



Our Lady Help of Christians

CATHOLIC PRIMARY SCHOOL

13



2025

Parent Handbook
Epping/Pennant Hills Sites

2025 STAFF

Principal	Ms Dominique O'Sullivan
Assistant Principal (AP)	Mr Luke Moxon
Religious Education Coordinator (REC)	Mrs Lesley Harpur
Kindergarten	Mrs Cath Laurendet
Year 1	Miss Lily Porter
Year 2	Miss Laura Goodman
Year 3 and Year 4	Mr Luke Moxon Mrs Natalie Precious (AP release Mon / Tue)
Year 5 and Year 6	Mrs Lesley Harpur Mrs Angie Paci (REC release Wednesdays)
Learning HUB (Robotics / Library)	Mrs Marian Dodd (Term 1)
PE	Miss Kesni Hayes
Music	Mrs Natalie Raad
Learning Diversity Teacher	Mrs Georgia Smith
Learning Support Assistant	Ms Annika Cheeseman
Senior School Services Officer	Mrs Melissa Webster
School Services Officer	Ms Azure Liu
School Marketing Officer	Ms Sarah McTaggart
Parent Engagement Coordinator	Ms Julia Martinovich

GENERAL INFORMATION

Address	Our Lady Help of Christians Primary School 29 Oxford Street, EPPING 2121 (via) St Agatha's Primary School 7 Trebor Road, Pennant Hills 2120
Phone Number	9868 3322
Email	olhc@dbb.catholic.edu.au
Website	www.olhcdbb.catholic.edu.au
Principal	Ms Dominique O'Sullivan
Parish Priest	Father Jim McKeon
Parish Office Phone	9876 2853



STUDENT TERM DATES 2025

Term One	February 3 - April 11
Term Two	April 30 - July 3
Term Three	July 22 - September 25
Term Four	October 13 - December 17



Term 1 2025 Dates

Friday 31 January	Staff commence
Monday 3 February	Years 1-6 commence
Monday 3 February - Tuesday 4 February	Kindergarten Best Start Assessments
Wednesday 5 February	Kindergarten Students commence
Monday 28 April Tuesday 29 April	CSBB Staff Development Day



BEST START ASSESSMENTS 2025

At the beginning of each year, **Kindergarten Best Start Assessments** are conducted prior to commencing classes.

The Best Start Kindergarten Assessment is a statewide government assessment that identifies student's literacy and numeracy skills on entry to Kindergarten.

These assessments will be conducted on site at OLHC Pennant Hills in the Kindergarten classroom. An interview booking link will be shared with parents before the end of Term 4 2024.

School Hours at OLHC Epping

Playground Supervision	8.15am
School Commences	8.45am
Recess	10.45 am – 11.05am
Lunch	1.05pm – 1.55pm
Dismissal	3.00pm
Pick Up	3.00pm – 3.15pm



School Hours at OLHC Pennant Hills

Playground Supervision 8.20am

School Commences 8.50am

Recess 11.00am – 11.40am

Lunch 1.40pm – 2.20pm

Dismissal 2.40pm

Pick Up 3.00pm OLHC Church

3.10pm if collecting your child from Pennant Hills drive through



OUR LADY HELP OF CHRISTIANS OSHC

BEFORE SCHOOL CARE

7.00am - 9.00am

AFTER SCHOOL CARE

3.00pm - 6.00pm

Our passionate team of educators strive to create a space where children feel welcome and encouraged to experiment and grow. We provide a range of activities so that each child can engage in their interests including sports and active play, imaginative play, music, art and craft, games ... and much more!

We pride ourselves on knowing the children that we care for and tailor our program around their interests so if there's something that the children want to explore, we try to facilitate that opportunity. Central to this is creating strong relationships with the children.

We focus on getting to know each child, their interests and hobbies, so that we can provide the best possible care and the children feel comfortable.

We know that OSHC is a priority for working families. Our goal is to have the children love coming here due to our fantastic program and caring educators.

