



# PARENT INFORMATION HANDBOOK 2020

*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.*

**Principal: Mrs Virginia Outred**

**Parish Priest: Fr Robert Borg**

# 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,  
May love surround this place.  
Where we always;  
Respect ourselves and others;  
Show compassion for all;  
Live as stewards of our earth  
And grow together in community.  
May our school be a place of friendship and cooperation  
Where together we build in love  
Amen



## ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

### GENERAL INFORMATION

<b>SCHOOL ADDRESS:</b>	108 Ocean Street Narrabeen 2101
<b>SCHOOL TELEPHONE:</b>	9913 3766
<b>EMAIL:</b>	sjn@dbb.catholic.edu.au
<b>SCHOOL WEBSITE:</b>	<a href="http://www.sjndbb.catholic.edu.au">St Joseph's Narrabeen</a> http://www.sjndbb.catholic.edu.au
<b>PRINCIPAL:</b>	Mrs Virginia Outred
<b>ASSISTANT PRINCIPAL:</b>	Mrs Brenda Paul
<b>RE COORDINATOR:</b>	Mrs Catherine Gualtieri
<b>SCHOOL OFFICE:</b>	Mrs Kerrie Andrews

### PARISH INFORMATION

<b>PARISH PRIESTS:</b>	Fr Robert Borg (Parish Priest) Fr Eliseus Shin (Assistant Priest)
<b>PARISH OFFICE:</b>	9982 1058

### ST JOSEPH'S STAFF

<b>Principal:</b>	Mrs Virginia Outred
<b>Assistant Principal:</b>	Mrs Brenda Paul
<b>REC:</b>	Mrs Catherine Gualtieri
<b>Administration Officer:</b>	Mrs Kerrie Andrews
<b>Kindergarten:</b>	Mrs Alison Jarman
<b>Year 1:</b>	Mrs Carmel Sekulich
<b>Year 2:</b>	Mrs Catherine Gualtieri / Mrs Kathryn McCamey (exec release)
<b>Year 3:</b>	Mrs Lisette Calleja
<b>Year 4:</b>	Mrs Emily Hobson / Mrs Pauline Carlyle
<b>Year 5:</b>	Miss Olivia Preston
<b>Year 6:</b>	Mrs Brenda Paul (AP) / Miss Taylor Bird
<b>Library:</b>	Mrs Kathryn McCamey (Tuesday and Wednesday)
<b>Creative Arts:</b>	Mr Michael Warby (Friday)
<b>Physical Education:</b>	Mrs Nicola Frost (Friday)
<b>Learning Support Teacher:</b>	Mrs Jade Browett
<b>MTP Teacher:</b>	Mrs Anita Brooks
<b>Learning Support Assistants:</b>	Mrs Kim Marlin, Mrs Andrea Fitzpatrick, Mrs Sam Carolan
<b>CSO Consultant:</b>	Miss Anne Duncan

## SCHOOL INFORMATION AND REGULATIONS

<b>SCHOOL HOURS</b>	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 concludes at 6pm.

## Welcome to St Joseph's, Narrabeen

### 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 Raphael 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

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## ABSENCE AND ATTENDANCE AT SCHOOL - COMPASS

Please send your child to school on time each day. Regular attendance at school is essential for progress. 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.

### ABSENCE / SICK 1-9 days

If your child is absent from school please enter the absence on your Compass App or Parent Portal. Entries go directly to the class roll where your child's teacher will see the absence.

Any student note present in class in the morning will be marked as absent. A notification is sent to your Compass App for you to enter an explanation.

### ABSENCE 10+ days

If your child will be absent from school for 10+ days, as well as entering the absence in the Compass App or Parent Portal, a Form A1 Application for extended leave is required to be completed by parent/guardian and submitted to the school office.

Part 2, 4(b) of the *NSW Education Act (1990)* states that the education of a child is primarily the responsibility of the child's parents. It should not therefore be an expectation of parent(s)/carer(s) that the school provide work for the student during the time of the extended leave.

