



# Our Lady Help of Christians

CATHOLIC PRIMARY SCHOOL

13



**2025**

Parent Handbook  
Epping

# 2025 STAFF

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

<b>Address</b>	Our Lady Help of Christians Primary School 29 Oxford Street, EPPING 2121
<b>Phone Number</b>	9868 3322
<b>Email</b>	olhc@dbb.catholic.edu.au
<b>Website</b>	www.olhcdbb.catholic.edu.au
<b>Principal</b>	Ms Dominique O'Sullivan
<b>Parish Priest</b>	Father Jim McKeon
<b>Parish Office</b>	9876 2853



## **STUDENT TERM DATES 2025**

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



## ***Term 1 2025 Dates***

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



## ***BEST START ASSESSMENTS***

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 in the Kindergarten classroom. An interview booking link will be shared with parents before the end of Term 4 the year prior to their child starting school.

# *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



# BEFORE & AFTER SCHOOL CARE



## 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.

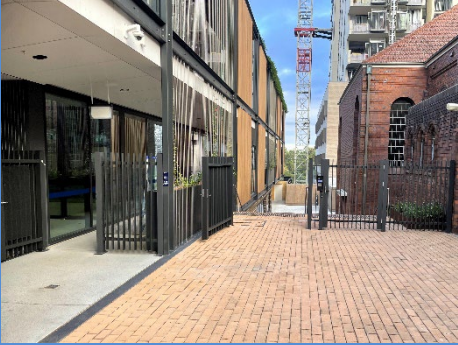
We know that OSHC is a priority for working families. Our goal is to have the children love coming here due to our fantastic program and caring educators.

## MORE INFO & BOOKINGS

Our Lady Help of Christians OSHC  
29 Oxford Street, Epping  
P: 1800 324 824  
E: [oshc.epping@catholiccareddb.org.au](mailto:oshc.epping@catholiccareddb.org.au)  
W: [www.catholiccareddb.org.au](http://www.catholiccareddb.org.au)

# PARENT MORNING DROP-OFF

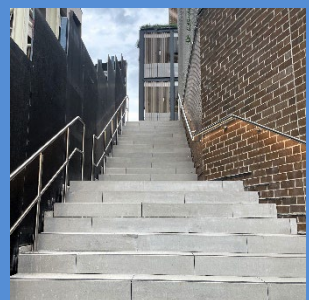
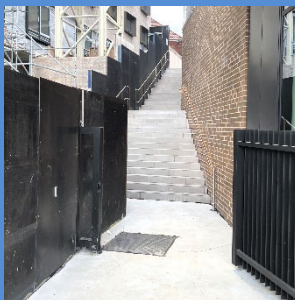
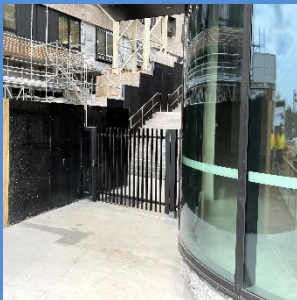
Children may enter the school via  
Oxford Street or Cambridge Street gates



Oxford Street School Entry

Supervision is provided from 8.15am each morning on the basketball court. Upon arrival, students go straight to the basketball court and place their bags in allocated class areas. Students should not go to their classrooms during this time. Please go to the Office if you need any assistance.

Should a student arrive after the bell at 8.45am, parents are to sign their child in at the Compass Kiosk in the Office and the paper slip is then taken to the teacher by the student.



Cambridge Street School Entry



# STUDENT DROP OFF

If driving, you may access the carpark at 6 Cambridge Street. You have two options:

1. Pull up at the car drop-off / pick-up area and your child may exit the car here and walk up the stairs to the playground area.

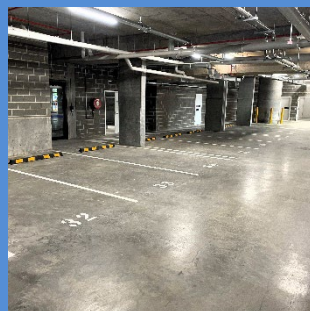
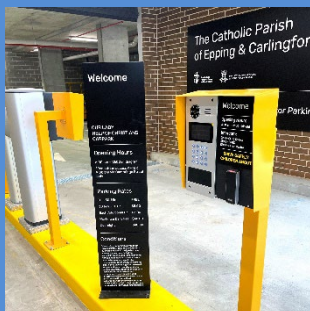
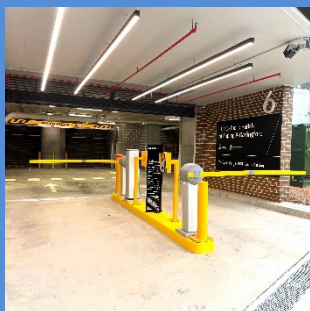
PLEASE NOTE Students are only to get out on the left-hand side of the vehicle and are not to walk behind the car to get bags out of the boot.

2. Park in a car park and the parent walks their child up to school entrance on P1 or the playground. **At no time are students permitted to walk through the carpark unaccompanied by an adult.** Car spots 32-40 on P2 have easy access to the school entrance via stairs.

