



**Our Lady Star of the Sea**  
**CATHOLIC SCHOOL TERRIGAL**

**PARENT INFORMATION BOOKLET**  
**2021**

## General Information

<b>School Address</b>	Our Lady Star of the Sea Catholic School 165 Serpentine Road, Terrigal NSW 2260
<b>Postal Address</b>	PO Box 9 Terrigal NSW 2260
<b>Email address</b>	olss@dbb.catholic.edu.au
<b>Telephone</b>	(02) 4365 6229
<b>Parish Priest</b>	Father Pawel Kopczynski CSMA is our Parish Administrator
<b>Parish Office</b>	(02) 4367 4610
<b>Principal 2021</b>	Mr John Barton
<b>Assistant Principal</b>	Mrs Maria Kennedy
<b>Religious Education Coordinator</b>	Mrs Laura Wales
<b>Parents &amp; Friends Association</b>	Adam Haines  Mrs Leonie Holland – Full Time
<b>School Secretaries</b>	Mrs Michelle Bell (Monday to Wednesday) Mrs Deborah Foster (Wednesday to Friday)
<b>School Hours</b>	8.37am to 3.00pm

## History of Star of the Sea

Our Lady 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.

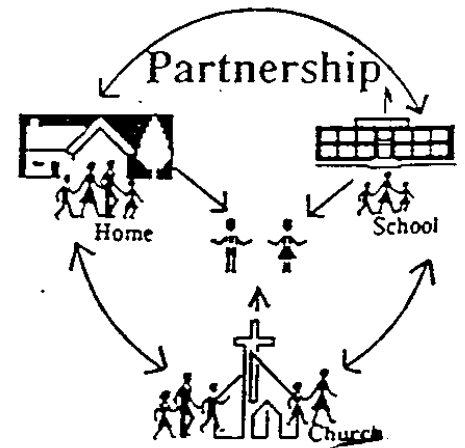
The school continued to grow by one class each year until 1983 when the first Year 6 class completed their primary schooling. The school has a strong tradition of parent support and involvement. This assistance over the years has enabled the school to offer a quality education, both materially and spiritually.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

The school has 22 classes, a learning support teacher, music teacher, Japanese teacher and librarian. Thanks largely to the support of the Parish and parent's in past years, the school is very well equipped in terms of the buildings, beautiful grounds, teaching aids and resources.

In September 2001 the school buildings relocated to this 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 support 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.



## Early Learning Centre

The Early Learning Centre was established on our school grounds in 2011. It operates from 8.15am-3.45pm during school terms for children aged 3-5years.

## School 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.





## Our Lady Star of the Sea Catholic Primary School

165 Serpentine Rd

PO Box 9

TERRIGAL NSW 2260

Ph: 4365 6229

Email: [olss@dbb.catholic.edu.au](mailto:olss@dbb.catholic.edu.au)

Dear Parents & Carers

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 work closely with our Parish Administrator Father Pawel Kopczynski CSMA. 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

Robert Peers

Principal

## Kindergarten Requirements

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

- Regulation School Bag – (this has the school logo on it)
- 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. This fee also includes the cost of incursion, excursions & sports carnivals.

## Preparing for School

It is very helpful if your child can:

- Ask permission to go to the toilet
- Wash their hands at appropriate times and use a handkerchief
- Call the teacher by their 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 – first bell
10:40am to 11:30am	Lunch Break
1:00pm to 1:30pm	Fruit Break
2.55pm – first bell	End of the day

### PLEASE NOTE:

The school office is open from **8.10am to 3.30pm** each day.

## School Fees and Other Charges

These are the fees for the 2020 school year (2021 fees are yet to be announced):

• Tuition Fees	\$1,810.00	1 <sup>st</sup> child for the school year
	\$1,448.00	2 <sup>nd</sup> child for the school year
	\$ 905.00	3 <sup>rd</sup> child for the school year
	\$ Nil	4 <sup>th</sup> child for the school year
• Diocesan Building Fund	\$ 970.00	per family for the school year
• School Education Fee	\$ 631.00	per student for the school year
• P & F Levy	\$ 60.00	per family for the school year

Families must complete each year a “Family Registration Form”. This form provides us with the details of who is responsible for school fees and the email address they are to be sent to. This form is in your orientation pack with details of payment schedule and arrangements for 2021 fees. The form must be **returned to the school office by Friday 20 November 2020**.

