

2022



PARENT HANDBOOK

Principal: Mrs Jayne When
Parish Priest: Fr Greg Chee
17 Link Road
St Ives NSW 2075

Phone: +61 2 99883135 Fax: +61 2
Email: ccsi@dbb.catholic.edu.au



SCHOOL INFORMATION

Name of school	Corpus Christi Primary St. Ives
School Address:	17 Link Road, St Ives NSW
Phone No:	99883135
Fax No:	94492335
Email:	ccsi@dbb.catholic.edu.au
Website:	www.ccsidbb.catholic.edu.au
Principal	Mrs Jayne Wheen
Assistant Principal	Mrs Liz Williams
Religious Education Coordinator	Mrs Penny Delmage
School Office	Mrs Pat Carr, Mrs Belinda Camilleri

PARISH INFORMATION

Parish Priest	Fr Greg Chee
Parish Office	Michelle Miles

CORPUS CHRIST SCHOOL STAFF - 2022

School Principal	Mrs Jayne Wheen
Assistant Principal/Collaborative Coach	Mrs Liz Williams
Religious Education Coordinator	Mrs Penny Delmage
Senior Administration Officer	Mrs Pat Carr
Administration Assistant	Mrs Belinda Camilleri
Kindergarten Teachers	Mrs Cybelle Massey, Miss Lauren Blamey
Year 1 Teachers	Mrs Tracey Grant
Year 2 Teachers	Mr Jarvis Zochling
Year 3 Teachers	Mrs Lisa Siva
Year 4 Teachers	Mrs Penny Delmage, Mrs Liz Williams
Year 5 Teachers	Mr Andrew Spencer
Year 6 Teachers	Mrs Emma Daley, Mrs Claire Lessing
Regular Casual Teachers	Mrs Ann Godley, Mrs Anna Hooke
Learning Support Teachers	Mrs Kim Schutte
Learning Support Assistants	Mrs Chris Hooper, Miss Tiyani Fernando, Mrs Candice Barnes, Mrs Julianne Yeates, Mrs Belinda Camilleri, Mrs Hilma Codling, Mrs Elle Denev
Teacher Librarian	Mrs Liz Williams
Creative Arts	Mrs Gemma Archer
Physical Education Teacher	Mrs Laura Bahri
School Counsellor	Miss Sonia David
Marketing Office	Mrs Candice Barnes

Our School Motto is *Strength and Gentleness*

Strength and Gentleness

This was the motto of the founder Bishop Delaney: "Nothing is so strong as gentleness, nothing is so gentle as real strength."

Vision Statement

Corpus Christi Catholic School is committed to providing a quality education that celebrates diversity and challenges individuals to develop and share their gifts in a supportive and stimulating environment.

**As disciples of Jesus
and in partnership with our families, parish
and the broader faith community,
we work for the service of others,
Encouraging a Commitment to Justice
and a Call to Action**



Corpus Christi School Crest

Corpus Christi School was founded by the Brigidine Sisters.

The Corpus Christi Crest comprises the Cross of Reeds of St Brigid. The large cross of diamonds is taken from the badge of the Bishop Delaney who founded the Brigidine sisters. The small lamp in the centre represents the light of Christian faith and the light of learning.

A-Z at CORPUS CHRISTI

ABSENCE FROM SCHOOL / APPLICATION FOR LEAVE

Strength and Gentleness

LATE ARRIVAL	For arrivals after 8.45am, children should be brought to the school office by their parent/carer who should enter the reason for late arrival via the Compass Kiosk.
EARLY DEPARTURES	For departure from school before 3.05pm, or when a child is to be absent for a period of time between 8.45am & 3.05pm on a school day, parents/carers should come to the school office and enter the reason for early departure or partial absence via the Compass Kiosk. The office team will call children to the Office for collection.
FULL DAY ABSENCE (1-9 days)	When a child is absent from school (1-9 days inclusive), the absence should be entered into Compass via the parent portal within 7 days of the child's absence. Absences can also be reported to the child's teacher or the Office either verbally or by email if for any reason parents/carers are unable to access Compass.
FULL DAY ABSENCE (10 + days)	When a child is absent from school for 10+ days, a Form A1 Application for Extended Leave form is to be completed by parents/carers and submitted to the school office. Extended leave forms can be found on the school website here .

ACCIDENTS, INJURIES and SICKNESS

Administering Medication

Staff at Coprus Christi will only be able to administer medications to students when accompanied by written instructions from a medical practitioner. This includes all prescribed medications such as for diabetes or ADHD, and all non-prescribed medications such as Panadol and Nurofen.

