# General Information

| **School Address** | Our Lady Star of the Sea Catholic School  
|                    | 165 Serpentine Road, Terrigal NSW 2260 |
| **Postal Address** | PO Box 9 Terrigal NSW 2260 |
| **Email address**  | admin@olstaratrgl.brokenbay.catholic.edu.au |
| **Telephone**      | (02) 4365 6229 |
| **Fax**            | (02) 4365 6230 |
| **Parish Priest**  | Fr Stan Kluk |
| **Parish Office**  | (02) 4367 4610 |
| **Principal**      | Mr Phil Bretherton |
| **Assistant**      | Mrs Kathy Honor |
| **Principal**      | |
| **Religious**      | Mr. Mark Dobb |
| **Education**      | |
| **Coordinator**    | |
| **P & F**          | Mr.Paul Toomey |
| **Chair of Board** | Mrs Susan Leavey |
| **School**         | |
| **Secretaries**    | Mrs Leonie Holland – Full Time |
| **Secretaries**    | Mrs Joanne Dimech & Mrs Michelle Dixon – Part Time |
| **School Hours**   | 8.37am to 3.00pm |
History of Star of the Sea

Star of the Sea Primary School opened in 1979 with an enrolment of 75 pupils in Kindergarten to Year 2. Sister Marcia Cox, a sister of Saint Joseph was the founding Principal.

The school continued to grow by one class each year until 1983 when the first Year 6 class completed their primary schooling. The school has a strong tradition of parent support and involvement. This assistance over the years has enabled the school to offer a quality education, both materially and spiritually. The curriculum has evolved over many years and has been updated to reflect current educational strategies.

The school has eighteen classes, a learning support teacher, music teacher and librarian. Thanks largely to the support of the parish and the parents over many years, the school is very well equipped in terms of teaching aids and resources.

In September 2001 the school buildings relocated to a beautiful new site in Serpentine Road. The wonderful physical structure of the school is complemented by an active learning community of children. The Parish is owed a great debt by the school community for the development of our new school.

The Parish Community

The Catholic School is an important part of the parish faith community. The Church continues to urge that Catholic Schools are maintained and developed. They are indeed of fundamental value and importance in assisting and complementing parents in the exercise of their educational rights and responsibilities. But in this education of the faith, the school remains only a partner, joining with the home and the parish in that process of the growth and development, all of which is religious education.

School and Parish Logo

Our Lady Star of the Sea is an appropriate patron for our school. Mary is the Mother of Jesus. She was His guide and constant companion. As a school community we draw on Mary to bring us closer to Christ so that we as individuals and as a community grow to be more like Christ. Our school places special trust in Mary and we pray to her for guidance and direction.
Dear Parents

A warm welcome is extended to all parents and children who will be joining our school community during the next year. Our school is a parish school and the staff works closely with our Parish Priest, Father Stan Kluk. At Our Lady Star of the Sea Catholic School Terrigal, with Mary as our guiding light we celebrate our Catholic identity and foster a sense of belonging in our community as we educate our children to grow in the love of Christ.

Together with the families and the parish community we strive to create a caring yet challenging environment in which we, as followers of Christ:

~ **Educate and Nurture** our children in the Catholic faith and offer them an experience of following Jesus.

~ Provide **Quality Education** which fosters a love of learning and inspires all children to reach their potential as members of the community.

~ **Celebrate** our Catholic identity with our Parish community.

~ **Respect** and value the uniqueness of every child in our school.

We are partners with parents in these endeavours.

Parents are invited to participate actively in the school life of their children and are made welcome on many occasions during the year. We believe that open communication between the family and the school is essential if children are to have the opportunity of reaching their full potential.

Please feel welcome to visit the school and discuss any concerns you may have relating to your child. I trust that the information contained in this booklet will be helpful and give you a broader understanding of how our school functions.

I trust that your association with Our Lady Star of the Sea will be beneficial for your child and your family.

Yours sincerely
Kindergarten Requirements

Parents are asked to have the following items for their child/ren:

~ library bag
~ paint shirt

Special attention should be given to labelling all belongings. This includes ALL items of clothing, bags, lunch boxes and drink bottles. Each child is charged a School Education Fee to cover the cost of library, technology, exercise books, photocopy paper, craft supplies and stationary items for the younger children. A fee for carnivals, incursions and excursions is also included in this fee.