Link [Form A1 Application for extended leave](#)

### LATE ARRIVAL

If your child is late to school, they should be accompanied by parent/carer to the school office and parent/carer will sign them in via the Compass Kiosk in the school office foyer. The Compass Kiosk Late Arrival slip is to be handed to the class teacher by the student. Your child will have been marked "absent" by the class teacher, however the sign-in via the Compass Kiosk will then override the absence.

### EARLY DEPARTURE

If it is necessary for your child to leave early please visit the school office to sign your child out via the Compass Kiosk. The school office will contact your child's class and arrange for your child to meet you in the school office foyer.

*Details on Student Attendance can be found in Appendix A.*

## ACCIDENTS AND SICKNESS

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:

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

All staff are well prepared for first aid and emergency care. Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated and parents/carers are contacted. It is the parent or carer's responsibility to notify the school of changes to contact phone numbers for home, work and emergency contacts.

Is it IMPORTANT that the emergency contact be someone OTHER than the parent eg a grandparent, neighbour or close friend of the family. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents we will then use the nominated emergency contact provided.

If a child is sick at school, the teacher will contact the School Office to advise that the child is being brought to Sick Bay. If your child needs to be sent home, the school office will then contact a parent and make the necessary arrangements.

## ANIMALS

Animals are not permitted on the school grounds without prior permission from the Principal.

## ANTI BULLYING POLICY

St Joseph's Narrabeen is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying.

Bullying is defined as repeatedly hurting another person who is less powerful – either physically or psychologically.

At Joseph's we will:

- teach explicitly, annually, about bullying – what it is, how it affects us and what we can do about it
- teach our children the skills which will build their self-esteem and empower them to take responsibility for themselves and give them the opportunity to practise these skills
- teach our children the importance of the “by-stander” in breaking the cycle of bullying
- regularly survey the students about their wellbeing

Link [St Joseph's Anti-Bullying Guidelines - 2020](#)

Link to [CSO Anti Bullying Policy](#)

## ARRIVAL AND DISMISSAL

**BEFORE SCHOOL** – Morning supervision begins at 8.30am. We remind parents that children arriving prior this time are not supervised. Children should make their way to their classrooms, place their bags outside the classroom and play in the supervised areas. Parents may accompany their children and stay in the grounds until the bell rings. The playground equipment is out of bounds before school. Any child arriving after assembly must be accompanied by parent/carers to the office to sign in via the Compass Kiosk.

**AFTER SCHOOL** - Children are escorted to the Lagoon St playground by class teachers at 3.00pm. Children catching the bus, walking, or being picked up at Kiss and Ride line up under the shade cloth. There are separate lines for bus, walkers, Kiss & Ride. Parents picking up children wait in the front playground for the teacher to dismiss the class.

A Kiss and Ride system operates in the No Parking zone on Lagoon Street from 3.05pm. Parents should tell their child if he or she is to use Kiss and Ride. A sign with your family last name should be displayed in the front left window. Please ask at the office and we will have one printed and laminated.



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.**

**KISS & RIDE drivers** are not permitted to get out of the car. Please ensure that bags etc are in car as the driver is not to get out of the car to go to the boot. 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 3.20pm after which parents need to park and collect children from the bus duty teacher in the playground.

## 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 weekly dismissal assembly at 3pm in the playground on Fridays.

## AWARDS

Children are presented with class awards based upon their achievements. Awards may recognise academic achievement, positive behaviour or the demonstration of Catholic values. Children receive these awards at the bi-weekly afternoon assembly.

## BAND

The school band is an extra-curricular activity contracted to Roar Music Northern Beaches. 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. Details of Roar Music Northern Beaches can be found in our weekly newsletter.

## BEHAVIOUR MANAGEMENT POLICY

When dealing with behaviour management, the dignity of the child is always preserved in line with Gospel Values. In order to develop self-discipline in children there must be a respect for the rights of others. All children have the right to learn and all teachers have the right to teach. At St Joseph's a high standard of conduct is expected.