Emergency

All staff are prepared for first aid Anaphylaxis, Asthma and CPR training. This training is refreshed annually. All administrative staff and other teachers dispersed across the stages are full first aid trained too. Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated, and parents/carers are contacted. It is the parent or carer's responsibility to notify the school of changes to contact phone numbers for home, work, and emergency contacts.

Is it important that the emergency contact be someone other than the parent eg a grandparent, neighbour or close friend of the family. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents, we will then use the nominated emergency contact provided.

Sickness

A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep them at home until completely well.

If a child is sick at school, the teacher will contact the School Office to advise that the child is being brought to Sick Bay. If your child needs to be sent home, the school office will then contact a parent and make the necessary arrangements.

Some common childhood diseases, which will keep children at home, are:

Chicken Pox	Excluded for 5-7 days after spots appear
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Conjunctivitis	Excluded until discharge from eyes has stopped
German Measles	Excluded for 4 days from appearance of rash
Headlice	May attend as long as head lice management is ongoing
Hepatitis	Re-admitted to school with a medical certificate
Impetigo	Re-admitted to school if the sores are completely covered by a clean dressing and antibiotic treatment has commenced
Measles	Excluded for 4 days from appearance of rash
Ringworm	Excluded until all evidence has disappeared or medical certificate is produced
COVID-19	Excluded from school for 7 days or until no symptoms are displayed

More information is available on the NSW Department of Health website.

ANAPHYLAXIS POLICY

Corpus Christi is a “Nut Awareness Zone”.

Food containing nuts should not be brought to school. Easter eggs, Christmas and other party treats are not to be distributed to children by parents or other children. Some of our students are allergic to nuts, eggs, dairy, wheat and ticks.

ANTI BULLYING POLICY

Corpus Christi Catholic Primary School St Ives, is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying.

Our definition of bullying	Bullying is defined as intentionally and repeatedly hurting another person who is less powerful – either physically or psychologically.
Strategies we will use to deal with bullying	<p>At Corpus Christi we will:</p> <ul style="list-style-type: none"> ● Teach explicitly, annually, about bullying – what it is, how it affects us and what we can do about it ● Teach our children the skills which will build their self-esteem and empower them to take responsibility for themselves and give them the opportunity to practise these skills. ● Teach our children the importance of the “by-stander” in breaking the cycle of bullying. ● Regularly survey the students about their wellbeing.

Our Corpus Christi Anti Bullying Guidelines clearly state what actions we will take to deal with bullying behaviour and can be found [here](#). A parent brochure can also be found [here](#).

Corpus Christi uses the URStrong Positive Relationships framework which refers to bullying as **Mean on Purpose** behaviour. See Wellbeing and Behaviour Management for more information.

APPOINTMENTS WITH TEACHERS

We ask that general appointments with teachers are made outside of school hours so minimal disruption occurs in the learning environment.

ASSEMBLIES

These are held weekly on a Monday and Friday in the playground at 8.45am. This is a time for the school community to gather and share news, information and to celebrate achievements.

AWARDS

Merit Awards, PBL Awards, Strength and Gentleness and Principal's Awards are presented at Friday morning assembly.

PBL AWARDS are presented each week at the Friday assembly to students who follow school rules. PBL awards are achieved by consistently following our school rules; Respect Self and Others, Respect Learning, Respect our Environment.

MERIT AWARDS are presented each week at the Friday assembly to students who have been recognised for their efforts and achievement in all areas of learning.

PRINCIPAL'S AWARDS are presented to students who have demonstrated exceptional behaviours or achievement.

STRENGTH and GENTLENESS AWARDS are presented monthly to a student nominated by staff who embodies our school motto. Nominating teachers write a descriptive paragraph detailing the qualities this child demonstrates.

GOTCHAS are stickers that any teacher can give to any student in any school environment to acknowledge positive behaviour (Gotcha! being good!). Students wear these on their uniform for the day with pride.

Class Awards teachers have a variety of class awards and structures to acknowledge positive behaviour, from praise and stickers to more formalised electronic awards systems (eg Dojos). Teachers often use a variety of awards and acknowledgement strategies throughout the year.

BEFORE AND AFTER SCHOOL CARE – Catholic Care

Catholic Care OSHC is situated in the grounds of Corpus Christi School. Care and recreation is provided for children from Kindergarten to Year 6. The program is focused on providing recreational activities for children in a safe and enjoyable atmosphere. A range of activities are offered including sport, arts and craft, group games and quiet reading. Children are given choices to foster a home-like atmosphere and encourage individuality and confidence. There is also a supervised quiet area for children to complete homework tasks. Nutritional food is provided. Breakfast is served at before school care and a healthy snack is accompanied by healthy fruits or vegetables in the afternoons.