Please note that free parking is available for 30mins in the morning, then again in the afternoon. If you stay longer you will be required to pay at the gate or at the parking machine located at the entry to the school.

Please attempt to park rear to curb.

If you are required to extend your stay in the carpark for a school related issue, please visit the Office for license plate verification before leaving the carpark.



6 Cambridge St Carpark

Some limited street parking spaces are available around the school. Please observe traffic regulations when parking your car. Police and Parking Inspectors patrol the area regularly.

# AFTERNOON DISMISSAL & DRIVE THROUGH

Children who walk home will exit the school grounds through the Cambridge Street or Oxford Street gates.

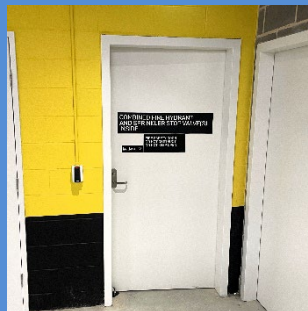
Children who are being collected by their parents/carers from the playground are to meet on the space outside the Office. Parents are asked to wait on the red paved area at the bottom of the stairs. Parents may also organise to meet their child at the Oxford or Cambridge Street gates.



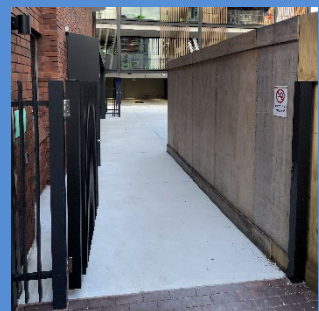
If you have parked in the carpark for afternoon pick up, please park on lower level P3 and use the Parish lift or Parish stairs. Catch the Parish lift to LG (Lower ground / OSHC) level. Walk out through the Parish doors and enter the school grounds through the gate at the back of the church, near the OSHC (open from 2.50pm).



Parish Lift



Parish Stairs



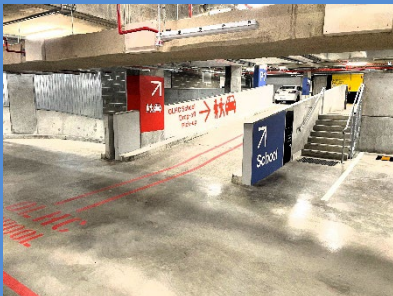
Gate at Rear of Church

# AFTERNOON DISMISSAL & DRIVE THROUGH

Please note that free parking for afternoon pick-up is available for 30mins. If you stay longer you will be required to pay at the gate of the school parking machine located on the P1 entry to the school.

Children not collected by 3.15pm will return to the School Office to wait for their parents to collect them. Parents are asked to phone the Office if you are running late.

If you are collecting your child from school before 3pm 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 email or phone the Office.



Entry to Drive Through



Student Waiting Area

# DRIVE THROUGH

Drive Through commences at 3pm.

Each family will receive two yellow signs with your child's surname. Please clearly display this sign on your left hand sun visor. A rubber band at each end is usually the best way to secure the sign to your visor.

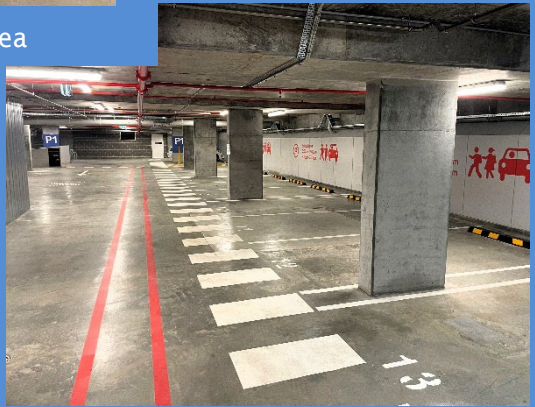
## PROCEDURE

- Children sit in the glass Drive Through pick up area under Teacher supervision
- Parents pull up on the red line in a queue
- Parents are to remain in their car at all times
- Parents make sure their sign is showing with the sun visor down
- The supervising teacher uses a microphone to call each child's last name
- Two teachers will stand along the pedestrian path marked in white and supervise the students as they go their car
- Students are only to get in their car from the left hand side
- No items are to be placed in the boot please
- Parents are to remind their child to put on seat belt before driving off

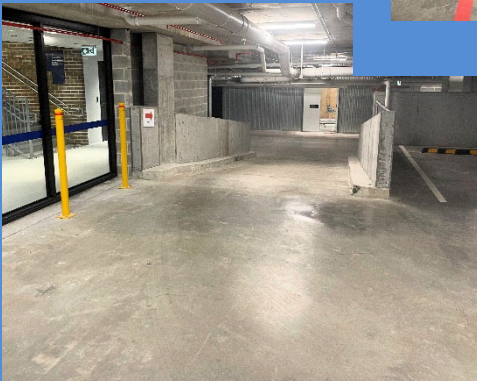
# DRIVE THROUGH



Students Exit Waiting Area



Students Enter Cars Here



Exit Down Ramp

# 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 <sup>1</sup>	
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 <sup>2</sup>	
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](https://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](http://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)