MORE INFO & BOOKINGS

Our Lady Help of Christians OSHC

29 Oxford Street, Epping

P: 1800 324 824

E: oshc.epping@catholiccaredbb.org.au

W: www.catholiccaredbb.org.au

FAMILY HANDBOOK

ENRICHING CHILDREN'S LIVES

TeamKids is a **premium OSHC provider** enriching children's lives before school, after school and throughout the school holidays.

Our **child-centred approach** provides you with the comfort of knowing your child(ren) are in safe hands and being enriched at every opportunity.



REGISTER TODAY
1300 035 000



INNOVATIVE TEAMKIDS CLUBS

Each day is a new adventure! We extend and enrich each child's passions and interests through our TeamKids Clubs. Children nominate to join clubs at no extra cost.

FUN EXPERIENCES

TeamKids run educational play-based programs that are child-centred, fun and maximise opportunities for enriching and extending each child's learning and development.

REMARKABLE EDUCATORS

When attending TeamKids, your children are cared for by our passionate, highly experienced & trained educators.

INVOLVED IN THE COMMUNITY

TeamKids builds and maintains respectful, collaborative relationships with families and schools.

HEALTHY & NUTRITIOUS

We provide healthy, nutritious and delicious food each morning and afternoon.

GENUINE RELATIONSHIPS

From the moment you walk through the door, TeamKids provides an atmosphere that is welcoming, safe, relaxed and inclusive.

REMARKABLE PROGRAM MANAGEMENT

We work closely with our services to ensure they have all the support and resources to deliver a remarkable program.



See you soon!



Find out more about your TeamKids service.
teamkids.com.au | 1300 035 000



OUT OF SCHOOL HOURS CARE

(OOSH) Procedures

Team Kids is an off-site facility providing out of hours care for students, before and after school, on Pupil Free Days and Vacation Care. It is run by an independent company Team Kids, from St Albans Parish, Pembroke Street Epping. The Centre provides high quality, safe care, whilst leading the children through fun, developmentally appropriate activities for their leisure time.



The supervised OLHC shuttle bus collects students from OOSH each morning and drops them off in the afternoon. Please contact Team Kids to register a place or for further details – teamkids.com.au

Team Kids will provide the OLHC school office with a copy of the next week's bookings on the Friday prior.

- *If you book your child into a casual place for that day you must call OLHC school office by 2.00pm at the latest that day to let us know the change in arrangements*
- *If you cancel a booking for that day, you must phone OLHC school office by 2.00pm that day at the latest to let us know of the change in arrangements*
- *Please call or email OLHC school office with any other OOSH booking changes*

for the week that are not for that day

- *If you have made a last minute, emergency booking with Team Kids please call OLHC school office asap to let us know of the change in arrangements*

OOSH Alerts

MORNING

Students are collected by the OLHC shuttle bus at Team Kids
OLHC Bus Supervisor records OOSH students on the Compass Bus roll

AFTERNOON

Students are dropped off at Team Kids
Parents will be able to check their child's presence at OOSH through the Team Kids App

Pennant Hills Routines

OLHC SHUTTLE BUS

Morning/Afternoon Procedures



Forest Coach Lines provide the service

- 8am Student supervision commences at OLHC Church forecourt on Oxford Street
Students to check in with OLHC Staff Supervisors on arrival at church forecourt
- 8.25am 2 x shuttle buses depart OLHC Church for OLHC Pennant Hills
One OLHC Staff Supervisor will be on each bus
Bus attendance recorded on students Compass profile
Shuttle bus collects students from Big Childcare OOSH en route to OLHC Pennant Hills
OLHC Staff Supervisor marks the Compass bus rolls (email to parents)
- 8.50am Shuttle buses arrive at Trebor Road bus stop outside OLHC Pennant Hills
OLHC Supervisors walk students off bus and into school grounds to their classrooms ready to commence their classes
- 2.40pm Class teachers walk their class across the pedestrian crossing at Trebor Road and supervise / mark them off hopping onto the Shuttle Bus
Pick Up students wait in the St Agatha's Pick Up Area
Shuttle Buses depart OLHC Pennant Hills
OLHC Staff Supervisor marks the Compass bus rolls (email to parents)
- 3.00pm Shuttle Buses drop students at OLHC Church forecourt with the OLHC Teacher Supervisor
Shuttle Bus drops OOSH students at Big Childcare OOSH with other OLHC Supervisor
Big Childcare sends an SMS to parents that their child has arrived at OOSH



PARENT MORNING DROP-OFF

OLHC Pennant Hills

Supervision is provided in the morning from 8.20 a.m. on the Basketball Playground until the bell rings at 8.50 a.m.