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. The Family Registration Form, referred to above, when lodged with the School Office will ensure the discount is given. *A discount will not be given without this form being completed* and will see the parent responsible for the full amount. 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-musica viva, life education, athletics and swimming carnivals, etc. This cost also includes stationery items for Stage One Students.

## School Terms for 2021

Term 1:	Friday 29 January – Thursday 1 April (Years 1-6)
	Tuesday 2 February – Thursday 1 April (Kindergarten)
Term 2:	Monday 19 April – Friday 25 June
Term 3:	Monday 12 July – Friday 17 September
Term 4:	Tuesday 5 October – Wednesday 15 December

## **School Uniform – Available at School Uniform Shop**

**See note for information on booking times for uniform fittings.**

### **GIRLS SUMMER UNIFORM:**

DRESS: Navy check with navy piping on collar and sleeve/Culottes  
SOCKS: White ankle socks  
SHOES: Black leather school/sport shoe  
HAT: Navy blue with school logo  
JACKET: Navy blue Zip Jacket with piping and school logo

### **BOYS SUMMER UNIFORM:**

SHORTS: Classic navy with school emblem  
SHIRT: Short sleeve blue with school logo on pocket  
SOCKS: Navy blue ankle length  
SHOES: Black leather school/sport shoe  
HAT: Navy blue with school logo  
JACKET: Navy blue Zip Jacket with piping and school logo

### **GIRLS WINTER UNIFORM:**

DRESS: Navy tartan check tunic/Culottes  
SHIRT: Long sleeve light blue blouse with school emblem on collar  
SOCKS: White socks or navy tights  
SHOES: Black leather school/sport shoe  
JUMPER: Woollen jumper with school logo  
HAT: Navy blue with school logo

### **BOYS WINTER UNIFORM:**

PANTS: Shorts as for summer or Classic navy long trousers with logo  
SHIRT: Long sleeve blue shirt with school emblem on collar  
SOCKS: Navy blue ankle length  
SHOES: Black leather school/sport shoe  
JUMPER: Woollen jumper with school logo  
HAT: Navy blue with school logo

### **GIRLS SPORTS UNIFORM:**

SHIRT: Light blue polo shirt with piping and school logo  
SHORTS: Navy blue (unisex) or long pants with piping and school logo  
SOCKS: White ankle length  
SHOES: Predominantly White or black leather sport shoes not coloured  
JACKET: Navy blue Zip Jacket with piping and school logo

### **BOYS SPORTS UNIFORM:**

SHIRT: Light blue polo shirt with piping and school logo  
SHORTS: Navy blue (unisex) or long pants both with piping and school logo  
SOCKS: Navy ankle length  
SHOES: Predominantly White or black leather sport shoes not coloured  
JACKET: Navy Zip Jacket, with piping and school logo

## The School Curriculum

In Catholic Primary Education, our curriculum covers eight Key Learning Areas:

- Religion
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health and Physical Education
- Language program - Japanese. This is partly funded by Commonwealth Asian Languages Program

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, our parish priest and Parents and Friends Association.

- Belonging
- Faith
- Mission
- Respect
- Learning

## GENERAL INFORMATION

### Assembly

Children assemble each morning in their class lines on the top playground. Every Monday morning the flag is raised while singing the National Anthem.

“Kids Matter” awards are given out at Friday morning Assemblies each week.

**Friday afternoon Assemblies** occur each week at 2pm (alternating between Infants & Primary) with each class having a turn at presenting at these assemblies.

