



# PARENT INFORMATION BOOKLET 2025

WELCOME TO OUR SCHOOL

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# Welcome Message



**Maria Kennedy**  
*School Principal*

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 Vincent Casey. At Our Lady Star of the Sea 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 wonderful 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.

# History of 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

Thanks largely to the support of the parish and parents in past years, the school has been 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 Team



**Father Vince Casey**  
Parish Priest



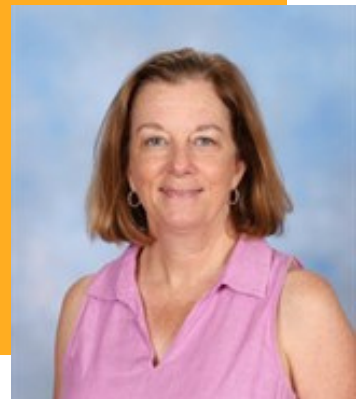
**Maria Kennedy**  
School Principal



**Laura Wales**  
Assistant Principal



**Kylie Carey**  
Acting Assistant  
Principal



**Karen Winsor**  
Religious Education  
Coordinator

# Our Team



**Michelle Bell**

Senior School  
Services Officer



**Nikki Townsend**

School Services Officer  
(Wednesday to Friday)



**Roz Portass**

School Services Officer  
(Monday and Tuesday)



**Heidi Bridger**

Parent Engagement  
Officer



**Rachel Way**

Marketing Officer



**Kerrie Clarke**

Canteen Manager



**Victoria Barnes**

Kinder Tteacher



**Haylee Adamson**

Kinder Teacher



**Jenny Lawless**

Kinder Teacher



# Our Team



Grania Pourbozorgi

Year 1 Teacher



Denise McCarthy

Year 1 Teacher



Karyn Adams

Year 1 Teacher



Karen Gurton-Edkins

Year 2 Teacher



Shannon Devorsine

Year 2 Teacher



Brigitte Banning

Year 2 Teacher



Carly Forsberg

Year 2 Teacher



Sharon Campbell

Year 3 Teacher



Kim Shanley

Year 3 Teacher

# Our Team



Vickie Lengkeek

Year 3 Teacher



Charlene Eddy

Year 3 Teacher



Kylie Carey

Year 3 Teacher



Danni Fenton

Year 4 Teacher



Molly Morrison

Year 4 Teacher



Jackie Lollback

Year 4 Teacher



Alan Dillon

Year 5 Teacher



Erin Proust

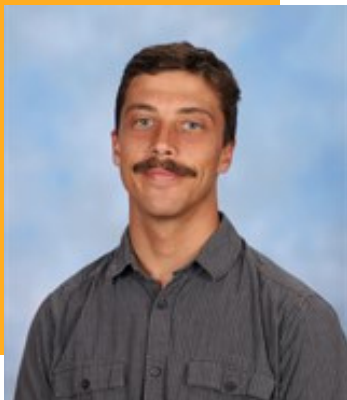
Year 5 Teacher



Lyndel Porter

Year 5 Teacher

# Our Team



Jayden Spake  
Year 5 Teacher



Karen Winsor  
Year 6 Teacher



Kevin Coote  
Year 6 Teacher



Amy Broadbent  
Year 6 Teacher



Jenny Morris  
MusicTeacher



Hania Hawton  
Librarian

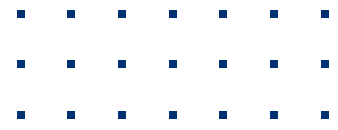


Bianca Gooley  
Learning Diversity  
Teacher



Courtenay Harrison  
Learning Diversity Teacher

# School Prayer



Prayer is an important part of the daily routine in a catholic 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.

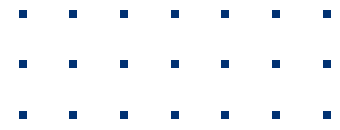
Our school prayer was written in 1993 by a year 4 student and is as follows:

*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.*





# School Terms



## 1 School Terms

Term 1 **Monday 3 February to Friday 11 April**

Term 2 **Monday 28 July to Friday 4 July**

Term 3 **Monday 21 July to Friday 26 September**

Term 4 **Monday 13 October to Friday 19 December**

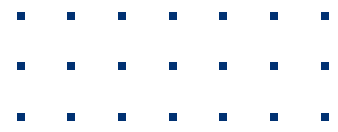
## 2 Staff Development Days/Pupil Free Days

Each year the staff work together on professional development these are 'pupil free days' for the children.

The school will give parents a minimum 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.



# School Fees



## 3 School Fees and Other Charges 2024

**As a guide, please see below 2024 school fees. 2025 school fees will be announced later in the year from Catholic Schools Broken Bay.**

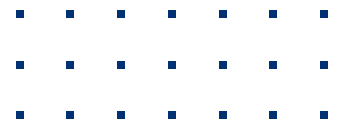
### **Education fee 2024: \$ 3396.00 per child**

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 will be forwarded to you via email with details of the payment schedule and arrangements for 2024 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 School Education Fee is a combined fee covering cleaning and maintenance, technology, and library costs. Also covered by this are photocopying, books, craft materials, resources for Key Learning Areas, excursions (not overnight excursions), incursions, athletics, and swimming carnivals, etc.