Kindergarten Arrangements

In 2009, Kindergarten children will begin on Thursday 29th January, one day after the other children return to school. For the remainder of week one the kinder children will finish at 12:30pm, as we find they get tired very easily.

Preparing for School

It is very helpful if your kinder child can:
~ Ask permission to go to the toilet.
~ Wash their hands at appropriate times and use a handkerchief
~ Call the teacher by name.
~ Write their name.
~ Put on their school shoes and maybe tie their laces.
~ Put on and take off their jumper or jacket.
~ Recognise and respond to their surname.
~ Undo and do up their school bag. Unwrap their lunch and open their drink bottle.

School Hours

8:37am School begins
10:40am to 11:30am Lunch Break
1:00pm to 1:30pm Fruit Break
3.00pm End of the day

PLEASE NOTE:
The school office is only open from 8.30am to 11.00am and 11.30am to 3.30pm each day.
School Fees and Other Charges

- Tuition Fees: $1120.00 1st child for the school year
- Diocesan Building Fund $690.00 per family for the school year
- School Education fee $420.00 per student for the school year
- P & F Levy $60.00 per family for the school year

The Fees for the 2009 school year have been set and are listed above. As you will see there has been an increase from last year at the usual increase of about 8% this is to cover the increasing costs of consumables.

The concession on Tuition Fees for 2nd (20%) and 3rd (50%) children is applicable when all children attend schools within the Diocesan system-(this includes St Edwards). Fourth and subsequent children are free of tuition fees. A Family Registration Form (formally ‘Sibling Discount Form’) must be lodged with the School Office to be eligible for the discount. The building levy is not paid here if you have an older child attending St Joseph’s but this does apply if you have a child at St Edwards.

The School Education Fee is a combined fee covering: cleaning and maintenance, Technology and Library costs. Also covered by this are photo copying, books, craft materials, resources for KLA’s, excursions (not overnight excursions), incursions, athletics and swimming carnivals, Life education etc. This cost also includes stationary items for the kindergarten children.

For the 2009 school year there will be a discount on the ‘School Education Fee’ for families who have 3 or more children attending Our Lady Star of the Sea.

School Terms for 2009

Term 1: Wednesday 28th January – Thursday 9th April
Term 2: Tuesday 28th April – Friday 10th July
Term 3: Monday 27th July – Friday 2nd October
Term 4: Monday 19th October – Friday 18th December

Pupil Free Days – 2009

Term 1 Monday 23rd February
Term 2 May – date to be advised
Term 3 Monday 27th July – Central Coast Catholic Schools Professional Learning Day
Friday 2nd October – Staff Retreat
School Uniform

**GIRLS SUMMER UNIFORM:**
- **DRESS:** Blue check with royal blue collar and royal blue edge on sleeve.
- **SOCKS:** Light blue ankle socks—(school clothing pool)
- **SHOES:** Black leather school/sport shoe
- **HAT:** Navy blue with school emblem (Long shot clothing)
- **JACKET:** Royal blue jacket from (Long shot clothing order form at office)

**BOYS SUMMER UNIFORM:**
- **SHORTS:** Classic navy
- **SHIRT:** Short sleeve blue
- **SOCKS:** Light blue ankle length—(school clothing pool)
- **SHOES:** Black leather school/sport shoe
- **HAT:** Navy blue with school emblem (Long shot clothing)
- **JACKET:** Royal Zip Jacket (Long shot clothing order form at office)

**GIRLS WINTER UNIFORM:**
- **DRESS:** Blue check pinafore style
- **SHIRT:** Long sleeve light blue blouse
- **SOCKS:** Light blue socks or navy tights
- **SHOES:** Black leather school/sport shoe
- **JUMPER:** School woollen jumper with emblem
- **HAT:** Navy blue with school emblem (Long shot clothing)

**BOYS WINTER UNIFORM:**
- **SHORTS:** Shorts as for summer or Classic navy long trousers
- **SHIRT:** Long sleeve blue shirt
- **SOCKS:** Light blue ankle length
- **SHOES:** Black leather school/sport shoe
- **JUMPER:** School woollen jumper with emblem
- **HAT:** Navy blue with school emblem (Long shot clothing)