Hours of operation:

Before School Care	After School Care
7:00am – 8:30am	3:00pm – 6:00pm

Please see their website [here](#) for more information.

BOOK CLUB

At the beginning of each term pupils receive a Scholastic Book Club brochure which lists books that may be ordered through the Scholastic Loop System if desired. These purchases are optional.

BIRTHDAYS

If you wish to send something to school to celebrate your child's birthday, please consider sending cup cakes, ice-blocks or a similar treat that can be easily distributed. Please be mindful of nut- awareness.

BUDDY SYSTEM

Students starting Kindergarten are teamed with a Year 6 buddy. Each buddy takes special care of their Kindy student for the first year of school. There are opportunities for the buddies to work together in class and playground activities as well as special event such as 100 days of Kindergarten.

BUS – SYDNEY BUSES / FOREST COACH LINES

Children who catch the bus are expected to abide by school rules whilst on the bus. Students must also follow the STA and Forest Coach Lines bus rules.

BUS 241 and 197 - Students who are catching these buses home wait with Kiss and Ride children on the Deck at 3:05pm. On completion of the Kiss and Ride duty, they are escorted to their bus and supervised until it arrives on Mona Vale Road.

TERREY HILLS BUS - Students who are catching the Terrey Hills bus home gather at the front gate near the Admin office and are escorted and supervised on Mona Vale Road until the bus arrives.

If your child intends to travel to school by bus, you must complete an online application for an Opal. All children in Kindergarten to Year 2 inclusive may travel for free regardless of distance.

Children in Years 3 to 6 travel free if they live in a radius of 1.6km measured from the centre of the school or 2.3kms or more by the most direct practical walking route from the nearest school gate.

Information on bus numbers and routes can be found on the Transport NSW website [here](#).

Opal Cards – School Student Transport Scheme (SSTS) Website [here](#)

CALENDAR

A CALENDAR of significant dates and events such as class masses, P&F functions, open class days and special events is located on the School's Google Calendar which can be accessed via the Website [here](#).

CANTEEN

It is necessary for parents to ensure enough food is provided for your child's daily needs. The Canteen is usually open once a week on days dependent on volunteer availability. Canteen dates are notified in the fortnightly newsletter and via Compass notification.

Lunch orders must be ordered online via Qkr.

CHILD PROTECTION

See **Safeguarding**

COMPLAINTS

See **Safeguarding**

CHILD SAFETY

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8.15am to 3.15pm

Safety programmes are often presented to heighten the child's awareness.

CLASS PARENTS

Each class has one or two class parents. Their role is to act as a liaison between the school, the P&F and students' parents.

Class parents are responsible for:

- Distributing class information as required
- Organising class social events

Strength and Gentleness

- Communicating regularly with the class teacher
- Keeping abreast of P&F communications

COMMUNICATION

At Corpus Christi we provide many opportunities for parents to communicate with teachers. Good communication between home and school is the key to positive relationships. Parents are encouraged to speak to their child's teacher whenever they have a concern.

- Early in Term One there will be an Information Evening for Parents.
- A 'Getting to know your child' questionnaire will be sent home at the start of Term 1. This questionnaire will encourage parents to share more personal information about their child eg: sport/hobbies, subject area interests, individual concerns – helping teachers to have a deeper relationship with the children in their class.
- Teachers will also be available to meet with parents who wish to share confidential information about their child.
- At the beginning of every term, each year group will send home a Curriculum Note communicating specific learning intentions for all Key Learning Areas (KLAs). Important information such as class Sport, Creative Arts and Library specialist sessions will also be specified.
- Parents will be offered specific KLA learning sessions – For example: Literacy in the Early Years or Effective Use of Spelling Strategies. These sessions will be run by the Principal, Assistant Principal and teachers within the school with special interest in a given KLA.

Compass is our preferred channel of communication. Messages in Compass are sent via email and notification.

Staff members may be contacted by email however it is essential that parents understand that due to the nature of their work parents should not expect an immediate response. A response will be made within 72 hours.

Email address for teachers: firstname.surname@dbb.catholic.edu.au

Please do not email through change of going home plans or any matter that needs immediate attention regarding your child, these matters need to be sent to the office. The school administration is open from 8.30am-3.30pm during term time.

For urgent matters phone or visit the school office. Please note it is very difficult to ensure that students receive last minute change of home arrangements if phoned through after 2pm.

Teachers are interested in meeting with parents to discuss their child's progress or behaviour. Appointments are necessary so that teachers can give the necessary time to parents for discussion. Appointments can be made directly with teachers.

Appointments with the Principal or Assistant Principal can be arranged via telephone with the school office.