### Attendance at School

The teacher is required to mark the class roll daily. If your child is absent from school for any reason it is a legal requirement that you advise the school by logging onto the Compass App (see instructions further below in the book)

***A text message will be sent to the parent on the day of absence noting the absence of their child with a reminder to log onto Compass and submit an absence note.***



Children must be at school when the first bell goes at 8.37am. Late arrivals disrupt classes, and children miss out on vital instructions to start the day. It is also bad training for children to be constantly late. Should your child arrive late you will need to call in to the office and sign your child in at the Compass Kiosk which prints out a late note and adjusts the class roll.

**Exemption from School** – If your child will be absent from school for 10 or more school days you will need to complete an Application for Exemption from Attendance at School (B1) for approval by the Principal. Once approval has been given parents will be issued with a Certificate of Exemption from Attendance at School signed by the Principal.

For absences less than 10 school days you will need to log onto Compass and enter the absence.

## Before and After School Care

Before and After School Care is provided by Camp Australia in the School Hall. Before school care starts at 6.30am and after school care finishes at 6pm.

Contact and Registration can be made at their website [www.campaustralia.com.au](http://www.campaustralia.com.au) or by calling 1300 105 343. We ask that all children be registered so that care can be used should your normally family routine change.

## Book Club

Book Club brochures come home regularly throughout the year where families have an opportunity to purchase books. This project is co-ordinated by Mrs Hawton in the Library.

## Bus Travel

Free Bus Travel to and from home is available with a School Travel Opal Card – go to [transportnsw.info/school-students](http://transportnsw.info/school-students) or call 131500, we have included a brochure in your enrolment pack. **To find bus routes and pick-up/drop off times you can visit Busways – [www.busways.com.au](http://www.busways.com.au) or Red Bus – [www.redbus.com.au](http://www.redbus.com.au).**

## Canteen

We have a Canteen operating on Wednesdays and Fridays during lunch and at fruit break. Parent volunteers are needed for the canteen to operate so you are most welcome to volunteer if you are able; we have included a volunteer slip and canteen menu in your orientation pack. Lunch orders **must be** completed online by going to [www.flexischools.com.au](http://www.flexischools.com.au). See brochure in your enrolment pack.

## Carnivals

Each year the children participate in Sporting 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 healthy activity, good sportsmanship and being part of the school community.

- Swimming Carnival - Years 3 to 6 and Year 2 children (8 years) who can swim competitively at 50 metres distance
- Athletics Carnival - Kinder to Year 6

## Children Leaving During School Hours or Late Arrivals

Should your child/ren arrive late (after 8.37am) or is required to leave school early for any reason e.g. sick, doctor appointment etc. (before 3.00pm) the parent or guardian is required to Sign In/Out on the Compass Kiosk located in the School Administration Office. This slip is to be handed to their class teacher upon arrival or departure. No child can be collected from their classroom without the slip from the office.

It is a Work Health and Safety requirement that we know at all times who is present on the school premises.

## Child Protection

### **Promoting child safety in our school**

Our Lady Star of the Sea has systems in place to ensure the safety of children in our school. To achieve this end, there are legislative requirements for:

- Screening paid staff, contractors and volunteers who provide services to children. This process is known as the *Working With Children Check*.
- Handling certain types of complaints regarding an employee or volunteer's conduct toward child/ren. Certain types of complaints are referred to as an allegation of 'reportable conduct'.

### **The Working with Children Check**

The Catholic Schools Broken Bay arranges Working With Children Checks (WWCC) for paid staff in child-related employment, and volunteers who mentor disadvantaged children. The checks are done prior to the person being engaged for employment. Its aim is to prevent unsuitable people from working with children through a process of vetting and excluding certain persons (known as 'prohibited persons') from being employed in child-related employment. The WWCC is administered by the Commission for Children and Young People (CCYP).

The types of records that are checked include:

- a national Criminal Records Check involving serious crimes against children
- relevant apprehended violence orders made for the protection of a child; and
- Information about employment proceedings (e.g. disciplinary action, dismissal) that involve reportable conduct in relation to children where these proceedings have been reported to the CCYP by previous employers

Self-employed people who undertake child-related employment must hold a Certificate for Self-Employed People which is obtained by applying for the certificate at their local police station. Self-employed people who are engaged by the school to

work directly with children (e.g. music tutors, sports coaches, speech therapists) must produce their certificate to the school to verify that they are not prohibited from child-related employment.