If driving, please drop your child off at the Drop Off Area on the Top Playground off Boundary Street. The Drop-Off zone is clearly marked and is the corner where the gate and brick building meet. Students will enter through this gate and walk to the Basketball Court Playground.



To enter the Boundary Road entrance when driving from Epping:

- *turn left onto Boundary Road from Pennant Hills Road*
- *turn right onto Bellamy Road and drive up to the roundabout on the corner of Laurence Street*
- *take the 3rd exit on the roundabout heading back along Bellamy Road to Boundary Road*
- *turn left onto Boundary Road and then take the second driveway on the left into the school site*

Should a student arrive after the bell at 8.50am, parents are to sign in at the Compass kiosk in the OLHC office and the slip is then taken to the teacher by the student.

If your child leaves school before 2:40pm you will need to go to the School Office to collect your child and sign them out at the kiosk. If you are aware in advance that your child will leave early you are asked to write a note or email the class teacher.

AFTERNOON PICK-UP / DRIVE THROUGH

OLHC Pennant Hills

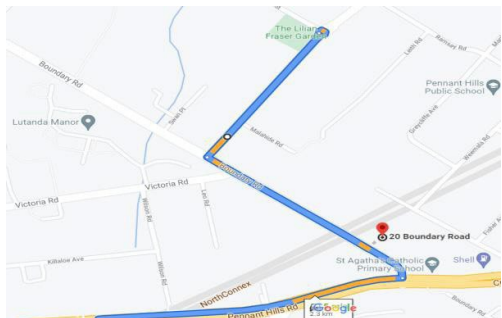


Drive Through commences 3.10pm

If using the afternoon Drive Through, the entrance is on Boundary Road and the exit is Trebor Road.

To enter the Boundary Road entrance when driving from Epping:

- *turn left onto Boundary Road from Pennant Hills Road*
- *turn right onto Bellamy Road and drive up to the roundabout on the corner of Laurence Street*
- *take the 3rd exit on the roundabout heading back along Bellamy Road to Boundary Road*
- *turn left onto Boundary Road and then take the second driveway on the left into the school site*





- *Parents need a family name sign - obtained from the OLHC office, to use in drive through*
- *Children sit in the drive through covered area (not on the pathway)*
- *A member of staff uses the portable microphone to call each child's name e.g., "Smith family on 1" or "Jones family on 2" (this is because the que moves into 2 lines)*
- *Two Teachers stand on the number marker in the wait areas and load children into cars, paying attention to traffic flow while supervising children. Teachers walk children to their car. Children need to hold hands with the teacher and siblings.*
- *Parents to remind children to buckle up.*
- *If parents are new to drive through teachers will take some time to explain the stop line, the clear view walking space, loading area at speed hump and to stay in their cars.*
- *Remind children to sit in the covered area and chat or read – all balls and food should be in school bags.*

If your child leaves school before dismissal you will need to go to the School Office to collect your child and sign them out at the kiosk.

TREBOR RD PEDESTRIAN CROSSING

An RTA crossing supervisor works from 8.00 – 9.30 am and 2.30 – 4.00 pm.



CAR PARKING



TOP PLAYGROUND

OFF BOUNDARY RD

Parents are able to park in the top playground off Boundary Road between 9am – 11am and 11.50am - 1.50pm. Please be aware that from 9am parishioners also use the top carpark to park for mass. From 2.00pm there is no parking in the Boundary Road Top Playground.