Formal Reporting

Each year there will be two written reports. The first will be in Term 2 and the second in Term 4. Reports are emailed to parents. An interview will be offered at the end of Term 2. Further interviews are provided at the end of Term 4 at parents' request.

<p>School Newsletter and Notes</p>	<p>The school newsletter is emailed to parents and available on the school website to advise of activities and functions held in the school throughout the year. All other school letters/notes will be emailed to parents or notified via Compass.</p> <p>Please check your email regularly for letters/notes etc that are sent home from the school office. Events (such as sport carnivals and excursions) are published on Compass and Permission and Information Notes are also available through your Compass portal.</p>
<p>Parent Information Evenings</p>	<p>Early in Term 1 teachers hold a Parent Information Night.</p> <p>This night is to give parents the opportunity to meet with the class teacher and for the class teacher to give parents an overview of the year’s learning.</p> <p>A parent or teacher may request an interview at any time during the year, if a problem or concern arises.</p>
<p>Reporting to Parents</p>	<p>Reporting at Corpus Christi takes the form of:</p> <p>TERM 2 Semester 1 Report and Parent & Teacher Meeting</p> <p>TERM 4 Yearly Report</p>
<p>Parent Volunteer Information</p>	<p>Parents wishing to volunteer at Corpus Christi must participate in a Volunteers Induction session held at various time throughout the year by the Assistant Principal.</p>

COUNSELLING SERVICE

The School Counsellor is available to assist students and their families when the need arises. The school may initiate this support, or it may be a request of parents to gain access to the school counsellor.

CURRICULUM

At Corpus Christi we deliver a rich and engaging curriculum where thinking is valued, visible and actively promoted through the lens of *Visible Thinking* and *Inquiry-based* approaches to teaching and learning. Thinking strategies and an inquiry methodology are integrated across all subject areas. This helps our children to think critically, creatively, explore deeply, challenge themselves, contribute positively to their world and learn from their failures and successes.

A growth mindset is nurtured in all children to assist them to continue working hard, even when they are met with obstacles or failures. This in turn, sees the children persevere, adapt and try different strategies they’ve learned. By instilling this mindset in the children, we believe we are equipping them with the skills and outlook which will support their learning throughout education and into adult life.

The use of technology within the classrooms is prominent throughout the school. Students from Years 3-6 can also bring their own designated device (BYODD). Corpus Christi has embraced the concept of flexible learning spaces in our classrooms from Years 3 to 6. Each classroom has an Interactive Whiteboard and is air-conditioned to ensure that students can learn in comfort.

Children at Corpus Christi participate in 7 Key Learning Areas as follows:

The **Religious Education** program has been developed by Catholic Schools Broken Bay. Daily classroom prayer and attendance at Mass are a regular part of the school programme. Religion is taught for approximately half an hour a day.

The **English** curriculum involves the integration of listening, speaking, reading, and writing. Through modelled, guided, shared and independent learning experiences children develop the ability, confidence, and interest in both spoken and written language. English is taught for approximately 6-8 hours a week.

The **Mathematics** curriculum consists of 3 strands – Number and Algebra, Measurement and Geometry, Statistics and Probability. It aims to develop concepts and operational skills through the regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations. Mathematics is taught for approximately 5 hours per week.

Human Society and Its Environment (HSIE) curriculum consists of History and Geography and is concerned with the study of people, their history, varying cultures, and environments. Particular attention is focused on our own country with its multicultural society. HSIE is taught for approximately 1.5 – 2 hours per week.

Science and Technology curriculum provides children with opportunities to learn about the natural and made environment, with emphasis on firsthand experiences, inquiry and problem solving. Science is taught for approximately 1.5 - 2 hours per week.

Creative And Performing Arts curriculum includes music, drama, visual arts and dance and provides children with a wide variety of opportunities for creativity and self-expression. Creative Arts is taught for approximately 1.5 - 2 hours per week.

Personal Development, Health, and Physical Education (PDHPE) curriculum includes 3 content strands: Health, Wellbeing and Relationships, Movement Skill and Performance, Healthy, Safe and Active Lifestyles. PDHPE is taught for approximately 1.5 – 2 hours per week.

CUSTODY AND ACCESS ARRANGEMENTS

In order to protect the rights of the child and the custodial parent in the event of a marriage separation or divorce, it is vital that the school has on file a copy of the custody and access award made by the court.

EARLY PICK UP

If it is necessary for you or a nominated adult to pick up your child during school hours, you must report to the school office. The child will be contacted via the intercom and will meet you in the office area. Parents/carers are to enter the reason for early pick up via the Compass Kiosk.