**OUR AIM:** It is the responsibility of the school to provide a comfortable and secure environment where individuals feel safe, valued and respected.

At St Joseph's we aim to develop the child in an atmosphere where Catholic attitudes and values are nurtured, the rights of all individuals are protected and respected, and children are encouraged to take responsibility for their own behaviour.

Integral to our policy, is a commitment to consistent and fair practices that are positive, professional and ethical. Link to Catholic Schools Office – [Behaviour Support Policy](#)

## 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.**

## BIRTHDAYS

If you wish to send something to school to celebrate your child's birthday, please consider sending cupcakes or similar treats that can be easily distributed.

Please be aware of allergies, no foods containing nuts. We ask that you contact the class teacher as to discuss any other food allergies in your child's class.

## 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.

## BUS TRAVEL / OPAL CARDS

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 are completed online on the Transport NSW [website](#). One application is sufficient and bus passes are automatically renewed each year (except for children moving from infants to primary, primary to high school or changing schools). Parents can update details at any time on the Transport NSW website.

If an Opal Card is lost, please contact NSW Transport website [www.transportnsw.info](http://www.transportnsw.info) or by telephoning Transport Info on 131 500.

**School bus routes can be found on the Transport NSW website or Forest Coach Lines website.**

## CALENDAR

St Joseph's school calendar is located on the St Joseph's App and school website under News and Events tab.

Further information can be found on the school website: News and Events, Parent Information. The Newsletter also includes a reminder of key dates.

## CANTEEN

The canteen is open Monday and Friday provided we have volunteers. Lunch is ordered online using the QKR App. Children do not need to bring more than \$2 cash to school for the canteen to purchase morning tea.

Details are contained in the Canteen section of the school webpage, including FAQ guides. The Qkr App can be downloaded from the iTunes or Google Play.

## CHILD PROTECTION

All staff employed to work with children have a validated WWCC to be employed in NSW. 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. All staff must complete Child Protection modules to update as stipulated by the CSO.

In particular the school will:

- Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children.

- Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
- 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**

## 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 Education Standards Authority 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 the 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 (History & Geography) and Personal Development/ Health. This is appropriate given both classes are working towards the same set of Outcomes.

## CLASS PARENTS

Each class has one or two class parents. The role of the class parent is to act as a liaison between the school, P&F and student's parents.

The role of the class parent includes:

- Organising class social events
- Organising an allocated P&F event
- Attending P&F meeting each term
- Communicating class information as required via class Facebook page
- Communicating with class teacher

## COMMUNICATION

At St Joseph's we provide many opportunities for parents to communicate with teachers. Good communication between home and school is the key to positive relationships. Parents are encouraged to speak to their child's teachers whenever they have a concern.

### Parent Information Session

At the beginning of the school year parents are invited to attend an information session for the whole class. Also, a 'Getting to know your child' questionnaire will be sent home for parents to share more personal information about their child e.g. interests, sport, concerns.

### School Reports

Student reports K-6 are distributed the Compass Parent Portal in June and December.

### Parent Teacher Interviews

Parent teacher interviews are offered in both Semester 1 and Semester 2 after the reporting period.

### Curriculum Overview

At the beginning of each term your child's class teacher will provide a curriculum note communicating specific

learning intentions for all KLA's. Important information such as class sport day, creative arts and library specialist sessions will also be specified.

Link [Curriculum Overview](#)

### **Newsletter (St Joseph's App and St Joseph's website)**

A school newsletter is emailed every Thursday. This is the primary source of information about what is happening at the school. Please take a moment each week to read the newsletter.

### **Push notification (St Joseph's App)**

This communication tool is utilised to provide reminders to families about upcoming school events, changes to assembly, late bus notifications and other school based communication.

### **Google form for permission (sent via email to parents)**

Google forms allow for parents to complete their child's permission to attend school events online. A link to the Google form will be emailed to parents. The reply from the parent email address is considered legal permission. Overnight excursion will still require written permission and paperwork.