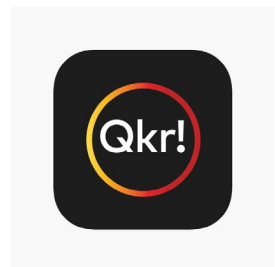
STREET PARKING

3 Hour parking is also available a short convenient walk away at Pennant Hills shops off Fisher Avenue. Some limited parking spaces are available around the school. Please observe traffic regulations when parking your car. Police and parking inspectors patrol the area regularly. We do our very best to keep in touch with local authorities to assist in keeping pick up and drop off areas outside the school clear and safe for the children.

CANTEEN / TUCK SHOP

St Agatha's tuckshop is registered as a healthy school canteen and is careful about the selection of products available to children. The menu is colour coded to assist with healthy choices.

A healthy school canteen operates every Monday, Wednesday and Friday during the term. Lunches are available from the canteen on Mondays, Wednesdays and Fridays, and are ordered via the QKR App.



The Tuckshop can be contacted by leaving a message with the OLHC school office.

Please find the [tuckshop here](#).

COMMUNICATION

At Our Lady Help of Christians we welcome and promote strong communication links with parents, the parish and the Catholic Schools Broken Bay Diocese. We invite parents to contact the school if they wish to discuss their child's needs, at any time. Please contact your class teacher in the first instance by phoning **9868 3322** or emailing **olhc@dbb.catholic.edu.au**. Our Senior Administrator Melissa will forward on messages to class teachers. Interviews with the Principal can be arranged on request or by appointment through the school office.

A fortnightly Newsletter informs parents of current school happenings and future dates. The newsletter is published every second Wednesday and is available via email and school Compass App as well as the school's website. You can also visit and like our Facebook page **facebook.com/OLHCEpping2121** where we share and promote to the community our fabulous OLHC students and the wonderful opportunities that we offer at OLHC.

Throughout the year, the Catholic Schools Broken Bay Diocese Parent Council organises education seminars, information evenings and workshops around current issues in education. These events are highlighted throughout the year in our school's fortnightly newsletter.

Teacher - Parent Communication

General Interview K – 6

By appointment with class teacher

Parent Teacher Interview (K – 6)

Early Term 1

Parent Teacher Interviews reporting on student progress (K – 6)

End Term 2

Written Report K – 6

End Term 2 and 4

FEES 2025

The 2025 fee structure for the first child at Our Lady Help of Christians Primary School is outlined below:

Description	Amount
Education Fee ¹	
Kindergarten	\$3,680
Year 1	\$3,753
Year 2	\$3,753
Year 3	\$3,790
Year 4	\$3,790
Year 5	\$3,827
Year 6	\$3,827
Supplementary Fees ²	
Year 5/6 Camp	\$441
K - 4 Swimming Program	\$165

1. Sibling discounts applied to the education fee portion of total fee
 - 25% discount for the 2nd child
 - 55% discount for the 3rd child,
 - 100% discount for the 4th child and subsequent child
2. Any other extra curricula charges other than those listed (band, instrument hire, chess, University competitions, school magazines, costs associated with representative sport etc) are to be paid via our alternative payment platform (QKR, COMPASS Pay etc).

BILLING

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

* to be honoured in accordance with the Enrolment Agreement

** Additional discounts may be available at the discretion of CSBB and subject to eligibility.

CODE OF CONDUCT

Students at Our Lady Help of Christians follow a School Code of Conduct

At Our Lady Help of Christians we create a safe and friendly school environment by:

- Showing respect and care for others and ourselves by being considerate
- Ensuring the safety of others and ourselves
- Respecting the property of the school, others and ourselves

This 'Code of Conduct' is displayed in each classroom and provides a foundation for class teachers to generate with their students a Class 'Code of Conduct'. Children are affirmed for following the "Code of Conduct" and procedures have been established for times when children breach the code of conduct.

The School Code of Conduct is discussed with the class by the classroom teacher each year to determine the classroom rules. This is revisited each term and referred to constantly.

Corporal punishment is expressly prohibited at Our Lady Help of Christians (including all teachers, support staff, parents and others).

The following principles are followed in our Behaviour Management Policies in compliance with the Federal Government requirements:

The vision is underpinned by the following guiding principles that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all school settings.

continued...