ENROLMENT – SECONDARY SCHOOL

Enrolment in Catholic secondary schools following completion of Year 6 is not automatic. Parents are advised to make application to the school of their choice well in advance, for some schools this is two or three years prior to enrolment.

EXCURSIONS

These are planned as integral parts of the children's learning. Children are expected to attend. The cost for excursions is generally included in the School Based Administrative Fee.

EXPECTATIONS OF TEACHERS, STUDENTS AND PARENTS

TEACHERS

- Understand the ethos of Catholic Schooling.
- Believe in each child and the importance of developing the whole child.
- Recognise the different rates of learning, different abilities, uniqueness and gifts.
- Know their children.
- Plan programs which follow current syllabuses in Key Learning Areas and meet students' needs.

- Assess pupil progress and evaluate teaching practices in light of pupil progress.
- Plan for further learning.
- Provide opportunities for ALL children to be motivated, enthusiastic, independent learners through structural and organisational strategies that clarify meaning and purpose for their students and by providing a range of open-ended activities and optional tasks for fast finishers.
- Use resources well – within and outside the classroom.
- Carry out open dialogue with parents/caregivers

STUDENTS

- Attend regularly and give of their best at all times.
- Participate fully in the life of the school.
- Provide support to their peers and to the younger students.
- Adhere to school policies eg discipline/homework/internet use
- Care for the resources of the school within and outside the classroom.
- Show respect for all school staff.
- Wear the full school uniform at all times.
- Uphold our school rules to the best of their ability

PARENTS

- Demonstrate a high level of trust.
- Stay informed by reading the fortnightly newsletter and responding as appropriate.
- Make appropriate contact with class teachers regarding any concerns they have.
- Support their child with Positive Behaviours for Learning and support the PBL policy.
- Use the language of URStrong to support positive relationships.
- Assist in class when requested by teachers, after any necessary training.
- Assist extra curricula activities eg excursions, sports carnivals.
- Financial support – firstly by paying fees when due and secondly through P&F fundraisers.

EXTRA CURRICULAR ACTIVITIES

Corpus Christi offers the following Extra Curricular activities for interested students.

Band (External Provider)	<p>Our school has a Concert and Training Band. Any child who is just starting an instrument will join the Training Band. Students from Year 2 may join the school band. Younger students will usually remain in the training band for the entire year. Older students will be moved into the Concert Band as soon as the Band Director feels they have reached the required standard. The bands usually rehearse at separate times but there will be some overlap. This way the members of the concert band can act as mentors for the Training Band.</p> <p>Payment for band lessons is not included in the school fees and is an extra cost.</p> <p>Music instruments are provided and costs are included with the band fees.</p>
Instrument Lessons (External Provider)	Some external private music tutors are available at school during school hours, lunch time and after school hours.
Choir	The School Choir performs on numerous occasions throughout the school year at a variety of events at the school and in the community. The choir

	practices on Wednesday at lunchtime. Children from Kindergarten to Year 6 are able to join the choir.
Public Speaking	Each year the school holds an intra-school Public Speaking competition. Talented speakers are further challenged in our senior years to compete at cluster and Diocesan level competitions. Every student from Kindergarten to Year 6 participates at class level to acquire confidence in public speaking and debating.
Debating	Each year the school enters a Year 5 and 6 debating team in the Catholic Primary Schools Debating Competition. Two teams are chosen from the students in Years 5 & 6 to represent Corpus Christi in the Independent Schools Debating Association (ISDA) competition and Schools Debating Network (SDN). In affiliation with Brigidine Catholic Girls College at St Ives, the teams are involved in inter-school debating during Term 1, 2 and 3.
Chess	External providers facilitate a one hour chess lesson weekly where children play against their peers and learn techniques to improve their game.
Soccer and Netball	Corpus Christi have both soccer and netball teams for students and parents. Information about our sporting clubs can be found on our website here .
Languages	External providers facilitate language lessons according to parent demand - French and Mandarin are always popular.
Academic Competitions	The school provides opportunities for students to participate in ICAS competitions, the Davinci Decathlon, Tournament of the Minds, Maths Olympiad and Chess competitions throughout the year.

FAITH AND RELIGIOUS EDUCATION

FAMILY MASSES are celebrated each term in the Corpus Christi Church at Sunday at 6pm. All families are encouraged to attend. Each family mass is hosted by a different stage each term.

CLASS MASSES are held as scheduled on Thursdays at 9.15am. Parents are notified in advance of these events and are encouraged to attend.

WHOLE SCHOOL MASSES AND LITURGIES are held throughout the year celebrating specific events on the school and Church's calendar.