### **Email**

Talking to your child's teacher is a valuable way to stay in touch with your child's learning.

Email is the preferred channel of communication. Staff members may be contacted by email however it is essential that parents understand that due to the nature of their work it may not be possible for the class teacher to respond within 24 hours. A response will be made within 72 hours.

Our teachers are always happy to talk with you. However, 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.

Please do not email change of arrangements for child going home in the afternoon or any matter that requires immediate attention regarding your child. Please contact the school office directly during the hours of 8.30am-3.30pm.

## **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).

Link [CSO Complaints handling policy and procedures](#)

**See also Appendix 2: MAINTAINING PROFESSIONALISM**

## **COUNSELLING SERVICE**

A student counselling service is provided by Catholic Schools Office based on referral by the Principal with parent consent. Families wanting to access the Counsellor for their child are asked to contact the class teacher or Principal.

## CURRICULUM

There are seven **KEY LEARNING AREAS (KLA's)** and our Curriculum follows guidelines from the NSW Education Standards Authority (**NESA**) and Catholic Schools Office of Broken Bay. Teachers endeavour to integrate 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. Approximately 2.5 hours week.

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. Approximately 6-8 hours a week.

The **Mathematics** curriculum consists of 3 strands – Number and Algebra, Measurement and Geometry, Statistics and Probability. 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. Approximately 4-5 hours per week.

**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. ***New History and Geography Syllabuses make up this KLA.*** Approximately 1.5-2hrs per week.

**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. Approximately 1.5-2hrs per week.

**Creative Arts** curriculum includes music, drama, art and dance and provides children with a wide variety of opportunities for creativity and self-expression. Approximately 1.5-2hrs per week.

**Personal Development, Health and Physical Education (PDHPE)** curriculum includes 8 strands: Active Lifestyle, Dance, Games and Sports, Growth and Development, Gymnastics, Interpersonal Relationships, Personal Health Choices and Safe Living. Approximately 1.5-2hrs per week.

## CUSTODY AND ACCESS ARRANGEMENTS

In order to protect the rights of the child and the custodial parent in the events of a marriage separation or divorce, it is vital that the school has on file a cop of the custody and access award made by the court.

## ELECTRONIC GAMES

Electronic games are not allowed at school. Bringing these items to school increases the risk of loss and breakage.

## ENROLMENT

### Kindergarten

- There is one general admission of pupils to Kindergarten each year.
- Enrolment 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.

Link to [Enrolment at St Joseph's](#)

## Secondary Schools

Enrolment in Catholic secondary schools following completing of Year 6 is not automatic. Parents are advised to make application to the school of their choice well in advance. Enrolment into some secondary schools is two to three years prior to commencement.

## 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 a Volunteers Declaration Form. 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 (Google form online permission will be sent via email).

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 along with support staff.

The school attempts to take care not to overburden parents financially. Thus, the timing and type of excursions are given careful consideration.

Link [Volunteer Declaration](#) (to be completed by parents wishing to assist at school excursions and sporting events)

## EXTRA CURRICULAR ACTIVITIES

<b>Debating</b>	St Joseph's enters a Year 5 and Year 6 debating team in the Northern Beaches Catholic Primary Schools Debating Competition annually.
<b>Public Speaking</b>	Senior students enter the Northern Beaches Primary Schools Public Speaking Competitions each year. All students in Kindergarten to Year 6 enter the St Joseph's Public Speaking competition.
<b>Choir</b>	The school choir performs at a number of events throughout the school year within the school and community.
<b>Band</b> <i>External provider</i>	St Joseph's school band is coordinated by Roar Music Northern Beaches. Students from Year 2 to Year 6 may join the school band. Link to <a href="#">Extra Curricular information and enrolment</a>
<b>Instrument lessons</b> <i>External provider</i>	Roar Music Northern Beaches offer private music tuition Link to <a href="#">Extra Curricular information and enrolment</a>
<b>Drama</b> <i>External provider</i>	The Actory Drama Co provides drama lessons to students after school Link to <a href="#">Extra Curricular information and enrolment</a>

## GATES AND SECURITY

The street gates at St Joseph's are unlocked each morning by a Before School Care Staff member at 7.30am. The Lagoon Street and Ocean Street gates have a bolt and child proof locks. Both gates are secured at all times for the safety of the 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 *Complaints Handling Policy and Procedures for Diocesan Systemic Schools*.

