicles. If your child is not present at Kiss and Ride, you will be asked to drive around the block whilst your child is located. PLEASE DO NOT QUEUE IN WELLINGTON STREET AS THIS INTERFERES WITH TRAFFIC FLOW. We recommend staggering the time that children are collected from Kiss and Ride so as to avoid queues. Supervision is provided at Kiss and Ride until 3.20 pm after which parents need to park and collect children from the bus duty teacher in the playground.
LATE REGISTER

If your child arrives at school after 9am, the child needs to be signed in on the late register in the school office. Please complete the register before taking your child to class. *(Please refer to page 9 Regular Attendance and Absences)*.

LITURGY AND MASS

As a Catholic school, we regularly attend Mass. Each Thursday, one stage group (two classes) attend a parish Mass at 9:15am. The whole school attends mass together each term. The date for these liturgies is advertised in the school newsletter. Parents are most welcome and are encouraged to attend. The school celebrates a Parish/Family Mass one weekend per term. The children and parents of the school take a major role in the Mass preparation. Everyone is expected to attend in this very important liturgy.

MEDICATION

Teachers are not permitted to give medication to children without written consent. This includes over the counter medications including headache tablets. If you require your child to take medication at school, you need to notify the school in writing and include a note from your doctor detailing the purpose of the treatment, the specific medication type and dosage. You will also need to inform the school for how long this medication is required to be administered. If your child is **asthmatic**, an action plan for the management of the asthma is required. Similarly, if your child has any **allergies**, you need to notify the school and provide an action plan from your doctor to treat an allergic reaction. Action plans are reviewed annually or whenever the treatment is changed by your doctor.

MOBILE PHONES

Children should not have mobile phones at school. If there is a reason why a child needs a mobile phone, a letter explaining the reasons ought to be directed to the Principal who will make a determination to vary the policy in each case. The school accepts no liability for mobile phones that have been granted permission to be at school.

MONEY

From time to time you will need to send money to school. Please ensure money is in a named, sealed envelope. Each class has an office bag. Money can be given to the class teacher who will pass it onto the school office. We have a $2 money limit for the canteen.

NEWSLETTER

A school newsletter is emailed every Wednesday. This is the primary source of information about what is happening at the school. Please take a moment each week to read the newsletter. Additional copies of the newsletter are available from the school office.
Meetings are held once a term, usually the Wednesday of Week 3. Information is sent via the school newsletter on a weekly basis. Our P&F is very active and welcomes new ideas and participation.

PARKING OF CARS

Parents are asked to observe the parking regulations in the streets adjoining the school. We request that you leave your vehicle and cross the road, using the crossing to collect your child rather than have your child running across to you or through parked vehicles. **Be sure that the parking regulation signs are observed.**

The “No Parking” (Kiss and Drop) zone in Lagoon Street can be used from 8.30am each morning and 3.05pm each afternoon. You are entitled to stop for **two minutes** to drop off and pick up passengers. You must stay within **3 metres** of your vehicle.

(This information is accurate as at 27 October 2009. Current information may be obtained from the RTA (www.rta.nsw.gov.au).

The “No Stopping” zones in Ocean Street must not be used for drop off or collection of children.

There is a public car park in Lagoon Street (between Waterloo and Albert Streets). We would encourage you to use this facility.

REGULAR ATTENDANCE AND ABSENCES

Please send your child on time each day. Regular attendance at school is essential for progress. (See above regarding Late Register)

**Please notify the school on any day your child will be absent by phoning the school secretary on the morning of the absence by no later than 9:30am. Please provide a dated, signed note explaining the absence when the child returns to school.** It is a legal requirement that class rolls are marked each day by the class teacher and all notes regarding a child’s absence are retained with the roll.

Children who are late for school must report to the office and complete the Late Register. If your child is more than 30 minutes late, we are obliged to mark the child as being partially absent from school for that day.

Permission from the Principal is necessary to remove children from the school for more than ten days, e.g. holidays, transfers. Please write to the principal seeking permission using the form on the school website.

No child will be allowed to leave school early on his/her own without written permission from a parent.

REPORTING TO PARENTS

We keep in regular contact with parents. In Term 1 we conduct a Parent Information Evening. A class term overview is sent home at the beginning of each term detailing the work the children will be completing and class events. Student reports K-6 are distributed by email in June and December. Formal Parent / Teacher interviews are offered after each reporting period.
SCHOOL FEES

Accounts are forwarded at the commencement of Terms 1, 2 and 3. A reduction (upon completion of the Family Registration form) is given for a second and third child. Cases of financial hardship should be brought to the attention of the Principal. (Please refer to this year’s fees in this document).