FEES

Payment of fees - The school accounts are payable at the time of receiving the invoice in full or in three instalments (dates set by Catholic Schools Broken Bay). Payment can be made by cheque, Visa Card, Mastercard, BPay or cash. All accounts are 30 days only (except if arrangements are made with the Principal for time payment). The School Office can organise a time payment form that is signed by parents and then authorised by the Principal.

GIFTED AND TALENTED

Our ASPIRE program was launched in 2019. ASPIRE stands for Achieving Specific Personal Inspiration with Real Enrichment.

While ASPIRE is a gifted program, it is available for all students across the school and seeks to identify high potential and gifted students in a variety of learning areas. Students are assessed and identified using reliable and valid tools. These students are offered extension programs related to their specific learning needs and their progress and achievement is tracked throughout their primary school journey.

Some opportunities extended through the ASPIRE program include:

- University of NSW Competitions (ICAS)
- Chess
- School Musical
- Extra sporting programs
- Maths Olympiad
- Debating and Public Speaking

Strength and Gentleness

- G.A.T.E.W.A.Y.S
- Passion projects / Genius Hour
- Extension Art Classes
- Extension STEM classes
- Young Engineers targeted engineering and coding classes
- Acceleration
- Extension into various classes for specific classes
- Writing Groups

HOMEWORK

Regular homework is a valuable component of the learning experiences provided in a child's primary education. An effective homework program will provide the children with the opportunities to develop, revise and consolidate concepts taught in class. It also provides parents with the opportunity to become more actively involved in the education of their child and offers them some insights into their academic progress and what they are learning about in class.

HOMEWORK - OUR POLICY	
AIM	To provide a positive link between home and school, to begin and develop a pattern of good study skills and to provide revision and consolidation of concepts
STRATEGIES	<ul style="list-style-type: none"> ● Homework will include areas such as reading, mathematics, spelling and other key learning areas as appropriate ● In Kindergarten, homework will be informal and may include activities such as home reading, finding pictures, cutting out etc ● Each class teacher will explain their homework system to parents and carers at the parent information evening at the beginning of each year ● Homework will usually be given on four nights of the week or on a weekly basis ● Corpus Christi's homework policy is to set homework with the amount increasing as the student progresses from Kindergarten to Year 6 ● Suggested time frames per day: <ul style="list-style-type: none"> Kindergarten – 10 mins reading Year 1 – 10 minutes Year 2 - 15 minutes Year 3 - 30 minutes Year 4 - 30 minutes Year 5 - 30-40 minutes Year 6 - 45-60 minutes ● These times are estimates only.

HOMEWORK RESPONSIBILITIES	
The role of the TEACHER	<ul style="list-style-type: none"> ● Inform parents regarding the type of homework ● Assign tasks within the competence of the children ● Check completed tasks ● Communicate with parents about areas of homework concern
The role of the STUDENT	<ul style="list-style-type: none"> ● Be responsible for their own work ● Complete assigned tasks on time and to the best of their ability ● Speak to the teacher about any problems they have with their homework ● Children should only spend suggested time on homework
PARENTS and CARER can help by	<ul style="list-style-type: none"> ● Checking that homework is completed and presented appropriately ● Communicating with the classroom teacher about any problem their child may be having ● Assisting children with homework, whilst allowing children the freedom to do the work themselves ● Knowing that homework is not always of a written kind and it is expected that all types of homework are completed as requested

- Activities may include family discussion, using recipes, research from the local library, gathering objects, interviewing or surveying people, listening to podcasts, creating a shopping list or watching a news programme.
- Homework is designed to consolidate, revise and reinforce the work being done at school.

HOURS - OUR SCHOOL DAY

School hours	8.45am – 3.05pm	Playground supervision from 8.15am
Morning bell	8.45am	
Crunch and sip	10.00am	
Recess	10.50am – 11.10am	
Lunch	1.10pm – 2.10pm	
Dismissal	3.05pm	(Afternoon supervision officially finishes at 3.15pm)

ICAS COMPETITIONS

Each year, we provide an opportunity for the children in Years 2 to Year 6 to participate in the ICAS Mathematics, English, Writing, Spelling, Science and Digital Technologies Competitions. These are not basic skill tests but competitions set by the University of New South Wales. Children also have the opportunity to enter writing, poetry, art and various other competitions.

IMMUNISATION

Parents enrolling Kindergarten or new students need to present the school with an Immunisation Certificate. No child will be prevented from enrolling, however, under the Public Health (Amendment) Act 1992, children without a certificate may be sent home during an outbreak of a vaccine preventable disease.

KISS & RIDE - DROPPING OFF AND PICKING UP CHILDREN

The safety of the children is our top priority. Therefore, no parents are to drive into the Link Road staff car park on Link Rd between 7am and 6pm. Parents may park in the Link Rd slipstream with entrance at the Mona Vale Rd end only, or in neighbouring streets if they wish to accompany their children into school. Parents are advised to observe road signs near the school, particularly no standing, five minute zones and bus signs.