## 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 Lowes at Warriewood Square.

## HOMEWORK

The purpose of homework at St Joseph's Catholic Primary School is two-fold:

- to seek to develop in our students the necessary skills to establish effective study habits, including self-discipline and time management skills, for life-long learning; and
- to provide an opportunity for parents to connect with what their children are doing at school.

The underlying premise of our policy is that:

*Successful schools see education as a collaborative process between the student, parents and the school, and consider parents to be 'partners' in their child's education.*

*Australian Council of Educational Research, 2014*

We see the development of this policy as being an opportunity to further embed our Core Values of Community, Compassion, Respect and Stewardship, into all that we do at St Joseph's.

Link [St Joseph's Home Learning Policy](#)

## IMMUNISATION

It is now a requirement that all children starting school must be fully immunised. The school is required, on entry of children into Kindergarten, to ensure children have received Triple Antigen (Measles, Mumps, Rubella), Polio and Tetanus immunisation. The Australian Immunisation Register "Certificate of Immunisation" is required at the time of enrolment. Please contact your family doctor should you have any concerns regarding immunisation.

## LEARNING SUPPORT

Children with learning support needs are well catered for through specialised programmes provided for children experiencing learning difficulties. We have dedicated Learning Support teachers along with learning support assistants.

## LIBRARY

Students are encouraged to borrow books from the school library. All students are required to provide their own library bag.

## LOST PROPERTY

Please ensure ALL your child's belongings including school uniform are clearly labelled. Label uniforms including school jacket, school hat, drink bottle, lunch box, library bag, school bag, shoes and joggers to prevent loss. **Lost Property** is located outside the student counter at the school office.

## MASS AND LITURGY

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

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.

Mass times for both St Joseph's Narrabeen and St Rose Collaroy Plateau can be found on the Lakes Parish website.

Link to [The Lakes Parish](#)

## **MEDICAL - MEDICATION, ASTHMA, ANAPHYLAXIS, ALLERGIES**

Parents are asked to inform and supply the school with any relevant medical reports on their child. A copy of reports such as, audiograms, speech and occupational therapy, educational and psychological assessments should be given to the class teacher. These reports provide valuable information which teachers implement to enhance student learning.

### **MEDICATION**

Teachers and other staff members are not permitted to give medication to children without written consent from your child's treating doctor. 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 Request to Administer Medication Form signed by your doctor (form available on the school website). You will also need to inform the school for how long this medication is required to be administered.

### **ASTHMA**

If your child is **asthmatic**, an action plan prepared by a doctor for the management of the asthma is required.

### **ANAPHYLAXIS / ALLERGIES**

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.

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.

All teachers are trained to use an EpiPen, every 2 years as stipulated by CSO Policy.

## **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 / PAYMENTS FOR SCHOOL EVENTS**

Payment for school events can be made by QKR Link to [Qkr App payments, canteen orders](#)

## **NEWSLETTER**

Refer information provided under "Communication".



## OSHC - BEFORE AND AFTER SCHOOL CARE

St Joseph's Before and After School Care is run by OOSH Northern Beaches and currently operates Monday to Friday. The OSHC room is located on the first floor, above the school office.

Before School Care: 7.00-9.00am  
After School Care: 3.00-6.00pm  
Coordinator: Flavia

Website: <http://ooshnb.com.au/>

## PARENTS AND FRIENDS ASSOCIATION

Meetings are held once a term, on a date which will be published in the school newsletter. Information is sent via the school newsletter as needed when events are due. Our P&F is very active and welcomes new ideas and participation.

## PARENT HELPERS AND VOLUNTEERS

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.