**GIRLS SPORTS UNIFORM:**
- **SHIRT:** Light blue polo shirt with school emblem (Lowes)
- **SHORTS:** Royal blue (basketball type – unisex)
- **SOCKS:** White with school logo –(Long shot clothing)
- **SHOES:** White or black leather sport shoes
- **JACKET:** Royal Zip Jacket, Royal Track Pants (Long shot clothing)

**BOYS SPORTS UNIFORM:**
- **SHIRT:** Light blue polo shirt with school emblem (Lowes)
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The School Curriculum

In Catholic Primary Education, our curriculum covers seven KEY LEARNING AREAS:

1. Religious Education  
2. English  
3. Mathematics  
4. Science and Technology  
5. Human Society and Its Environment  
6. Creative Arts  
7. Personal Development, Health and Physical Education.

Each Key Learning Area aims to develop, in students, significant knowledge and skills which will result in a quality education.

The school curriculum is underpinned by the following values which have been established through consultation with our parents, teachers, students, the school board and our parish priest.

- Belonging  
- Faith  
- Mission  
- Respect  
- Learning

GENERAL INFORMATION

Assembly

The children gather for an assembly on Friday at 2pm as a school community to present class awards, acknowledge birthdays while the Yr 6 Captains have an opportunity to share messages and information. Parents are invited to attend this assembly.

Attendance at School

The teacher is required to mark the class roll daily. If your child is absent from school for any reason please send a note on your child's return or prior to the absence should you know beforehand.

Children should be at school when the first bell goes at 8.37am. Late arrivals disrupt classes and it is bad training for children to be continually late for school. You will need to call at the office should your child be late and fill in a late slip this is then taken to the class as these slips form part of the school roll documenting late arrival.
Book Club
Six book club sheets come home each year where families have an opportunity to purchase books. This project is co-ordinated by a parent.

Bus Travel
Five different buses service the school. Buses service the following locations:
Avoca and Copacabana, Terrigal/Erina Duffy's Road, Forresters Beach and Wamberal.
Please contact the school secretary about more specific details and eligibility for a bus pass.

Canteen
We now have a Canteen operating on Wednesdays and Fridays during lunch and at fruit break. Due to our earlier lunch time orders need to be at school preferably the day before or very first thing in the morning. Parent volunteers are needed in order for the canteen to operate so you are most welcome to volunteer if you are able.

Carnivals
Each year the children participate in sports carnivals. A swimming carnival takes place in February and an athletics carnival is held during second term. Children are required to participate in the carnivals as they encourage sportsmanship and good health.
~ Swimming Year 3 – 6 and competent year 2
~ Athletics Kinder – 6

Children Leaving During School Hours or Late Arrivals
If it is necessary to collect your child early please write a note to the class teacher. All children who leave school during the day must have their name recorded by a parent in the “early leavers/late arrivals” book located in the School Office Foyer, before leaving the premises; this is so we have accurate records of what children are on the premises at any given time. Alternatively should your child be late for school the parent that brings the child to school needs to fill in the book and the child takes the white slip to their class to be added to the class roll.
Clothing Pool
The Parent Association coordinates a second hand clothing pool, which operates each Tuesday afternoon between 2.50 – 3.20pm and Wednesday morning 8.35 – 9.00am from the back of the Computer room. Order forms for sports tracksuit, sports socks, hats, bags & blue school socks can be collected from the office or downloaded from the parent page on the school web site. Parents are encouraged to label each item of their children's clothing.

Contact with school
Some parents hesitate to contact the school when they are confronted with a problem concerning their child. It is preferable to discuss the problem before it becomes a major one so that the teacher can do the best for your child. First point of contact should be with your child's teacher. It is helpful if you phone the school and make a mutually agreeable appointment. Parents are asked to refrain from visiting classes during the day and discussing their child's progress as this interrupts the flow of lessons and the teacher's responsibility for the entire class at that time.