Morning Procedure: Kiss and Ride (Access from Mona Vale Rd and through to the Church car park.)

8.15am to 8.45am

- Parents can drive
- Parents must drive into and exit waiting bays in a forward direction
- Parents are not to exit vehicles
- Parents who wish to accompany their children into the playground may park with care on the right hand side (Church) of the car park

Afternoon Procedure: Drive –thru: after school pick up from Church car park. ‘Drive thru’ assists families pick up children after school without having to park the car – but the guidelines do need to be strictly adhered to.

2.45pm to 3.15pm

- parents can drive into one of the three waiting bays on your left (school side) to collect children
- enter ‘drive thru’ zone three cars at a time as directed
- clearly display family name on the sun visor (if you need a name card, contact the office)
- drivers must remain in the vehicle at all times

Strength and Gentleness

- children **must** board you vehicle from the left hand side of the vehicle only.
- do not overtake vehicles in 'drive thru'

LEARNING SUPPORT

Our **Learning Diversity Support Team** is designed to identify those children who have specific needs and to plan and implement appropriate intervention as required. The program is coordinated and provided by a full time Learning Support Teacher and part time Learning Support Aides as well as Learning Support Aides for targeted funding applied for children as needs arise. The targeted funding applications are reviewed by Catholic Schools Broken Bay.

In general, the Learning Support Program is available to children who may have specific physical, intellectual, sensory, or emotional needs and/or children who may be gifted and talented.

Our model aims at supporting children to learn within the mainstream school. This is achieved by working with children in class or, in some cases, withdrawing children individually and in small groups where intervention may be required. Learning Support at Corpus Christi utilises a team approach incorporating the many talents of children, parents, and teachers, as well as educational and medical professionals.

LIBRARY

The children are encouraged to borrow books from the school library. They must have a library bag. A library bag is available to purchase from the Uniform Shop.

LOST PROPERTY

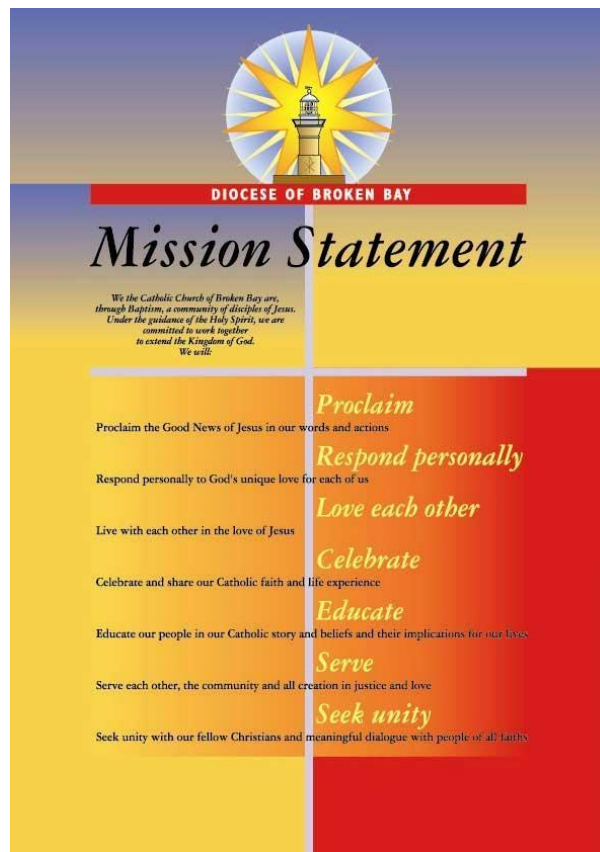
Your child's name should be sewn or marked on **ALL PROPERTY**. Raincoats can be labelled with a permanent marker. Drink bottles, lunch boxes, school bags, even shoes and joggers, should be labelled to prevent loss.

All named items will be returned to students and other items will be cleared at the end of each month with any unmarked uniform items taken to the uniform shop for re-sale.

MEDICAL REPORTS

Parents are asked to inform and supply the school of any relevant medical reports on their child. A copy of reports such as, audiograms, speech therapy, occupational therapy, educational and psychological assessments should be given to the class teacher. These reports provide valuable information which teachers implement to enhance student learning.

MISSION STATEMENT - DIOCESE OF BROKEN BAY



MOBILE PHONE AND WEARABLE DEVICES

Students are not permitted to use mobile phones at school. In case of an emergency the office staff will contact parents. If any student requires a mobile phone for their journey to and from school they are to be switched off during the day and kept in a secure private position in their school bag. Corpus Christi does not take any responsibility for loss or breakages of mobile phones.