## 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.

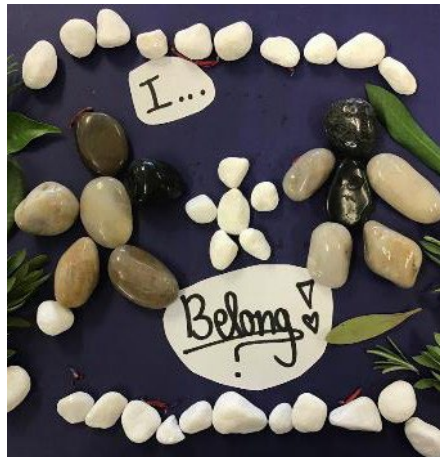
# **FAMILY BASED SACRAMENTAL PROGRAM**

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



# PARENT VOLUNTEERS



*Dads in the Classroom*

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 OLHC 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 into the future.

Here are some ways you can become involved in life at OLHC

Uniform shop volunteers

Second hand uniform shop

Assisting teachers in the classroom

Library helpers

Excursion helpers

If you have any interest in any of the roles listed above please contact the Office 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**



# CONCERNS

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

- If you or your child has a concern 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 concern 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 concern about 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 in at the 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

<b>NESA</b>	NSW Education Standards Authority <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/home">educationstandards.nsw.edu.au/wps/portal/nesa/home</a>
<b>NAPLAN</b>	There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.
<b>CSBB</b>	<b>Catholic Schools Broken Bay</b> 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. <a href="https://csodbb.catholic.edu.au/">csodbb.catholic.edu.au/</a>
<b>DPC</b>	The <b>Diocesan Parent Council</b> represents <b>all</b> parents of children attending Catholic Schools in the three clusters of our Diocese. Each school has a representative on the <b>Cluster Parent Councils</b> . Reps from each of the three clusters form the <b>DPC Executive</b> . A parent from the DPC represents Broken Bay on the <b>CCSP</b> . Contact <a href="mailto:parentcouncil@dbb.edu.au">parentcouncil@dbb.edu.au</a> or phone <a href="tel:98470340">9847 0340</a>
<b>CCSP</b>	<b>Catholic Council of School Parents</b> 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. <a href="https://ccsp.catholic.edu.au">ccsp.catholic.edu.au</a>
<b>YOU</b>	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.

# JARGON BUSTING THE ABC OF “SCHOOL TALK”

AND THAT MEANS ...???

<p><b>Curriculum KLA's</b></p>	<p><b>Key Learning Areas</b> - we used to call these subjects. There are 6 KLAs - with a syllabus for each from the Board of Studies.  <b>English, Mathematics, Science and Technology, HSIE (History and Geography), Creative Arts, PDHPE (Personal Development, Health &amp; Physical Education).</b>          Catholic schools also include <b>Religious Education</b>.          Teaching is done across KLA's. For example a teacher may use a linkage unit of Space to include aspects of several KLA's.</p>								
<p><b>Syllabus</b></p> <p><b>Outcomes</b></p>	<p>The 'what' and 'how' KLAs are taught ....          A syllabus describes the purpose, direction and subject matter for each KLA. It includes aims, objectives, content and outcomes for each stage of learning.</p> <p>These are statements in the syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage within each KLA.</p> <p>See <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></p>								
<p><b>Learning Stages</b></p>	<p>The curriculum is organised into different stages of learning that correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.</p> <table border="0" data-bbox="378 858 833 963"> <tr> <td>ES1 (Early Stage One)</td> <td>Kindergarten</td> </tr> <tr> <td>S1 (Stage One)</td> <td>Year 1 and Year 2</td> </tr> <tr> <td>S2 (Stage Two)</td> <td>Year 3 and Year 4</td> </tr> <tr> <td>S3 (Stage Three)</td> <td>Year 5 and Year 6</td> </tr> </table>	ES1 (Early Stage One)	Kindergarten	S1 (Stage One)	Year 1 and Year 2	S2 (Stage Two)	Year 3 and Year 4	S3 (Stage Three)	Year 5 and Year 6
ES1 (Early Stage One)	Kindergarten								
S1 (Stage One)	Year 1 and Year 2								
S2 (Stage Two)	Year 3 and Year 4								
S3 (Stage Three)	Year 5 and Year 6								
<p><b>PD/PL days (pupil free days)</b></p>	<p><b>Professional Development or Professional Learning</b> days are days within the school term when teachers attend courses.  <b>Children do not attend</b> school on those days.</p>								
<p><b>G &amp; T</b></p>	<p><b>Gifted &amp; Talented</b> is a term used to refer to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.</p>								
<p><b>ESL LBOTE</b></p>	<p>English as a <b>S</b>econd <b>L</b>anguage  <b>L</b>anguage <b>B</b>ackgrounds <b>O</b>ther <b>T</b>han <b>E</b>nglish</p>								
<p><b>Learning Diversity</b></p>	<p>Teachers recognise that all children all learn differently and at their own pace, however some children may need extra support due to a diagnosed disability or learning disability. Our schools are “inclusive”, which means children are integrated and learning support is given within the regular classes</p>								

# 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 \(January 2021\).](#)