Custody and Access
Some families have special situations which require documentation to be lodged at the school. If there are restrictions on who should collect your child from school it is important that the Principal, school office and class teacher are informed. Should the situation change during the year please notify the school in writing as soon as the changes are to take effect.

Excursions
Included in the “School Education Fee” is an allowance to cover the cost of school excursions. The children are taken on excursions during the year which complement the units of work they are doing in class. Traditionally, years 5 and 6 participate in an over night excursion-(the cost of overnight excursions is not included in the “School Education Fee”). Parents are informed of all excursions by the teacher and asked to sign a permission form for their child. Local walking excursions are covered by a general permission slip at the beginning of each year. Teachers will often approach parents to assist them with supervision on excursions.

Fair by the Sea
This is a joint Parish-School venture which is held at the School Parish site in late October; all Parishioners and School families are encouraged to become involved. Money raised from this goes to the School and Parish to enable us to
continue to offer many joint programmes and facilities which help to bring together our School and Church communities.

**Family Information**

Parents will be asked to complete family and student information when enrolling their child. This information often changes so the school sends home an annual check sheet however it is important to notify the school should changes occur during the year. This is especially important if you change your mobile or work phone numbers.

**First Aid**

The school presumes that all relevant medical details are provided by parents on the Student Information Checklist completed at the end of each year. It is the responsibility of parents to advise the school of any change in information when it occurs, eg. health circumstances, phone numbers, home, work and mobile etc.

It is expected that parents supply a contact person in the case of unexpected illness which needs more care than the school can offer.

In emergencies and/or where parents or other responsible persons are unable to be contacted, the school will act in the child's best interest.

As a general rule, only superficial first aid will be administered. The only exception would be on camps and excursions where a teacher would use his/her discretion as to the need.

*If the school believes it to be necessary, an ambulance will be called in the case of a serious injury.*

**Grade Parents**

Roles of the grade parents:

- To develop relationships between parents and staff at OLSS
- To link the parent community to the school
- To provide an effective and supportive channel of communication between teacher and parents
- To welcome and involve new parents at the school
- To connect parents together through social activities and simple get togethers to build community
A Class Parent Coordinator will

- liaise with the school assistant principal and the grade coordinators to plan a calendar of events for the year
- facilitate two or three meetings per year with the class parent teams to encourage communication and planning
- liaise with the OLSS Welcome Team and Care Group to ensure particular support is provided to families as needed

Specific Roles of the class parent:

- Plan social activities to network and engage parents at grade level
- Plan a variety of simple, cheap and casual activities to build a strong relationship between parents at grade level
- Provide a helping hand to the class teachers (appropriate to need)
- Network with the Welcome Team for personal contact with new parents
- Support P&F activities as required
- Support school masses/liturgies

Financial support:

P & F budget up to $50 for the Class parent activities

- Class parents present dockets to the P&F through the front office

Fete:

Fete committee decides how to involve the Class Parents in the school fete and links closely with the Class Parent Coordinator.

Teacher’s Birthdays:

Consistency across the school is important, so all teachers will receive a personal card and a cake (no gifts).

- The Class Parents will organize the card and a cake – dockets to be sent through the front office to the P&F
- NO presents or money collection is to be undertaken by the Class Parent

Other Celebrations:

- The Class Parent arranges to collect a small donation for Teachers who have babies
- The Class Parent to liaison with the class teacher for a party for any child leaving the school. This is usually a note sent home asking children to bring in something for the party (no gift)
Pastoral Care:

- If the Class Parent is aware of any family that needs the support of the school’s Care Group they are to let Leonie at the front office know as she is the contact person for the Care Group

Confidentiality of all parent support groups:

- Confidentiality of all members of the school community is respected. Volunteers have many responsibilities, form many relationships and sometimes share sensitive information
- Class parents and parent volunteers operate on the premise of genuine respect and trust for each child and adult
- If there are concerns regarding teachers, the curriculum or resources in classrooms, it is the role of the Class parent to recommend that the parent concerned contact the class teacher.
- It is not the role of the class parent to solve or be a spokesperson for any teacher, student, curriculum or resource issue
- Criticism of any child or teacher is not respecting confidentiality

As a Class parent you will probably be an “Ear” to some issues – but you are not an advocate for parents’ concerns

“I can hear you are really concerned about… but it’s not my role to …. I think / suggest you should talk to…. Teacher….or…

Health and Infectious Diseases

The Health Department sets out regulations dealing with exclusion from school if children are suffering from health problems. A list of the exclusion times is included. The Government now requires children entering Kindergarten to present immunisation certificates. If these are not presented, children will be excluded from school if an outbreak of a particular disease occurs.