# School Readiness



## 4 Kindergarten Requirements

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

- *Regulation school bag*
- *Library bag*
- *Paint Shirt*
- *3 Bostik Glue sticks*
- *A5 pouch for home readers*
- *3 packets of baby wipes*
- *3 packets of 6 whiteboard markers*
- *1 box of tissues*
- *1 packet of 12 coloured pencils*

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 and sport carnivals.

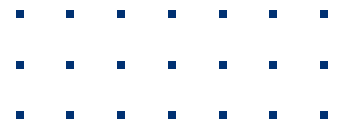
## 5 Preparing for School

It is very helpful if your child can:

- Ask permission to go to the toilet
- Wash their hands at appropriate times and use a tissue
- 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 Readiness

## 6 Rotations



Each term, Kindergarten are involved in classroom rotations for Library, Music, and Japanese. These occur once a week and each class attends two of these lessons for a five week period. Halfway through the term, these rotations swap so each class has the opportunity to participate in the four subjects. You will be notified via Compass informing you of which class your child is attending.

## 7 Library Borrowing

In addition to the rotations above, classroom teachers take their class to the library on Fridays when they are not attending structured library lessons as part of rotations. Therefore, each class has five weeks of library borrowing with their classroom teacher on Fridays, and five weeks of library lessons with the school teacher librarian each term. You will be notified via Compass as to when your child's class is attending the library.

## 8 Crunch and Sip

Each morning, at approximately 9:30am, classroom teachers provide their students with the opportunity to have a healthy snack. These snacks need to be either fruit or vegetables and placed in containers clearly labelled with your child's name. Please ensure that the containers are easily opened by your child.

## 9 Physical Education

These lessons are conducted by a specialist teacher each week and will focus on the explicit teaching of specific gross motor skills. Additionally, the classroom teacher will provide students with the opportunity to participate in sport sessions with a focus on building cooperation and team skills. On both these days, your child will be required to wear their sport uniform. You will be notified via Compass when your child's lessons are scheduled.

# Attendance



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 8.37am. 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. 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 (A1) 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.

## **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.

# Communication



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.

To log on and register please follow the below instructions:

The screenshot shows the 'Compass School Search' page. Annotations with arrows point to specific elements:

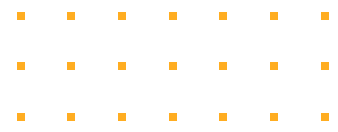
- Enter school name**: Points to the dropdown menu showing 'Our Lady Star of the Sea Catholic Primary School - Terrigal'.
- Tick box**: Points to the 'I'm not a robot' checkbox.
- Then click**: Points to the 'Search' button and the green box containing 'Our Lady Star of the Sea Catholic Primary School - Terrigal Parent Portal' and '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

The screenshot shows the login page for 'Our Lady Star of the Sea Catholic Primary School - Terrigal'. An annotation with an arrow points to the 'Username' and 'Password' input fields, with the text 'Enter username and password'.



# Communication



## **School Communication**

All School communication is sent out via COMPASS. 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 above.

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.

## **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.

# School Curriculum



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

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health and Physical Education

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 and our parish priest.

- Belonging
- Faith
- Mission
- Respect
- Learning

# School Uniform

School Uniform is available online or at the school uniform shop



## **GIRLS SUMMER UNIFORM:**

- DRESS: Navy check with navy piping on collar and sleeve/culottes
- SOCKS: White crew length socks
- SHOES: Black leather school (All leather Asics shoes are acceptable)
- HAT: Navy blue with the school logo
- JACKET: Navy 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 crew length
- SHOES: Black leather school shoe (All leather Asics shoes are acceptable)
- HAT: Navy blue with the school logo
- JACKET: Navy zip jacket with piping and the school logo

## **GIRLS WINTER UNIFORM:**

- DRESS: Navy tartan check tunic/culottes
- SHIRT: Long sleeve light blue blouse with school emblem on the collar
- SOCKS: White crew length socks or navy tights
- SHOES: Black leather school (All leather Asics shoes are acceptable)
- 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 the collar
- SOCKS: Navy blue crew length
- SHOES: Black leather school (All leather Asics shoes are acceptable)
- JUMPER: Woollen jumper with school logo
- HAT: Navy blue with school logo

# School Uniform



## **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 crew length

SHOES: White or black sports shoes not coloured

JACKET: Navy zip jacket with piping and school logo

Broken Bay sport merchandise is **not** part of OLSS school uniform

## **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 crew length

SHOES: White or black sports shoes not coloured

JACKET: Navy zip jacket with piping and school logo

Broken Bay sport merchandise is **not** part of OLSS school uniform

The Uniform Shop located in the Undercroft is open

Mondays 2:00pm to 4:00pm and Thursdays 8:15am to 10:15am.