## Child Protection Legislation

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (or a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment.

A new Working With Children Check came into effect on 15<sup>th</sup> June 2013.

As per all schools, the following people **will need to** undertake the Check before commencing work:

- Any new staff, or current staff transferring to a new position
- Any new or existing contractor whose work involves face to face contact with children and who's Certificate for Self Employed People has expired. Those contractors whose certificate has not expired may continue to work until their certificate expires at which point they will need to apply for the new Check
- Any new volunteer who is not the parent or a close relative of a child at the school, or who works in a high risk role (see *volunteer information sheet* for definitions)

Exemptions:

Volunteering by a parent or close relative:

- of a child in activities for the child's school, early education service or other educational institution; except where the work is part of a formal mentoring program or involves intimate personal care of children with a disability
- with a team, program or other activity in which the child usually participates or is a team member; except where the work is part of a formal mentoring program or involves personal care of children with a disability

Therefore, any parent or close relative wishing to volunteer assistance at the school (i.e Canteen, classroom, fete, excursions, etc) does not need to undertake a Check but is required to read and complete a *Declaration for Volunteers/Contractors*, that is included in the information pack. You will not be able to volunteer until the completed form has been received by the School Office.

**All volunteers are required to sign the register in your child's classroom when volunteering.**

A sign in book for the Canteen helpers is located in the canteen.

*All teaching staff at OLSS are mandatory reporters of under the [Children and Young Persons \(Care and Protection\) Act 1998](#). Effectively this means that if a teaching staff member becomes concerned of the risk of significant harm or wellbeing of a child, he/she will report to the principal who will in turn report through Family and Community Services.*

## **Handling Complaints**

At Our Lady Star of the Sea School we acknowledge that there are occasions when a member of staff, a student, a parent or a member of the wider community can sometimes be concerned about something that is happening at school that appears to be unsatisfactory or unreasonable. We recognise that minor or simple matters can be resolved quickly and simply, by discussion between the appropriate people. However the school is responsible for taking more formal action where a complaint or concern is made about the alleged conduct of a staff member or volunteer that involves any of the following behaviours in relation to any child or young person:

- A sexual offence or sexual misconduct (including a child pornography offence)
- Any assault, ill-treatment or neglect of a child
- Any behaviour that causes psychological harm to a child, even if the child consented to the behaviour

## **When responding to these allegations the school will take action to ensure that:**

- The safety of the child/other children as required
- Ensure the confidentiality of the staff member in the course of taking action
- Ensure risk of significant harm is reported to the Child Protection Helpline
- Allegations of a crime are reported to NSW Police
- Information needed to address the allegation is collected and kept in a secure and confidential manner

## **Promoting Safety**

As a school community we are committed to creating a safe and supportive school environment for the whole school community and we encourage parents to be mindful of safe practices which nurture and protect children from harm outside of the school environment. Maintaining basic safety protects children from danger and reduces the likelihood of involvement in the child protection system.

To achieve this end, we encourage basic safety principles including:

- Maintaining a safe physical environment at home
- Not smoking in the presence of children
- Use of car restraints
- Not driving when substance affected

- Ensuring safe supervision of children
- Recognising domestic violence and strategies to protect children from domestic violence
- Balancing risks and opportunities regarding social media and electronic entertainment

## Promoting participation in education

At Our Lady Star of the Sea, we actively encourage families to participate in school community activities to promote positive experiences of schooling.

Participation in education is a major pathway for promoting better outcomes for children. Barriers to positive participation in education need to be addressed early. School attendance issues can be an early indicator of more significant underlying difficulties for children and their families.

Because of this, habitual non-attendance is now part of the legal definition or risk of significant harm and in certain circumstances schools may be required to make a mandatory report to statutory authorities.

The school maintains clear and regular communication with parents to prioritise attendance and pays attention to early warning signs of attendance issues.

