



PARENT INFORMATION HANDBOOK 2022

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

SCHOOL ADDRESS:	108 Ocean Street Narrabeen 2101
SCHOOL TELEPHONE:	9913 3766
EMAIL:	sjn@dbb.catholic.edu.au
SCHOOL WEBSITE:	St Joseph's Narrabeen http://www.sjn.dbb.catholic.edu.au
PRINCIPAL:	Mrs Virginia Outred
ASSISTANT PRINCIPAL:	Mrs Brenda Paul
RE COORDINATOR:	Mrs Kath Fogwell
SCHOOL OFFICE:	Mrs Kerrie Andrews

PARISH INFORMATION

PARISH PRIESTS:	Fr Robert Borg (Parish Priest) Fr Aldrin Valdehueza (Assistant Priest)
PARISH OFFICE:	9982 1058

ST JOSEPH'S STAFF

Principal:	Mrs Virginia Outred
Assistant Principal:	Mrs Brenda Paul
REC:	Mrs Kath Fogwell
Administration Officer:	Mrs Kerrie Andrews
Kindergarten:	Mrs Alison Jarman and Mrs Olivia Windon
Year 1:	Mrs Carmel Sekulich
Year 2:	Mrs Kath Fogwell (REC) / Mrs Kath McCamey (exec release)
Year 3:	Mrs Lisette Calleja
Year 4:	Miss Tiffany Britton
Year 5:	Mrs Cara Appleton
Year 6:	Mrs Brenda Paul (AP) / Mrs Emily Hobson
Library:	Mrs Kathryn McCamey (Tuesday and Wednesday)
Creative Arts:	Mr Michael Warby (Friday)
Physical Education:	Mrs Nicola Frost (Friday)
Learning Support Teacher:	Mrs Jade Browett
MTP Teacher:	Mrs Anita Brooks
Learning Support Assistants:	Mrs Kim Marlin, Mrs Andrea Fitzpatrick, Mrs Sam Carolan Mrs Sam Greig, Mrs Taryn McCready, Mrs Justine Spiteri

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 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 Anthony Randazzo

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 Robert and Fr Valdehueva 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 Robert in the running of the parish - both Principals are ex officio members

Our system of schools

- Our school is administered by Catholic Schools Broken Bay (**CSBB**) from a head office at Pennant Hills.
- System of 36 primary and 8 secondary schools
- Mr Danny Casey is the Executive Director of schools

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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 not 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:

CHICKEN POX:	7 days after spots appear.
CONJUNCTIVITIS:	Until discharge from eyes has stopped.
GERMAN MEASLES:	7 days from appearance of rash.
HEADLICE:	Until hair is completely clear of nits or lice.
HEPATITIS:	Re-admitted to school with a medical certificate.
IMPETIGO:	Re admitted if the sores are completely covered by a clean dressing.
MEASLES:	5 days from appearance of rash.
RINGWORM:	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. If necessary, parents may accompany their children into the school. 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 on the basketball court 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. Assembly may be cancelled before lunch due to weather.

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 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 school website under News and Events tab. There is a link to it in the newsletter every week.

Further information can be found on the school website: News and Events, Parent Information and P&F events. 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. **Until further notice there is no morning tea service**)

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 / SAFEGUARDING

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

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

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

See also Appendix 1: SAFEGUARDING INFORMATION

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 meetings each term
- Communicating class information as required via class Facebook page
- Communicating with class teacher

COMMUNICATION

At St Joseph's, we value working in respectful partnership with parents, and see communication as an integral part of this partnership.

See [Sustainable relationships Policy](#). There are many forms of communication available to stay connected to what is happening in the school environment. These are outlined below:

Method of communication	Purpose
School newsletter	<ul style="list-style-type: none"> • Weekly • School based information and communications • Calendar updates
Compass	<ul style="list-style-type: none"> • Marking student absences • Emails to whole school • Push notification reminders • Newsletter links • Access to student reports - Student reports K-6 are distributed via the Compass Parent Portal in June and December
Facebook communication - class pages	<ul style="list-style-type: none"> • Further to the above • Reminders for calendar updates
School website	<ul style="list-style-type: none"> • One stop information place for static information • System and school policies
Communicating directly with your child's teacher	
Emailing your child's teacher	<ul style="list-style-type: none"> • To arrange a meeting to discuss particular concerns. • While smaller concerns can often be dealt with over email, bigger challenges linked to social, emotional, or behavioural concerns are best talked about in a meeting and your child's teacher is available for this. Please email a brief outline of your concerns to your child's teacher and arrange a face-to-face or Zoom meeting to ensure there is enough time and focus to address the matter thoroughly and work towards a positive outcome. • Please ensure your child knows pick-up arrangements before they come to school each morning. This helps them to feel settled and at ease during their school day. Please communicate any unforeseen changes of pick up arrangements directly with the office. <i>Please note that it is extremely difficult for teachers to check and respond to email during the day due to teaching, playground and other responsibilities. A call to the office is the most reliable way to communicate an urgent message. Please also note our policy on students' use of smart watches which states that these are to be used outside school hours only (page -16-).</i> • Teachers will respond to email within 2 working days, between the hours of 8am and 5pm.
Face to face meetings	<ul style="list-style-type: none"> • Please be aware that teachers are usually preparing for or assessing learning before and after school, or attending staff meetings, so it is important to <i>pre-arrange</i> a time to speak. • This may be arranged though the office, or in an email to the teacher, briefly outlining your concerns. • We expect all communication between staff members and parents and carers to be a mutually calm and respectful exchange, whether via email, phone or in a meeting. Intimidation, threatening or yelling will not be tolerated and communication will cease, with the matter escalating instead to a meeting with the Principal, with a focus on a positive and productive exchange.

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.

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.

