



Our Lady Star of the Sea
CATHOLIC SCHOOL TERRIGAL

PARENT INFORMATION BOOKLET
2023

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 olss@dbb.catholic.edu.au

Telephone (02) 4365 6229

Parish Priest Father Vincent R Casey

Parish Office (02) 4367 4610

Principal 2022 Mr John Barton

Assistant Principal Mrs Maria Kennedy

**Acting Religious
Education Coordinator** Mrs Karen Winser

**Parents & Friends
Association (P&F)** Adam Haines

Mrs Michelle Bell – Full time

School Secretaries Mrs Nikki Townsend (Wednesday to Friday)

Roz Portass (Monday to Wednesday)

School Hours 8.37am - 3.00pm

History of Our Lady Star of the Sea (OLSS)

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.

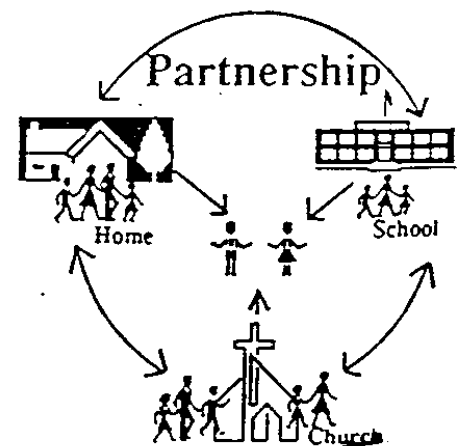
The school continued to grow by one class each year until 1983 when the first Year 6 class completed their primary schooling. The school has a strong tradition of parent support and involvement. This assistance over the years has enabled the school to offer quality education, both materially and spiritually.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

A 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 the process of growth and development, all of which is religious education.



Early Learning Centre (ELC)

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

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

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 Priest Father Vince Casey. At OLSS 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** that 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.

If you are a new parent to our school community, we offer a special welcome to you. We trust that as you begin your journey in catholic education, you will feel valued and an important part of this special community. If you are a returning parent, we look forward to continuing our special relationship with your child in ensuring a safe and happy school environment.

Parents are always invited to participate actively in their children's school life 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 reach 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.

Welcome to Our Lady Star of the Sea Catholic Primary School.

Yours sincerely

John Barton

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 the library, technology, exercise books, photocopy paper, craft supplies and stationery 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

8:37 am – first bell	School begins
10:40 am to 11:30 am	Lunch break
1:00 pm to 1:30 pm	Fruit break
2.55 pm – first bell	End of the day

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

School Fees and Other Charges

Education fee: \$ 3265.00 per child

Each year families must complete a 'Family Registration Form'. This form provides us with the details of who is responsible for school fees. This form is in your orientation pack with details of the payment schedule and arrangements for 2022 fees.

Sibling discounts will apply to the Education fee. These discounts provide a 25% reduction for the second child, 55% for the third child and 100% for the fourth and subsequent children. 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 School Education Fee is a combined fee covering cleaning and maintenance, technology, and library costs and a building levy. Also covered by this are photocopying, books, craft materials, resources for Key

Learning Areas, 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 2023

- Term 1: **Friday 27 January – Thursday 6 April**
Friday 27 and 30 January- Individual Maths Assessment (more information to come)
Tuesday 31 January (Classes commence 1-6)
Thursday 2 February (Classes commence Kinder)
- Term 2: **Monday 24 April – Friday 30 June**
- Term 3: **Monday 17 July – Friday 22 September**
- Term 4: **Monday 9 October – Tuesday 19 December**

Staff Development/ Pupil Free Days

Each year the staff work together for five days on professional development these are 'pupil free days' for the children. They are always the first day of the school year, the last two days of the school year and the other two days vary each calendar 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.

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 within 7 days. You can do this 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 8.37 am. 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. However, should your child/ren arrive late you will need to walk them into the office and sign them in at the Compass kiosk this will print out a late note and adjust 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.

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 log on to the Compass portal you can visit <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 log on and register please follow the below instructions:

Enter school name

Tick box

Then click

Compass School Search

Please type your school name below/select from the list:

Our Lady Star of the Sea Catholic Primary School - Terrigal

Please perform the following reCAPTCHA:

I'm not a robot

reCAPTCHA
Privacy - Terms

Search

Our Lady Star of the Sea Catholic Primary School - Terrigal Parent Portal
[Click here to continue](#)

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

Enter username and password

Our Lady Star of the Sea Catholic Primary School - Terrigal

Username

Password

Sign in

Remember me

[Can't access your account?](#)

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 the 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 using 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 use the "Add" button in the bottom right hand corner of the screen.

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

The School Curriculum

In Catholic Primary Education, our curriculum covers eight key learning areas (KLA):

- 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 KLA 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 P&F.

- Belonging
- Faith
- Mission
- Respect
- Learning

Assembly

Children assemble each morning in their class lines on the top playground.

Every Monday and Friday morning we have a school assembly. At the Monday assembly the flag is raised while singing the national anthem and at the Friday assembly awards are given out to the children.

Before and After School Care

Before and after school care is provided by Camp Australia in the school hall. Before school care starts at 6.30 am and after school care finishes at 6.00 pm.

Contact and registration can be made at their website 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 normal family routine change.