Head lice tend to be a problem at various stages during the year. In 2006 we introduced the “Nit Busters” programme more details about this will be available at the start of the school year. Head lice can occur with any child and are certainly not something to be ashamed of in your family.

Exclusion list - please see sheet given out by Area Health.

Homework Policy

In partnership with families we will:
“Provide quality education which fosters a love of learning and inspires all children to reach their potential as members of the community.”

Mission Statement

Our beliefs about learning:
Children learn best when there is time to reflect on their personal, academic, social and spiritual journey.
Children learn best in a nurturing environment where they are actively engaged in a range of opportunities that are purposeful and challenging.

Homework at Our Lady Star of the Sea Terrigal:
Assumptions underpinning this policy:
~ Classroom teachers will be responsible for determining homework programs, including those which may be assigned from time to time by specialist teachers.
~ Homework should be tailored to children’s needs and respect individual differences.
~ Homework should include all aspects of learning including physical activity.
~ ‘New work’ should not be introduced as part of homework.
~ Children need time for family life, sport and other activities and these must be taken into account as part of allocating additional work outside of school.
~ During busy times at school e.g. excursions and major events, homework expectations will be adjusted accordingly.
~ Children will be expected to complete any compulsory activities outlined in homework tasks.
~ Whilst parents will help their children with certain tasks e.g. reading, there is no expectation that parents will complete work for children.
~ Parents are able to discuss individual homework requirements with the classroom teacher.

Year Kinder to Two:
~ Homework will normally involve no more than one hour per week made up of daily reading and appropriate learning tasks.

Year Three to Six:
~ Homework will normally consist of no more than that an average of one and a half hours per week from a selective grid involving compulsory and optional tasks.

Insurance
The Catholic Schools Office together with CCI have insurance cover for the children should they have an accident at school. If your child sustains an injury whilst at school the necessary paperwork will be sent home for you to complete.
Library
The school has a very good library and has the services of a librarian four days per week. The children have formal library lessons and are encouraged to borrow regularly. Bulk loans are often made to classes on certain themes and these are available for the children to borrow. Each child needs a library bag before they can borrow books. Children are responsible for books they borrow and have to replace any books that are lost or damaged beyond repair.

Medical Conditions
Parents are requested to inform the school about any medical problems their child may have experienced. These may affect their child's progress at school so it is important that all relevant information is recorded.

Medication
The Diocese of Broken Bay has a policy, “The Administration of Prescribed Medication in Schools”. Should you wish your child to receive medication at school the appropriate forms must be completed to meet the policy guidelines. Please ask the Principal for a copy of these forms and an explanation of the procedure, this is for long term medication only. No medication will be administered at school unless the necessary paper work has been completed. Children with asthma should be taught as young as possible to use puffers themselves and the importance of having their puffer with them. Asthma (Nebuliser) machines should only be used under parent supervision.

Money
Children should not bring money to school except for lunch orders or fund raising activities. The need for money is very limited at school.

Mufti Day
At various times during the year the children are allowed to wear play clothes instead of a school uniform. In return they are asked to bring a donation as outlined for the day for charity. These days are always notified in the school newsletter.

Newsletter
The school newsletter is sent home on Wednesday. The newsletter is printed on white paper and Parent and Friends Association notes on yellow paper these are the main forms of regular communication. Any information for the newsletter must first be seen by Phil or Leonie before being included in the weekly newsletter this must arrive at the office by 9am Monday morning for inclusion in that week’s newsletter. We do not place advertisements is the newsletter,
parents are permitted to put community notices on the notice board near the canteen. The Newsletter is also available on line for those parents who prefer this mode of communication; the steps to access this are as follows:

1. Open browser (*Internet Explorer, Netscape Navigator* ....)
2. Type in the following URL address:
   
   http://www.olsosterrigal.dbb.catholic.edu.au/home/parent

   *Save to your favourites*
3. A log in screen appears, type in lowercase,
   
   | USERNAME: | parent |
   | PASSWORD: | terrigal |
4. Press enter and you should be directed to a parent page
5. Follow the prompts and you will be able to retrieve the school newsletter and the Term Calendar

(NB. The newsletter word document has been converted to a PDF file, therefore you will need to have Acrobat Reader installed on your computer in order to read it. The Parent Page has been set up with a property that allows you to do an installation of Acrobat Reader)

**Parent and Friends Association**

The Parent and Friends Association assists the school in a number of ways. All parents are invited to meetings, which are held on the second Tuesday of each month at 7.00pm in the Staff Room. The Parents and Friends organising social and fundraising functions at different times during the year. The Annual General Meeting is held in February. The major fundraising activity of the Parents and Friends Association is the P & F Levy, which includes entry into the major prize draw at the end of the year.

**Parking and Traffic Flow**

**Drop Offs**

The upper drop off zone is to be used strictly for dropping off on the move. All families are reminded that under NO CIRCUMSTANCES should anyone park, or leave their car in the upper drop off area. Adequate space for stopping, parking and unloading is provided in the drive through area of the bottom car park. If you have young children and need to get out of your car, you should be using the lower car park. The bus zone must be kept clear between 8.00am and 9.00am and then again between 2.30pm and 3.30pm.
Pick Ups
When arriving prior to the school bell for the afternoon pickup please ensure that all cars are reverse parked so that children can be seen when they walk between cars. This is a critical safety issue for all concerned. It would also be appropriate to try and use the footpath and crossing provided whenever possible.

Families wishing to do the drive through should do so beginning at 3.10 pm and not before, using the lower car park pick up area.

The bus zone needs to remain clear at all times. This also includes people parking up the hill outside the designated zones. (Which are currently marked by the signs and posts).

Children are never allowed to walk across to the car park on their own to parents waiting in a car we ask that you do not call them to come across or instruct them to do so. Should you be unable to leave your car due to other children we ask that you use the Pick up zone.

We also ask parents after they have collected their children to please supervise them as this is a very busy time with lots of traffic, this also goes for toddlers whilst waiting.

It is most important that parents by example to their children follow the safety practises set out above. The safety of all children is a joint parental and school responsibility and the need to adhere to the procedures is of the utmost importance.

Prayer
Prayer is an important part of the daily routine of a Catholic School. In addition to the informal prayer in classrooms the children join together each Friday morning at 8.40am for Dadirri, lead by the REC. Dadirri is an aboriginal word for sacred time, sacred space. It is a quiet, reflective space for prayer and we ask that any parent at the school at this time finds a quiet place and joins us.

The staff also has a special time set aside for prayer, where the whole staff join together. This is also on Friday mornings before school. The school office is closed during both these sessions as prayer is led from the intercom system which is located in the office. Therefore on Fridays only, the school office does not open until 9am.

The school prayer, written in 1993 by a year 4 girl is as follows:
Dear God,

Help us in our school community to learn and grow together and be more loving to our family and friends. We ask this through Christ, our Lord.

Amen

Our Lady Star of the Sea. Pray for us.

Reading Program

The school is fortunate to have the support of parishioners and parents in a special reading program. Children who are experiencing difficulties with reading are assessed and work four times per week on an individual program with tutors. This program is available for children identified as having a need.

Reports and Parent Conferences

Written reports are sent home twice per year-half yearly and end of year. Parent Teacher Conferences are held during Term Two and parents are encouraged to take the opportunity to attend these sessions.

Sacramental Programs

The Sacramental Programs at Terrigal are Parish based. Parents are informed about upcoming programs through the Parish and School bulletins. The school supports the parish programs through the school curriculum.

School Board

The OLSS School Board was formed some 2 1/2 years ago. The group comprises 12 members which include Principal Mr Phil Bretherton, Assistant Principal Mrs Kathy Honor and Parish Priest Fr Stan Kluk. The other members are all parents of present and/or past students of the school and share a common goal; to help make our school and parish community the best it can be for the students, families, staff and the parish.