## Classroom Helpers

Parents are welcome as helpers in classrooms in the first hour of each morning during the Literacy block. Training is provided and must be completed before volunteering as a classroom helper; this enables practical support as well as showing your child your support as a learner. The *Declaration for Volunteers/Contractors* must be completed and submitted to the School Office before you may commence volunteering. Toddlers cannot be present when helping in the classroom.

## 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 what is best for your child.

First point of contact is your child's teacher. It is helpful if you phone or email the school and make a mutually agreeable appointment time.

At no time is it acceptable for parents to visit classes during the day or first thing in the morning to discuss their child's progress as this interrupts teacher's preparation time, lessons and the teacher's responsibility for the entire class.

## 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. It is important that not only is the school aware of any circumstances that involve custody but are alerted to changes in court orders as soon as possible.

## **Dogs**

Dogs are not permitted on school grounds. Some children experience heightened anxiety in the presence of dogs, so we respectfully ask parents that they do not bring dogs onto school grounds.

## **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 overnight 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 complete an online permission form for their child. Teachers will often approach parents to assist them with additional supervision on excursions.

## **Fair by the Sea**

This is a joint Parish-School Fair which is held at the School/Parish site in October; Parishioners and school families are encouraged to become involved. Money raised from this goes to the School and Parish to enable us to offer joint programmes and facilities which help to bring together our School and Parish Communities.

## **Family Information**

Parents are asked to complete family and student information when enrolling their child. This information often changes during your child’s time here. It is the parent’s responsibility to change these details on the Compass Parent Portal as soon as possible. It is most important that all information we have pertaining to your child is current.

## **First Aid**

The school presumes that all relevant and up to date medical details that could affect your child are provided by parents at the time of enrolment.

It is the responsibility of parents to advise the school of any change in information when they occur regarding children’s health circumstances and any change in information regarding home, work and mobile phone numbers or new emergency contacts need to be updated by the parent through the Compass Parent Portal.

Parents are asked to nominate an emergency contact person in the case of unexpected illness where parents cannot be contacted. Parents are ALWAYS the first point of contact, this person is someone in case you are uncontactable.

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 to children by the school office. In the case of a serious injury, if the school feels it is necessary, an ambulance will be called.

## **Grade & Class Parents**

### **Specific Roles of the Grade Parents:**

- Provide a helping hand to the class teachers (appropriate to need)
- Welcome and be inclusive and involve new parents to the school
- Support P&F activities as required
- Support school Masses/Liturgies
- To develop positive 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 connect parents together through social activities and simple get togethers to help build community

### **Pastoral Care:**

- If the Grade 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

## **Health and Infectious Diseases**

The Health Department sets out regulations dealing with exclusion from school if children are suffering from various health problems. 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 tends to be a problem at various stages during the year. Head lice can occur with any child and are certainly not something to be ashamed of in your family.

*Exclusion list - please see Health NSW sheet in orientation pack.*

## **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.”*

### **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 is 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

### **Kinder to Year 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 an average of one and a half hours per week from a selective grid involving compulsory and optional tasks.

## **Insurance**

The Catholic Schools Broken Bay 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 you are asked to contact the school office to have the necessary paperwork sent home for you to complete.

## **iPads**

Our school employs a BYODD iPads for children in Years 4, 5 and 6. K-3 children use existing school owned iPads as we value learning in all forms including in the 21<sup>st</sup> century.

## **Library**

The school has an extensive and up to date Library and the services of a librarian four days per week. The children have formal library lessons as part of rotations 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 at enrolment to inform the school about any medical conditions their child may have experienced. As these can affect their child's progress at school, so it is important that all relevant information is recorded. Also, should at any time your child's health change it is important that the school is made aware of the changes.

## Medication

The Diocese of Broken Bay has a policy, "The Administration of Prescribed Medication in Schools". Should your child be required to receive medication at school the appropriate medical forms must be completed to meet the policy guidelines. Please ask the School Office for a copy of these forms and an explanation of the procedure. No medication will be administered at school unless the required medical forms have been completed by your child's doctor.