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

- sign in at the front office, be inducted and get a visitors badge from the office as per school procedure.
- complete a Volunteer Declaration Form declaring they are not a prohibited person.
- 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

***See also Appendix 3: WORKING WITH CHILDREN CHECKS***

## 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. Fines and loss of demerit points apply.***

The **"No Parking"** (*Kiss and Drop*) zone in Lagoon Street can be used from 8.30am each morning and 3.05pm each afternoon. 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.

## PHOTOGRAPHS

School photographs are taken annually.

Students are photographed in their class group, leadership groups and individually. Sibling family photographs are also available. The school will provide information to parents to order family photographs prior to school photo day.

Photo/Video permission forms are sent home to be completed each year for students. There may be times when your child's photograph may be taken for inclusion in class displays, the school website, school newsletter or Diocesan publications. Student's full names are not included in newsletter, website or Diocesan publications.

## PRIVACY

The school abides by the *Privacy Act 1988*. Information collected by the school is used only for school purposes, and stored in a secure location.

### Personal Information School Collects

Schools will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews and telephone calls.

### Personal Information provided by other people

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

### Use of Personal Information

A school will use personal information it collects for the primary purpose of education, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or which have been consented to.

### Pupils and Parents

A School's primary purpose for the collection of information is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which a school uses personal information of pupils and parents include:

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletter and magazines.
- Day to day administration
- Looking after pupil's educational, social, spiritual and medical wellbeing
- Seeing donations and marketing for the school
- To satisfy the Diocese's and the school's legal obligations to allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of a pupil. (Extract Diocese of Broken Bay Privacy Policy for Diocesan System Schools, February 2002)

## REPORTING TO PARENTS

Refer to "Communication"

## SACRAMENTAL PROGRAMS

Sacramental information can be obtained from The Lakes Parish.

All sacramental programs are parish based at the request of the Bishop of Broken Bay. The doctrine of the sacrament is taught as part of the whole school Religious Education program. Children are prepared for the Sacrament by their parents, with the assistance of the Parish Sacramental Team. Children are eligible to make the following Sacraments in these grades:

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

## SCHOOL FEES

Accounts are forwarded at the commencement of Term 1, with a statement emailed at the beginning of each new month. 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.

## SPECIALIST TEACHERS

**Library** - Each class will have a weekly library lesson with a qualified Teacher Librarian and have the opportunity to borrow from a wide selection of fiction and non-fiction books. The Teacher Librarian also co-ordinates the Premier's Reading Challenge.

**PE** - There is a specialist Physical Education Teacher who teaches every class for 40 minutes each week. In addition to this the classroom teacher takes the students for other physical education activities that vary from term to term.

**Creative Arts** - As part of the Creative Arts program all classes have specialist Dance, Music and Drama lessons once a week with a specialist teacher 4 terms per year.

## SPORT COLOUR HOUSES

In Kindergarten students are allocated to one of four colour houses **Blue (Polding)**, **Green (Aloysius)**, **Red (St Joseph's)** or **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 SATELLITE CLASSES

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 LEADERSHIP

We believe that our school has a responsibility to develop the leadership skills of all our students. Students at St Joseph's are expected to lead by example and model the values of our school. Many opportunities are provided to encourage student leadership.

Each class votes for a Class Captain each term.

All year 6 students have a leadership role on a team. Year 6 students nominate the team they would like to be considered for through the process of a self-nomination letter stating their leadership qualities for that role. Teachers discern the leadership teams. The teams are: Civics and Citizenship Team, Sport Team, Mission Team, Environment Team, Wellbeing Team and Library/IT Team. Each team has a teacher mentor.

Year 6 are involved in the Buddy Program for Kindergarten.

Year 5 are involved in the Buddy Program with St Lucy's children.

## SUN SMART POLICY

Our school has a “Sun Smart” Policy which endorses the use of hats and sunscreen. Children are to wear their hat every day of the year. Parents are encouraged to put sunscreen on their children.

Children without hats are required to play in the shade.