# School Events

## Assembly

Children assemble each morning in their class lines on the top playground. Every Monday morning, we have a school assembly. The flag is raised while singing the national anthem and the school Behaviour Awards are given out to the children. Friday morning, we have a short assembly and Kids Matter, Merit Award and Christian Development awards are given out to the children.

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## Before and After School Care

Before and after school care is provided by Camp Australia in the Parish 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 normal routine change.

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## 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.

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## 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.

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## 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



# Safeguarding



Catholic Schools Broken Bay commits 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.

Safeguarding at CSBB includes:

1. Utilising 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. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensuring 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. Promoting 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

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# Safeguarding



## **PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS**

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

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

- Sign on at the front office, and get a visitors badge from the office as per school procedure.
- Complete the [CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.
- All parents must comply with the parent code of conduct.

## **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.

# Safeguarding

## **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.

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

### **Responding to Risk of Significant Harm**

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

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

## **APPENDIX 2: WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

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.

# Safeguarding



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.

Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).

## **APPENDIX 3: MAINTAINING PROFESSIONALISM**

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

# Safeguarding



## **Addressing complaints of inappropriate behaviour of adults towards children and young people**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

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



# MEDICAL



## **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.

## **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.

# MEDICAL



## 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.

# GRADE PARENTS/ VOLUNTEERS



## **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

## **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 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. 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 online before you may commence volunteering. Toddlers cannot be present when helping in the classroom.

## **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 social activities. 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.

# HOMework

At Our Lady Star of the Sea, Terrigal, we believe that homework plays a crucial role in supporting student learning and reinforcing the skills acquired in the classroom. However, we also recognize the diverse needs of our families and the importance of respecting the demands of family life. Our homework policy is designed to strike a balance that benefits student development while accommodating the varied circumstances of our community.

## **Purpose of Homework:**

Homework at Our Lady Star of the Sea serves the following purposes:

- **Reinforcement of Learning:** Homework aims to reinforce the concepts and skills taught in the classroom, providing students with additional opportunities to practice and internalize what they have learned.
- **Promotion of Independent Reading:** Students are encouraged to read for a minimum of 10-15 minutes each night. As they progress through grades, the duration of reading will be increased, encompassing both reading aloud and independent reading of a variety of fiction and non-fiction books.
- **Mathematical Skill Recall:** A short mathematical task will be assigned each week to enhance and solidify basic mathematical skills.
- **Integration with School Events:** Throughout the academic year, students will receive related activities linked to key school events such as Public Speaking, Spelling Bee, Writing Competitions, Science Week, etc. This fosters a connection between classroom learning and real-world applications.
- **Optional Additional Activities:** Online platforms such as ABC Education, Epic and Literacy Pro (Years 3-6) are available for any student who wishes to pursue additional activities beyond the assigned homework. This provides an opportunity for personalized and extended learning.

## **Homework Guidelines:**

- **Consistency Across Grades:** Homework will be assigned in all grades from Kindergarten to Grade 6, recognizing the developmental needs and abilities of students at each level.
- **Flexibility and Adaptability:** While we encourage regular completion of homework, we understand the varying circumstances of our families. We encourage open communication between parents, teachers, and students to address any challenges and find suitable solutions.
- **Parental Involvement:** We value the partnership between parents and teachers in supporting a child's education. Parents are encouraged to actively engage in their child's homework routine, providing assistance and guidance when needed.
- **Balanced Approach:** Homework assignments are designed to be reasonable and purposeful, respecting the need for a balance between academic commitments and family time.

By implementing this homework policy, we aim to create a supportive learning environment that aligns with the educational goals of Our Lady Star of the Sea while respecting the diverse needs and commitments of our school community

# PARKING



## 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-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 8.00 am 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-through pick up area only. Cars are to go around through the third carpark and join the queue. **Please do not arrive before 3.10pm 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-through 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-through pick up zone**.

# Contact Information



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 165 Serpentine Road, Terrigal 2260

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## School Hours:

8:37am to first bell	School begins
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10:40am to 11:30am	Lunch Break
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1pm to 1:30pm	Fruit Break
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2.55pm to first bell	End of the day
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# PARKING



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.

## 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-through wait supervised in the shaded area. Teachers are rostered to supervise these children until 3.25pm 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.



# GENERAL INFORMATION



## **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 and Smart Watches**

Mobile phones and Smart Watches 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.

## **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.

## **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.

## **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.

# GENERAL INFORMATION



## **Library**

The school has an extensive and up to date library and the services of a teacher 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.

## **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.

# 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

# SunSmart Policy



## 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 be in an area protected from the sun.
- 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

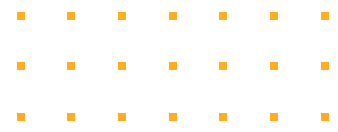
### Our School will:

- 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

# Contact Information



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