SICKNESS / ACCIDENTS

In the case of sickness or accident at school, the parents will be notified. If parents cannot be contacted, the child will remain at school in the sick room. **If there is a change in home or emergency phone numbers the school should be notified as soon as possible.**
A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep him/her at home until completely well. Some common childhood diseases, which will keep students at home:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX:</td>
<td>7 days after spots appear.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS:</td>
<td>Until discharge from eyes has stopped.</td>
</tr>
<tr>
<td>GERMAN MEASLES:</td>
<td>7 days from appearance of rash.</td>
</tr>
<tr>
<td>HEADLICE:</td>
<td>Until hair is completely clear of nits or lice.</td>
</tr>
<tr>
<td>HEPATITIS:</td>
<td>Re-admitted to school with a medical certificate.</td>
</tr>
<tr>
<td>IMPETIGO:</td>
<td>Re admitted if the sores are completely covered by a clean dressing.</td>
</tr>
<tr>
<td>MEASLES:</td>
<td>5 days from appearance of rash.</td>
</tr>
<tr>
<td>RINGWORM:</td>
<td>Until all evidence has disappeared or medical certificate is produced.</td>
</tr>
</tbody>
</table>

SPORT COLOUR HOUSES

In Kindergarten students are allocated to one of four colour houses Blue (Polding), Green (Aloysius) Red (St Joseph’s) Yellow (Therry). Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.

STAFF DEVELOPMENT DAYS

Each year the Catholic Schools Office allows the school up to six pupil free days for the staff to use for professional development. Parents will be notified well in advance via the weekly school newsletter and term diary.

ST LUCY’S

St Joseph’s hosts two classes of students with disabilities from St Lucy’s Special School at Wahroonga. The children who are considered candidates for future mainstreaming at their local
school come from all along the peninsula. They are children in the first couple of years of their schooling (Kinder to Year 1). The children in the St Lucy’s classes wear the St Joseph’s uniform and share our facilities. The classes are staffed by specialist teachers from St Lucy’s. For all enquiries regarding Enrolment into these classes, please contact St Lucy’s, Wahroonga 9487 1277

**STUDENT INFORMATION AND FAMILY CONTACT INFORMATION**

Please ensure that the school is promptly notified if your details should change. This is especially important for telephone numbers and emergency contact details that you provided at enrolment.

**SUNDAY MASS**

St Joseph’s is part of the Lakes Catholic Parish of St Joseph and St Rose. Mass is a "family event" and central our faith. You are invited to take your child to Mass with you and pray with your child each day.

**St Joseph’s:**
- **Saturday:** (Vigil) 5.30pm & **Sunday:** 9.30am

**St Rose:**
- **Sunday:** 8.00 am and 6.00pm

**Weekdays:**
**St Joseph’s:** Monday, Tuesday, Friday 8.30am; Thursday 9.15am

**St Rose:**
- Sacrament of Reconciliation: Saturday 9.15am / Sunday 5.30pm (St Rose)
- Sunday 10.00am *(War Veterans Chapel)*

*The Lakes Catholic Parish*
*St Joseph’s Narrabeen and St Rose Collaroy Plateau*

**VISITORS**

All visitors to St Joseph’s must sign in at the school office and take a visitors badge to wear. Staff members are identifiable by their name badges.

**PARENT HELPERS AND VOLUNTEERS**

Parental involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, reading groups, canteen, being a class parent coordinator or through P&F activities.

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

- complete a Volunteer/Student Declaration declaring they not a prohibited person.
• sign on at the front office, be inducted and get a visitors badge from the office as per school procedure
• 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).
• Keep observations about an individual child, small groups of children or the whole class strictly confidential

### EXPLANATION OF SCHOOL FEES 2015

#### Tuition Fees set by the Diocesan Schools Board:

- 1\textsuperscript{st} child: $1492.50 per year (invoiced over 3 Instalments)
- 2\textsuperscript{nd} child: $1194.00 per year
- 3\textsuperscript{rd} child: $746.25 per year
- 4\textsuperscript{th} child: No fees (this discount applies when the appropriate form is completed, to siblings in Diocesan Schools only).

#### Diocesan School Building and Maintenance Levy:

$880.00 per family per year (invoiced over 3 Instalments)

This levy will help the Diocese plan and finance future school building and maintenance needs.

#### School Fees set by the School:

- **Education Fee**: $744.00 per child - resources, sport and activities
- **Swimming Fees** (Years K-2): $130.00 per child (approximately)
- **Camp Fees**
  - Years 5 and 6: $220.00 per student (approximately)
  - Year 6 Leadership Camp: $325.00 per student (approximately)
SCHOOL TERM DATES

2016

Term 1
First day of term
Years 1-6 29th January 2016
Kindergarten 1st February 2016
Last day of term
8th April 2016

Term 2
First day of term
26th April 2016
Last day of term
1st July 2016

Term 3
First day of term
18th July 2016
Last day of term
23rd September 2016

Term 4
First day of term
10th October 2016
Last day of term
16th December 2016 tbc

WATER SAFETY PROGRAM

St Joseph’s offers a water safety program for our Kindergarten to Year 2 children in Term 4 each year. The program typically is a series of eight lessons with fully qualified swim instructors. We are currently using Terrey Hills Swim Centre for these lessons. The children go as a school by bus to the classes accompanied by their teachers. Years 3-6 participate in a surf safety programme in Term 4.