CODE OF CONDUCT

Australian schools:

- *affirm the rights of all members of the school community to feel safe and be safe at school*
- *acknowledge that being safe and supported at school is essential for student wellbeing and effective learning*
- *accept responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil the school's child protection responsibilities*
- *encourage the active participation of all school community members in developing and maintaining a safe school community where diversity is valued*
- *actively support young people to develop understanding and skills to keep themselves and others safe*
- *commit to developing a safe school community through a whole-school and evidence-based approach*

National Safe Schools Framework, January, 2011

SCHOOL ATTENDANCE

If your child is away from school for a whole day an absence note must be recorded in the School Compass App with details regarding the absence. This must be completed within seven days of the absence or it will permanently be recorded as an unexplained absence. If you know in advance, the absence can be recorded in the Compass App also (for whole days only).

Parents must apply for leave (for a period of longer than 10 days) by completing a form for exemption and if approved, a certificate will be forwarded.

Our Lady Help of Christians Catholic Primary School Epping

ANNUAL SCHOOL REPORT

The Annual School Report is made available to all members of the community each year. This is a summary of the school's activities and achievements for the year. This is available on our school website and in the school office.

EPPING LOCAL BUS TRAVEL 2025

There is a local student-only bus service for those parents who would like their older child to catch the bus from OLHC Epping to their nearest bus stop.

The two services available cover the North Epping area (route No. 710) and the Dence Park area (special route No. 711). For Student Opal cards applications and information go to transportnsw.info/school-students.

Student Opal cards are available for children who are:

- *Kindergarten - Year 2 children irrespective of distance from home to school.*
- *Students in Year 3 to 6 who reside more than 1.6 kilometres from the school.*

UNIFORM 2025

HAIR

- Hair needs to be of natural colour.
- Any hair ribbons must be in school colours, navy in summer and red in winter.
- When girls hair reaches collar length it must be tied back and not covering the students face.
- Extreme hairstyles are not permitted (no fades, patterns, hard parts, #1 clip, etc).

JEWELLERY

- A watch, small pair of stud earrings are permitted. Religious medals are permitted if they are worn under the uniform.

GENERAL GROOMING

- The children should be consistently encouraged to wear their uniform with pride.
- Boys winter shirts must be tucked in at all times.
- Shoes should be polished regularly.
- Nail polish and make up are not permitted.
- The Principal has discretion regarding all uniform matters.

(Uniforms can be ordered online: www.picklesschoolwear.com)

GIRLS UNIFORM

Summer

Blue checked dress
Short navy blue socks *(No short ankle socks or long socks)*
Navy blue jumper
Black shoes

Winter

Blue shirt
Navy blue tartan A-line tunic
(with pale blue & red narrow lines)
Navy blue long socks or stockings
Navy blue jumper
Black shoes
Blue tie

Sports

Navy blue skirt, skorts or shorts
White OLHC polo shirt
Short white socks and joggers *(No short ankle socks or long socks)*
Black sports briefs
Navy blue tracksuit

Accessories

Ribbons/Hair accessories should be navy to match all uniforms and in the winter red ribbons may be worn to match the girls winter tunic

BOYS UNIFORM

Summer

Blue "OLHC" shirt and shorts
Short navy socks
Black shoes
Navy blue jumper

Winter

Navy blue winter weight long trousers
Blue shirt
Blue tie
Black shoes
Short navy socks *(No short ankle socks or long socks)*
Navy blue jumper

Sports

White OLHC polo shirt
Navy blue shorts
Short white socks and joggers
Navy blue tracksuit

School Bag

Navy blue with red logo and trim

Hats - worn all year round

Navy 'legionnaire' or full brim style

HOMWORK

Responsibilities for homework are:



Students:

- read each night as a part of their homework routine
- K-2 Home Readers are to be read out loud to parent / guardian
- 3-6 Independent reading plus one session a week (5 min) reading out loud to parents
- complete homework tasks as set by class teacher
- use students diaries (Yrs 3- 6) to record homework
- use reading diaries (K-2) to record nightly reading



Class teachers:

- set homework tasks linked to class learning
- check completion of tasks and provide feedback to students
- facilitate nightly home reading



Parents:

- view and sign student diaries (Yrs 3-6)
- view and sign reading diaries (K-2) for nightly reading
- inform class teacher if homework is not completed

Homework is to be completed Monday – Thursday with MAXIMUM times per night as outlined below:

Kindergarten	15 minutes	(10 minutes reading, 5 minutes other)
Year One & Two	20 minutes	(15 minutes reading, 5 minutes other)
Year Three & Four	40 minutes	(20 minutes reading, 20 minutes other)
Year Five & Six	60 minutes	(30 minutes reading, 30 minutes other)



School Assembly

AWARDS

Merit awards are presented each week at Monday assembly. Parents are always welcome to attend these Assemblies. The merit awards are awarded to students from each class who have done their best in their school work or demonstrated positive behaviour. The award recipients are published in the School Newsletter.

Principal's award - recommendations are made to the principal for recipients of the Principal's Award. These are given out at an end of term assembly and published in the school newsletter. The awards are linked directly to the School Mission Statement.

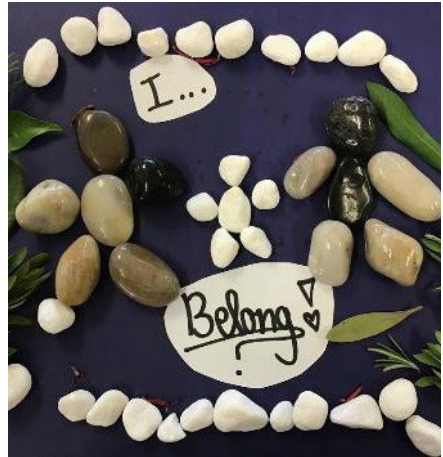
FAMILY BASED SACRAMENTAL PROGRAM

All children in schools across the Broken Bay Diocese have access to family based Sacramental programs. These programs are organised in each parish by Sacramental Coordinators and supported by the Sacramental Team which includes the Parish Priest and may include the Principal and Religious Education Coordinator of the school.



At Our Lady Help of Christians Sacraments are celebrated in the following suggested order:

- Confirmation Year 3
- Reconciliation Year 4
- First Eucharist Year 4





Dads in the Classroom

PARENT INVOLVEMENT

Parents are encouraged to be involved in all aspects of their child's education and the school community. This is an invaluable contribution to the spirit of the school and is much appreciated by the staff and the children themselves. Your involvement enriches your knowledge of the educational environment allowing you to assist your child's growth and development both now and in the future.

Below is a list of ways in which you may choose to become involved:

- *Classroom Parents*
- *Canteen Co-ordinator*
- *Second Hand Uniform Shop Co-ordinator*
- *Book Club Co-ordinator*
- *Dads in the Classroom Coordinator*
- *Uniform Shop volunteers*
- *Assisting teachers in classroom*
- *Library helpers*
- *Excursion helpers*

If you have interest in any of the roles listed above please contact the school secretary who will put you in touch with the appropriate person.



INFORMATION TECHNOLOGY

Children at Our Lady Help of Christians have access to a range of Information Technology resources to assist and enhance their learning. The school has an ICLT Internet and Network Services User Agreement Policy. This can be found on the School website.

Each year the children and parents will receive an Internet Agreement. This needs to be signed and returned to school.

MEDICATION

At Our Lady Help of Christians Primary School we follow the Medication Policy for Diocesan Systemic Schools.

Parents will need to complete a Medical Notification Form annually for each child, advising the school of medication prescribed or used on the advice of a medical practitioner. This medication may relate to conditions such as epilepsy, diabetes, allergies, asthma, anaphylaxis, cystic fibrosis or ADHD. ***At Our Lady Help of Christians School, we require 'nut free' snacks and lunches because we have students in the school with anaphylaxis.***

The parents will provide an action plan from their doctor and any medication to be administered as needed or if required. Parents must have their doctor fill in and sign the Request to Administer Medication in School form. ***No medication can be administered by staff without these signed permissions.*** The WHS Committee will display action plans and photographs of the students in Sick Bay and this information will be made available in the Class Roll and in information for casual teachers. Information is also displayed in the Canteen when appropriate. The staff will also indicate children requiring medical attention in their rolls.