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 excursions will still require written permission and paperwork.

COUNSELLING SERVICE

A student counselling service is provided by Catholic Schools Broken Bay 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 Broken Bay. Teachers endeavour to integrate and develop Gospel Values in all curriculum areas.

The **Religious Education** program has been developed by the Catholic Schools 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 3 content strands: Health, Wellbeing and Relationships, Movement Skill and Performance, Healthy, Safe and Active Lifestyles. 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 copy 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 Catholic Schools Broken Bay Diocesan enrolment policy.

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

Secondary Schools

Enrolment in CSBB Catholic secondary schools following completion of Year 6 is guaranteed provided you have completed secondary school enrolment forms before cut-offs for enrolment. 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.

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 two overnight camps. The children will visit, for example, Canberra or Bathurst. This camp is associated with a unit of work being studied in class. At the commencement of each year they attend a local leadership camp. At least two teachers accompany the children along with support staff.

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

EXTRA CURRICULAR ACTIVITIES

Debating	St Joseph's enters a Year 5 and Year 6 debating team in the Northern Beaches Catholic Primary Schools Debating Competition annually.
Public Speaking	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.
Choir	The school choir performs at a number of events throughout the school year within the school and community.
Band <i>External provider</i>	St Joseph's school band is coordinated by Roar Music Northern Beaches. Students from Year 3 to Year 6 may join the school band. Link to Extra Curricular information and enrolment
Instrument lessons <i>External provider</i>	Roar Music Northern Beaches offer private music tuition Link to Extra Curricular information and enrolment
Drama	The Actory Drama Co provides drama lessons to students after school

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 online from our uniform supplier, Cowan and Lewis.

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

Library lessons are timetabled once a week per class with our specialist teacher/librarian. 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 class attends 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 CSBB 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. Mobile phones are to be left in school bags or on the teacher's desk during the day and not accessed by the student. 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

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

PARENTS AND FRIENDS ASSOCIATION

Meetings are held once a term, on a date which is published in the school newsletter. Information is sent via the school newsletter as needed when events are due. There is also a [P&F tab on the school website](#) where information about events is updated. Our P&F is very active and welcomes new ideas and participation.

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

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

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

- Sign on at the front office, receive an induction pack and get a visitors’ badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

See also Appendix 2: WORKING WITH CHILDREN CHECKS

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 is completed each year via your Compass Parent Portal. 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"

RESPONDING TO CONCERNS

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

- If you have a concern or complaint about a student other than your own child you should raise it with the class teacher.

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

See also Appendix 3: MAINTAINING PROFESSIONALISM

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, at the correct age:

- Confirmation Year 3 (must be at least 8 years old)
- Reconciliation Year 4 (must be at least 9 years old)
- First Eucharist Year 4 (must be at least 9 years old)

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. BPAY is our preferred method of payment.

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 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 Broken Bay 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 Lucy's Special School at Wahroonga runs a satellite program for children with disabilities, on the St Joseph's campus. They are children in the first couple of years of their schooling (Kinder to Year 1). The classes are staffed by specialist teachers from St Lucy's.

For all enquiries regarding Enrolment into the St Lucy's Satellite Class, 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. [See our Leadership statement on the website.](#)

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. The school has an optional BYODD (bring your own device) program for students in years 4-6. See more detailed [information about the program on the website](#).

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.sjndbb.catholic.edu.au/our-school/school-uniform-purchasing/>.

<p>All Season Uniform</p> <p>Navy Culottes Navy Shorts (relaxed or tailored fit) Navy Trousers (relaxed or tailored fit) Blue short sleeve shirt with logo (pointed or Peter Pan collar) Summer Dress Navy socks (ankle or knee-hi), navy tights School Jacket with logo Wide brim hat with logo Black school shoes</p> <p>Sports Uniform</p> <p>Blue sports shirt with logo (short sleeve) Blue (Royal Blue) skort, shorts or tracksuit pants White socks (ankle) White runners</p> <p>St Joseph’s branded school bag</p>	 <p>Order your uniform online, instore or over the phone 1315 Pacific Highway, Terramurra 0253 9449 9777 www.cowanlewis.com.au</p> <p>Student Uniform</p>  <p>Sport Uniform</p>  <p>Accessories</p>  <p><small>Cowan and Lewis 1315 Pacific Highway, Terramurra NSW Phone: 02 5448 9777 Fax: 02 5448 9891 info@cowanlewis.com.au www.cowanlewis.com.au COWAN & LEWIS PTY LTD ABN 19 068 412 376</small></p>
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SCHOOL UNIFORM POLICY - All students are expected to be dressed in the correct school uniform. Rather than purchasing two separate uniforms (winter and summer) our uniform layers up for colder months and down for warmer times.

DRESS EXPECTATIONS - Always tidy and shoes cleaned at least once weekly. 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 (or must be tied back), no chemical colouring or extreme hairstyles such as cutting in or shaving.

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 see information on our school website regarding purchasing from the second hand uniform shop.

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

VISITORS

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

WATER SAFETY PROGRAM

From time to time, St Joseph's offers a water safety program for our Kindergarten to Year 2 children in Term 4. The program typically is a series of five 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: SAFEGUARDING INFORMATION
APPENDIX 2: WORKING WITH CHILDREN CHECKS
APPENDIX 3: MAINTAINING PROFESSIONALISM

**APPENDIX 1:
SAFEGUARDING INFORMATION**

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

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

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

Responding to Risk of Significant Harm

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

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

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

**APPENDIX 2:
WORKING WITH CHILDREN CHECKS**

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

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

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

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

**APPENDIX 3:
MAINTAINING PROFESSIONALISM**

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

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

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

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;

- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

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

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



St. Joseph's

CATHOLIC PRIMARY SCHOOL

Narrabeen

BUILD IN LOVE