BUSES AVAILABLE TO ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

FOREST COACH LINES

236 - Elanora Heights
Departs 3:05pm from front of school (Lagoon St) via Pittwater Road, Rickard Road, Elanora Road, right into Koorangi Avenue, left into Maralinga Avenue, left into Lumeah Avenue, Kalanga Road, Powderworks Road, Garden Street.

For further information, please phone 9450 2277 or click on the link Forest Coach Lines
STATE TRANSIT AUTHORITY

State Transit Buses – 742 & 738

AM School Runs

<table>
<thead>
<tr>
<th>742</th>
<th>738</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Careel Road</td>
<td>South Creek Road</td>
<td></td>
</tr>
<tr>
<td>Avalon</td>
<td>&amp; Pittwater Road</td>
<td></td>
</tr>
<tr>
<td>Newport</td>
<td>Collaroy</td>
<td>8.38</td>
</tr>
<tr>
<td>Mona Vale Junction</td>
<td>Narrabean Lakes Prim</td>
<td></td>
</tr>
<tr>
<td>Macpherson &amp; Garden Street</td>
<td>St Joseph’s</td>
<td>8.44</td>
</tr>
<tr>
<td>Street</td>
<td>Pittwater Road</td>
<td></td>
</tr>
<tr>
<td>Mater Maria Warriewood</td>
<td>St Joseph’s</td>
<td>8.47</td>
</tr>
<tr>
<td>Pittwater Road &amp; Garden Street</td>
<td>8.50</td>
<td></td>
</tr>
<tr>
<td>North Narrabeen Primary</td>
<td>8.30</td>
<td></td>
</tr>
<tr>
<td>St Joseph’s</td>
<td>8.35</td>
<td></td>
</tr>
</tbody>
</table>

PM School Runs – 710, 738 & 743

<table>
<thead>
<tr>
<th>738</th>
<th>710</th>
<th>743</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>St Joseph’s</td>
<td>St Joseph’s</td>
<td>St Joseph’s</td>
<td></td>
</tr>
<tr>
<td>Narrabeen Lakes</td>
<td>Grenfell Ave NN</td>
<td>Mona Vale Hospital</td>
<td>15.21</td>
</tr>
<tr>
<td>Collaroy</td>
<td></td>
<td>Pittwater Road &amp; Vineyard Street</td>
<td>15.30</td>
</tr>
<tr>
<td>Pittwater House</td>
<td></td>
<td></td>
<td>15.32</td>
</tr>
<tr>
<td>Telopea &amp; Hilma CP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Pde &amp; Rose Ave</td>
<td>Cromer Heights</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.24</td>
<td>15.21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.27</td>
<td>15.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.53</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above is only a guide, for further information please phone: State Transit 13 15 00 or follow the link on the school website – News and Events, Parent Information

Please refer to webpage: http://www.sydneybuses.info/schools/stjo

This parent Information Booklet is a guideline for the parents of St Joseph’s, Narrabeen. The handbook has been developed to assist the school to meet its obligations with the NSW Board of Studies.
At St Joseph’s 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. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

Responding to risk of harm

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

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

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

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

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

Maintaining Professionalism

All staff are expected to act professionally in their behaviour towards children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:
• Ensure no child is exposed to foreseeable risk of harm
• Take action to minimise risk
• Supervise actively and
• If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also 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 at St Joseph’s strive to:

• Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate
• Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns
• Maintain appropriate physical contact with children, including physical contact that may be necessary to exercise appropriate duty of care
• Follow the school’s policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

Addressing complaints of inappropriate behaviour by staff

Providing a safe and supportive environment for both students and staff 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 paid staff as well as volunteer helpers.

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 (CP Team). Because of the legal requirements such complaints are assessed by the CP 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.

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, formal warning/caution, removal from duties or termination. If harm has occurred to a child counselling or other support may be made available.

Screening of those working in schools

Background screening checks are conducted for all employees working in our school. This is known as the Working With Children Check. External tutors and coaches working with students in our school in dance, music, sport, art etc are also expected to obtain a check which the school verifies prior to engagement.
Parents and carers should also be aware that they are able to verify online that a person who they have engaged privately outside of school, to work with their children, has completed the appropriate check.

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 child-related employment. It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity.

Further information on screening checks can be found on the website for the NSW Commission for Children and Young People [http://www.kids.nsw.gov.au](http://www.kids.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**