We meet on average twice a term to discuss and debate all manner of issues affecting the school and its operation. From maintenance issues all the way through to school policy development and school parish liaison. Essentially we are a sounding board, or ‘think tank’, used by the School Executive and are there to help guide the development and implementation of key initiatives/improvements for the school. We also have contact and meetings on a regular basis with all the school boards currently in operation throughout the Broken Bay Diocese.
Staff Development Days

Each year the staff work together for four days on professional issues these are ‘Pupil Free Days’, as children do not attend school, however supervision can be arranged should this be absolutely necessary. The school will give parents four weeks notice of these days so they can make appropriate arrangements for their children. At least one of these days must be related to Spiritual or Religious issues.

Supervision

A teacher is on playground duty half an hour before school, that is 8.10am each morning. **Please do not leave your children at school before this time.**

A ‘kiss and drop’ lane operates each morning and afternoon.

Children who are collected by their parents in the afternoon wait in the undercroft area. A teacher waits with these children until 3.20pm each afternoon. We ask that you park your car and collect the children personally, or use the ‘the afternoon pickup zone’-(this operates from the bottom car park). No children are to cross the car park on their own to parents who are waiting in cars as this is not in line with our school’s safety procedures. Whilst we understand that sometimes parents are held up, we do ask that you endeavour to collect your child by 3.20 each day when the duty finishes, so that the teacher on duty can fulfil their own responsibilities planned for that afternoon.

Parents are responsible for supervision and safety of their child outside these official supervised school hours. The school provides no supervision of students either on the school premises or in the school surrounds outside these times. Whilst there are usually staff members present on the school site out of the above hours they are here in their own time to prepare work and are not responsible for any child who is on the school premises.

Valuables

The school can take no responsibility for valuables that children bring to school. Toys and valuable pieces of equipment are best left at home where they are safe and will not get broken. Children are asked not to wear jewellery to school.

SUNSMART POLICY

Rationale Australia has the highest incidence of skin cancer in the world with 16,000 new cases and 1,200 deaths recorded each year.

There are four factors, often occurring simultaneously, which contribute to these statistics:
~ The population is predominantly fair-skinned.
- Ultraviolet light from the sun is of sufficient intensity to induce skin cancer in this susceptible population.
- For most of this century social values have supported the belief that a suntan is healthy and attractive.
- Lifestyle, work, school and recreational habits expose people to the sun for long periods.
- Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable. Primary schools can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the school community to take effective skin protection measures.

**Aims**

The aims of the Sunsmart policy at Our Lady Star of the Sea Terrigal are to promote among other students, staff and parents:
- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision making about skin protection.
- Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

**Implementation Strategies For Skin Protection**

The purpose of the policy is to ensure that all students attending our school are protected, throughout the year, from skin damage caused by the harmful ultraviolet rays of the sun.

1. **As part of general skin protection strategies:**
   - Students will wear hats which protect the face, neck and ears whenever they are outside eg. sport, sports carnivals, outdoor excursions and activities.
   - Students who do not have their hats with them will play in an area protected from the sun. A “No Hat – Play in the Undercroft” strategy will be established.
   - Students will be encouraged to use available areas of shade for outdoor play activities.
   - Outdoor activities will be held in areas of shade whenever possible.
   - Staff should act as role models by practising SunSmart behaviour ie. wearing protective hats and appropriate clothing for all outdoor activities, using SPF 30+ broad spectrum water resistant sunscreen for skin protection, seeking shade whenever possible.

2. **Our School will:**
   - ensure that school hats are appropriate and satisfy Cancer Council guidelines
   - provide shelters and shade trees
   - encourage and support the use of SPF 30+ broad spectrum water resistant sunscreen for staff and students
   - limit exposure times through timetable changes, when possible
   - incorporate programs on skin cancer prevention in its curriculum
   - reinforce regularly the Sunsmart Policy in a positive way through newsletters, parent meetings, student and teacher activities

3. **When enrolling a child, parents will be:**
   - Informed of the Sunsmart Policy
   - Required to follow the policy by providing their child with the appropriate school hat.
   - Encouraged to act as positive role models and practise skin protective behaviour themselves, particularly when attending school functions.