## TERM DATES

Please refer to **School Calendar** on the St Joseph’s website for current term dates.

Link [St Joseph’s Calendar](#)

## TECHNOLOGY

A strong emphasis will be increasingly placed on technology at St Joseph’s and its value, as a learning tool will be utilised. Technology is used to enhance the learning process in all Key Learning Areas and to facilitate integration across the KLA spectrum. Students engage in learning through the use of Interactive Whiteboards, iPads, laptops and Chromebooks.

## UNIFORMS

St Joseph’s school uniforms are supplied by Cowan & Lewis either instore or online. Link to [Cowan & Lewis](#). Full information on how to order can be found on our website: <https://www.sjnldb.catholic.edu.au/our-school/school-uniform-purchasing/>.

<p><b>Summer Uniform GIRLS</b>            Summer tunic            Grey socks (ankle)            School Jacket with logo            Wide brim hat with logo            Black school shoes  <b>Sport</b>            Blue unisex sports shirt with logo (short sleeve)            Blue (Royal Blue) skort or shorts            White socks (ankle)            White runners</p>	<p><b>Summer Uniform BOYS</b>            Blue short sleeve shirt with logo            Grey shorts            Grey socks (ankle)            School Jacket with logo            Wide brim hat with logo            Black school shoes  <b>Sport</b>            Blue unisex sports shirt with logo (short sleeve)            Blue (Royal Blue) sports shorts            White socks (ankle)            White runners</p>
<p><b>Winter Uniform GIRLS</b>            Winter tunic            Blue (Sky Blue) long sleeve blouse            Girls winter tab tie            Grey socks (knee high) or Grey stockings            School Jacket with logo            Wide brim hat with logo            Black school shoes  <b>Sport</b>            Blue unisex sports shirt with logo (short sleeve)            Blue (Royal Blue) sports skort or shorts            Blue (Royal Blue) microfibre tracksuit pants            White runners</p>	<p><b>Winter Uniform BOYS</b>            Blue (School Blue) long sleeve shirt            Grey long pants            Boys winter tie (striped)            Grey socks (ankle)            School Jacket with logo            Wide brim hat with logo            Black school shoes  <b>Sport</b>            Blue unisex sports shirt with logo (short sleeve)            Blue (Royal Blue) microfibre sports shorts            Blue (Royal Blue) microfibre tracksuit pants            White runners</p>

**SCHOOL UNIFORM POLICY** - All students are expected to be dressed in the correct school uniform. Summer uniforms are worn in Term 1 and Term 4. Winter uniforms are worn in Term 2 and Term 3. Parents will be advised in extreme out of season weather which uniform may be worn.

**DRESS EXPECTATIONS** - Always tidy, shoes cleaned at least once weekly and winter ties on properly. Black school shoes for our everyday uniform and white sandshoes for Sports Day.

**HAIR** - Girls: long hair should be tied back. Hair ribbons must be in the school colours (blue/white).  
Boys: neat, not too long, no chemical colouring or extreme hairstyles.

**JEWELLERY** - Girls only are permitted to wear sleepers or stud earrings to school. No nail polish, bracelets, rings, necklaces etc.

**HATS** - All children must wear the school hat for outdoor play.

**BAGS** - St Joseph's backpack is compulsory.

**SECOND HAND UNIFORMS** - The Uniform Shop has a very limited selection of second hand uniform items. Please order via the Qkr App.

Link to uniform information on website: <https://www.sjndbb.catholic.edu.au/our-school/school-uniform-purchasing/>

## **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.

## **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 travel as a school by bus to the classes accompanied by their teachers.

**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 Education Standards Authority.**

**APPENDIX 1: CHILD PROTECTION INFORMATION**  
**APPENDIX 2: MAINTAINING PROFESSIONALISM**  
**APPENDIX 3: WORKING WITH CHILDREN CHECKS**

**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:

- Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children.
- Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
- 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 complete 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**



**St. Joseph's**

**CATHOLIC PRIMARY SCHOOL**

**Narrabeen**

**BUILD IN LOVE**