Any anaphylactic medication that is required by a child is to be provided by parents and will be kept in the school office. Parents are advised to speak with the school office staff regarding the school's policy and how we can be of assistance to your child. It is important that you have discussed with your child how we will be able to assist them should this be necessary.

Children with asthma should be taught as young as possible the importance of having their puffer with them at all times. With younger children it is advisable to keep a spare puffer and spacer in the sick bay to use in case they have left theirs at home. Also should your child be required to take their puffer at a regular time each day please ensure that their teacher and the school office are aware so we can assist by reminding them.

## Money

Children are advised not to bring money to school with the exception of the small amount they may require for canteen or fundraising activities.

## 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.

## Newsletters and Class Notes

The school newsletter is written on a fortnightly basis and can be accessed through Compass Management System. Our newsletter has links to the school Facebook and Twitter sites. We ask parents that once they have been emailed with their username and temporary password for Compass Management System that they login to activate their account to enable them to receive all correspondence from the School. Please see the instructions below.

On our Website is a News and Events Section and a Term Calendar, parents are encouraged to check this regularly to ensure they are up to date with school news and events.

We do not place advertisements in the newsletter. Parents are permitted to put community notices on the notice board in the undercroft.

## Compass Management System

The Compass Management System is a Portal and App to allow parents easy access to their child's student records. You will be able to –

- View information on your child/ren's attendance
- Enter explanations for absences
- Receive communications
- Update your contact details



To logon to the Compass Portal you can visit the website on <https://schools.compass.education/> or you can download the App from the Apple App Store or Google Play Store. Depending on your device use the below QR codes to download the free App.



Apple iOS



Android OS

To logon and register please follow the below instructions:

The screenshot shows the "Compass School Search" page. It includes a search bar with a dropdown menu showing "Our Lady Star of the Sea Catholic Primary School - Terrigal". Below the search bar is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A "Search" button is located below the reCAPTCHA. A green box highlights the search results: "Our Lady Star of the Sea Catholic Primary School - Terrigal Parent Portal" with a link "Click here to continue".

Enter the school name →

Tick box →

Then click →

Once you have pressed "click here to continue" you will enter to the login page where you will enter your login details:

The screenshot shows the login page for "Our Lady Star of the Sea Catholic Primary School - Terrigal". It features a logo of a blue figure on a yellow cross. The login form includes fields for "Username" and "Password", a "Sign in" button, a "Remember me" checkbox, and a link "Can't access your account?".

Enter username and password →

## Absences

We are obliged by law to request a reason for student absences so that our records can be kept in accordance with the Department of Education and Training requirements. Please log into the Compass portal to see if your child has any unexplained absences. Please see below instructions on how to enter an absence note.

**Step 1** - Download the App from the Apple App Store or Google Play Store. Depending on your device use the below QR codes to download the free App.



Apple iOS



Android OS

**Step 2** - Use your unique login details previously provided by the school office.

**Step 3** - If you have multiple children at the school choose the child that you wish to enter the absence for.

**Step 4** - Choose Approvals in the App and using the **add button** in the bottom right hand corner of the screen, add a new entry.

**Step 5** - Enter the details and save to complete.

## Parents and Friends Association

The Parent and Friends Association assist the school in a number of ways. All parents are invited to meetings, which are held in the School Library and the date will be advised in the school newsletter and Parent Calendar for 2021. The Parents and Friends organises 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.

## Parking and Traffic Flow

### Drop Offs

We have two Drop off Areas. The upper drop off zone near the office is to be used strictly for "kiss and drop". All families are reminded that under NO CIRCUMSTANCES should anyone park or leave their car in the upper drop off area, during restricted times. Adequate space for stopping, parking and unloading is provided in the drive through area of the bottom car park. If you have younger students and need to get out of your car, you should be using the lower car park drop off. The bus zone must be kept clear between 8.00am and 9.00am and then again between 2.30pm and 3.30pm. So, if your child is unable to exit your car (kerbside) without assistance you should be using the Lower drop off zone or parking in the lower car park and walking your children to the teacher supervised area.