Bus Travel

Free Bus Travel to and from home is available with a School Travel Opal Card – go to transportnsw.info/school-students or call 131 500, 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 or Red Bus – www.redbus.com.au

School Uniform – Available online or at the school uniform shop

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 the 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 the school logo on pocket
SOCKS: Navy blue ankle length
SHOES: Black leather school/sport shoe
HAT: Navy blue with the school logo
JACKET: Navy blue zip jacket with piping and the school logo

GIRLS WINTER UNIFORM:

DRESS: Navy tartan check tunic/culottes
SHIRT: Long sleeve light blue blouse with the school emblem on the 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 the school emblem on the 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 sports 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 sports shoes not coloured
JACKET:	Navy zip jacket, with piping and school logo

Excursions

Excursion fees are included in the School Education Fee (this does not include overnight camps). The children are taken on excursions during the year which complements the units of work they are doing in class. Traditionally, Years 5 and 6 participate in an overnight excursion (the cost of overnight excursions will be billed separately). 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.

Book Club

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

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. 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 the 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

Late Arrivals/ Early Departures

Should your child/ren arrive late (after 8.37 am) or is required to leave school early for any reason e.g. sick, doctor appointment etc. (before 3.00 pm) 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 an Occupational Health and Safety (OH&S) requirement that we always know who is present on the school premises.

CHILD PROTECTION- SAFEGUARDING

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

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

The school will strive to:

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

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

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

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

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

See also Appendix 2: WORKING WITH CHILDREN CHECKS

RESPONDING TO CONCERNS

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

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

See also Appendix 3: MAINTAINING PROFESSIONALISM

APPENDIX 1:

SAFEGUARDING INFORMATION

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

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

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

Responding to Risk of Significant Harm

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

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

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

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

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

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

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

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

APPENDIX 3:

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise a 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 a foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise an 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 from other types of complaints that 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 that requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

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

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

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.

*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 whose 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 WWCC 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 including parent helpers and canteen volunteers are required to sign-in on the Compass Kiosk when volunteering.

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

Handling Complaints

At OLSS 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:

- Safety of the child/ren as required
- Ensure the confidentiality of the staff member while 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 OLSS, 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 of 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.

The 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 the 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.

Fair by the Sea

This is a joint school/parish fair that is held on-site in October; Parishioners and school families are encouraged to become involved. Money raised from this goes back into the school and parish. This enables us to offer joint programmes and facilities which helps to bring our school and parish communities together.

Family Information

Parents are asked to complete family and student information when enrolling their children. 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 changes in information when they occur. This includes child/ren's health circumstances, any changes in information regarding home, work and mobile phone numbers or new emergency contacts.

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 get together 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 tend 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 NSW Health 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 OLSS

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
- Tailored to children's needs and respect individual differences
- Covers 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. This must be considered as part of allocating additional homework
- During busy times at school, homework expectations will be adjusted accordingly
- Children will be expected to complete any compulsory activities outlined in homework tasks
- Whilst parents may help their child/ren with certain tasks like reading, there is no expectation that parents will complete work for children
- Parents can 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

Catholic Schools Broken Bay (CSBB) together with Catholic Church Insurance have 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 leasing program for iPads for children in Years 4, 5 and 6. Kinder to Year 3 children use existing school-owned iPads as we value learning in all forms.

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 must 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/ren may have experienced. As these can affect their child/ren's progress at school, it is important that all relevant information is recorded. Also, should at any time your child/ren's health change it is important that the school is made aware of the changes.

Medication

CSBB "Administration of prescribed medication in schools" policy. 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 their child. It is important that you have discussed with your child how we will be able to assist them should this be necessary.

Children in older grades with asthma should be taught as young as possible the importance of **always having their puffer with them**. With younger children, it is strongly advised to keep their puffer and spacer in the office to use when needed. Please advise the school office should your child require their puffer at a regular time, we will ensure their teacher is aware and it is administered at the correct times in the school office each day.

Money

Children are advised not to bring money to school except for a small amount they may require for canteen or fundraising activities.

Mufti Day

At various times during the year, the children can 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 sent on a fortnightly basis and can be accessed through the Compass Management System. Our newsletter has links to the school's Facebook site. We ask parents that once they have been emailed their username and temporary password for Compass they login to activate their account, this enables them to receive all correspondence from the school. Please see the instructions below.

On our website is a 'news and events' section and '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.

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 (see below). Adequate space for stopping, parking and unloading is provided in the drive-thru 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 8.00 am and 9.00 am and then again between 2.30 pm and 3.30 pm. 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-thru should do so after 3.10 pm 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 3.10 pm as this causes a traffic jam that disrupts Serpentine Road traffic.** This pick up is slightly later to assist in traffic flow. **N.B. Each family using drive-thru pick up must obtain a "car sign" with their family name, these are to be displayed on the passenger side sun visor of the car.**

The **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 e.g. sick siblings or 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 follow the safety practices 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.

Reports and Parent Conferences

Written reports are accessed through Compass twice per year – half-yearly and end of year. Parent-teacher interviews will be held early in the year and after half-yearly reports, if desired. Parents are strongly encouraged to attend these sessions.

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. 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 student 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.**

Sacramental Programs

The sacramental programs at OLSS 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.

Supervision

Rostered teachers are on playground duty from 8.10 am each morning. **Please do not leave your children at school before this time.** Whilst staff may be on the premises before 8.10 am they are here to prepare for the teaching day. They are not and cannot be responsible for the supervision of students before 8.10 am. Children must be enrolled into 'before school care' if they are here prior to 8.10 am.

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

Any child who has not been collected by 3.25 pm 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 the supervision and safety of their child/ren outside the official supervised school hours listed above. The school provides no supervision of students either on the school premises or

in the school surroundings 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

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 are, 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 OLSS are to promote among other students, staff and parents:

- Positive attitudes towards skin protection
- Lifestyle practices that 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 that 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 50+ 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 50+ 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 safekeeping**. 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.