Medication will be carried by the teacher to all outside excursions.

At the beginning of year staff meeting, action plans for all children with special medical conditions are discussed. Staff will be trained as required for epilepsy, anaphylaxis, ADHD or cystic fibrosis as needed. As an asthma friendly school, staff will have yearly refresher courses.

It is suggested that parents provide the school with a supply of 'treats' if their children are allergic to a food group or have other special requirements.

With permission of the parents of the child on medication, other parents will be advised of any allergies so that lunches and other food can be 'allergy free' food.

BOOK CLUB

Book Club involves “Scholastic Books” providing a brochure outlining books and associated materials with an order form twice a term. Parents organise the distribution of the brochure and collate the orders. When the books arrive, they organise the distribution of the books to classes. Bonus points allow the school library to receive free books.



SCHOOL HOUSE ORGANISATION

Children are allocated membership to one of the three houses for our school-based sporting activities. These teams are also allocated house points for following the School Code of Conduct, including good citizenship throughout the year. The three house teams are:

ST MATTHEW

ST LUKE

ST JOHN



STUDENT LEADERSHIP

All Year Six students are given an opportunity to undertake a leadership role.

The students from Year 5 are nominated in Term 4 for leadership positions. (Including: School Captains and Colour House Captains plus Captains of Technology, Library, Music, Buddy Program and Social Justice).

These children are asked to prepare a short speech for School / Colour House Captain which is presented to the children from Years 2, 3, 4 and 5. The votes from students and staff are counted and the elected leaders are notified. Other areas of leadership throughout the school include:

- Office Bag and Bins- Year 3
- Bells - Years 3, 4, 5 and 6
- Balls - colour captains in the second half of lunch

BUDDY SYSTEM:

Children entering Kindergarten are allocated a special Year 6 Buddy. The Buddy takes special care of the younger child as they settle into school life. The Buddy can check up on the child during break times and is a friendly face to go to in times of need. The Year 6 Buddies sometimes assist their Kindergarten friends in their classrooms. These buddies are assigned by the Year Five and Kindergarten Teacher in the year prior to the new kindergarten children commencing.

NO SMOKING ENVIRONMENT

At Our Lady Help of Christians Catholic Primary School we are committed to maintaining healthy environments for all. Smoking is not permitted on Our Lady Help of Christians Primary School property.

NO DOGS OR PETS

Pets are not allowed on school grounds at any time please.

Our Lady Help of Christians Catholic Primary School Epping

CHILD PROTECTION

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

In particular the school will:

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

See also Appendix 1: CHILD PROTECTION INFORMATION



COMPLAINTS

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

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

See also Appendix 3: MAINTAINING PROFESSIONALISM

PARENT HELPERS / VOLUNTEERS

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

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

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

See also Appendix 2: WORKING WITH CHILDREN CHECKS



THE “WHO’S WHO” OF CATHOLIC EDUCATION

NESA	NSW Education Standards Authority educationstandards.nsw.edu.au/wps/portal/nesa/home
NAPLAN	There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.
CSBB	Catholic Schools Broken Bay Under the guidance of Mr Danny Casey (Director of Schools), is responsible for overseeing the management of 43 Schools – 36 Catholic primary schools and 7 Catholic high schools with approx 15,000 students – in the Broken Bay Diocese. csodbb.catholic.edu.au/
DPC	The Diocesan Parent Council represents all parents of children attending Catholic Schools in the three clusters of our Diocese. Each school has a representative on the Cluster Parent Councils . Reps from each of the three clusters form the DPC Executive . A parent from the DPC represents Broken Bay on the CCSP . Contact parentcouncil@dbb.edu.au or phone 9847 0340
CCSP	Catholic Council of School Parents is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in the 11 Dioceses of NSW/ACT. ccsp.catholic.edu.au
YOU	The parents! The most important factor in your child’s education. You were your child’s first teacher and will continue to be, as you guide, encourage and nurture your child.

APPENDIX I

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.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [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). School staff and Principals are supported by the 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.

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 are expected 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.

More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\).](#)