### 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. You are asked to always use the footpath and crossing provided whenever possible.

Families wishing to do the drive through should do so after 3.10pm using the lower car park drive thru pick up area only. Cars are to go around through the last carpark and join the queue. Please do not arrive before 3.10pm and queue up at the sign this causes a traffic jam. This pick up is designed slightly later to assist in traffic flow. **N.B. Each family using drive through pick up must obtain a “family name car sign” from the office which is to be displayed on the passenger side sun visor of the car.**

The **NO PARKING BUS ZONE AREA** in front of the Administration Office needs to remain clear at the designated 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 for any reason eg. sick siblings, injury we ask that you use the **Drive Thru Pick Up Zone**.

**As this is a very busy time with lots of traffic it is crucial that parents closely supervise their children once collected and toddlers whilst waiting.**

It is most important that parents lead by example to their children and to 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 in a Catholic School.

The staff also has a special time set aside for prayer, where the whole staff join together. This is on a Friday morning before school.

*The school prayer is said each morning where we endeavour to start our day in a quiet, calm and reflective manner.*

*As parents you are welcome to join us in prayer and we ask that you acknowledge the importance of quietness and calmness during prayer time by modelling this to our students.*

*Our School prayer was written in 1993 by a Year 4 girl and 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.**

## Reports and Parent Conferences

Written reports are accessed through Compass twice per year – half yearly and end of year. Parent Sharing Interviews will be held early in the year and after the half yearly reports if desired. Parents are encouraged to take the opportunity to attend these sessions.

## Sacramental Programs

The Sacramental Programs at Terrigal are Parish based. Parents are required to be part of the program by supporting their children with attendance at these programs. Parents are informed about upcoming programs through the Parish and School bulletins. The school supports the parish programs through the school curriculum.

## Staff Development/Pupil Free Days

Each year the staff work together for five days on Professional Development these are 'Pupil Free Days', as children do not attend school. They are the first day of the school year, the last two days of the school year and two other days during the year.

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 Development Staff.

## Supervision

Rostered teachers are on playground duty from 8.10am each morning.

**Please do not leave your children at school before this time.** Whilst staff may be on the premises before 8.10am they are here to prepare for the teaching day. They are not and cannot be responsible for the supervision of students before 8.10am.

Children must be enrolled into Before School Care if they are here prior to 8.10am

Afternoon Teacher Supervision finishes at 3.25pm. Children who are collected by their parents wait in the undercroft area, those doing Drive Thru wait supervised in the shaded area nearest the drive thru area. Teachers are rostered to supervise these children until 3.25pm each afternoon.

Any child who has not been collected by 3.25pm will need to go to After School Care as with before school teachers cannot be responsible for children outside of official supervision times.

Parents are responsible for supervision and safety of their child outside the official supervised school hours listed above. The school provides no supervision of students either on the school premises or in the school surrounds outside these times. As stated above 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 cannot be responsible for any child who is on the school premises.**

## 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 e.g. before/after school, lunch & fruit breaks, 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.

### **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.

## **2. 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 and supporting the school rule for wearing a hat during school.
- Encouraged to act as positive role models and practise skin protective behaviour themselves, particularly when attending school functions.

## **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 lost or broken. Children are asked not to wear jewellery to school.

## **Mobile Phones**

Mobile phones are not to be brought to school. If for some reason your child needs to bring one, please send a **note with the mobile phone to the school office for safe keeping**. At no time is a child permitted to use a mobile phone on school premises during school hours.

## **Volunteer Helpers**

Parents are encouraged to volunteer and be involved with their child's education in many ways at Our Lady Star of the Sea. Your involvement may see you helping with reading groups, on grade excursions, with sports carnivals or in the canteen. Not to mention assisting with the P&F social activities and of course our Annual School and Parish Fair. As parents your partnership with the school is valued and together, we can ensure your child has the best possible access to a well-rounded education.



**Our Lady Star of the Sea Catholic Primary School where all  
will experience a sense of belonging.**