Wearable devices should be treated the same as mobile phones at school, so not to be used for calls or texts during school hours.

MORNING TEA, FRUIT BREAK AND LUNCH

Please supply a nutritious morning tea/lunch each day. Children also have “Crunch and Sip” or fruit break at 10.00am each day.

Suggestions: One sandwich for lunch, fruit or cheese or biscuits for morning tea should be sufficient.

No glass bottles or cans are permitted. Poppers or plastic drink bottles only.

Please mark all containers that your child brings to school, with full name – not just initials.

Children unable to eat their lunch, are encouraged to take it home to show parents or carers.

OFFICE HOURS

The school office is open 8.30am–3.30pm Monday to Friday.

OPEN DAY

Open Day is for all prospective parents who are considering Corpus Christi Catholic Primary School for their child. It is generally for parents of children who will be entering Kindergarten the following year, however all are welcome. It is an opportunity for prospective parents to meet the principal, walk through the classrooms, speak to staff and students. Open Days are usually held in Term 1 and 2 with a follow up Open

'Evening' later in the year. All dates will be advertised on our School [Facebook](#) page. Alternatively, phone the school office in February each year for the Open Day dates.

OUTCOMES

The NSW Education Standards Authority (NESA) designs a syllabus for each KLA based on 'Outcomes'. Syllabus Outcome Statements define the specific intended results expected from the teaching of each subject. They provide clear pictures of the knowledge, skills, values and attitudes expected to be attained by most students at the end of a stage.

An example of an outcome taken from the English Syllabus which pertains to Early Stage One Writing (Kindergarten) is: "Composes simple texts to convey a message."

PARENTS

PARENT VOLUNTEERS 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.

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

- Sign on at the front office via the Compass Kiosk.
- Complete the induction process with the Assistant Principal and complete the relevant paperwork.
- Check with the school what the current requirements are for Working with Children and ensure to comply with the requirements before attending any excursion or in-class activity. (*see Appendix 2 – Working With Children Check*).
- Be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (*see Appendix 1, 2 & 3*).

PARENT EDUCATION At Corpus Christi we believe Parent Education is essential in a strong home/school partnership. Several times throughout the year Parent Education sessions are conducted in key learning areas and areas of interest to parents. All parents are encouraged to attend.

BROKEN BAY CATHOLIC SCHOOL PARENTS (CSP) is the official parent body recognised by the Bishop and the Catholic Schools Office to represent the parents of all children attending Catholic schools in the three regions of the Diocese. The CSP has significant access to and involvement in mainstream education issues as well as input into policy and financial decisions. Membership of the Executive Committee of the Broken Bay CSP comes from representatives of the Parents and Friends Associations of the Catholic Schools in the Broken Bay Diocese.

The main aim of the CSP is to:

- Strengthen the participation of all parents in our Catholic schools by providing input into the diocesan level committees.
- Actively encourage the flow of information from parents and to provide a voice for parent issues.
- Promote the parent/parish/schools partnership via projects that embrace parents, children, the school church and the community.
- Promote the Catholic school parents' views to the Bishop, the schools board, the Catholic Schools Office and the school administrators.
- Promote Catholic education in Catholic schools, by taking an active role in partnership with others to secure appropriate funding for Catholic Schools Council Funding.

For further information, please see the CSP website [here](#).

PETS

No animals are permitted on the school grounds without prior permission of the School Principal.

PHOTOGRAPHS

School photographs are taken annually. Students are photographed in the class groups, leadership groups, individually, and at parental request, with brothers and sisters.

We value student privacy. Each year parents will be asked to complete a photograph/video permission form via Compass. This helps the school ensure we only utilise images of children whose parents have given consent for them to be photographed and utilised in newsletters, Facebook or other marketing materials.

POLICIES

Catholic Schools Broken Bay develops, publishes and assists schools to implement a range of policies setting out clearly the approaches we take to important issues.

The policies explain who is responsible for putting in place processes within each policy. By adopting system wide approaches we ensure consistency of decision making between schools and within a school.

Policies also provide a statement of intent from which procedures and guidelines can be developed.

A comprehensive listing of CSBB policies can be found [here](#).

PROFESSIONAL DEVELOPMENT FOR STAFF

As professionals in the education field, teachers need to constantly update their professional learning. Much of this occurs out of school hours, during staff meetings, in-service courses, university courses and professional conferences. However, there are times when professional development is necessary during school time. When this occurs a relief teacher is employed to follow the regular class program left by the class teacher.

PUNCTUALITY

Punctuality is important for the children to settle at school and be welcomed. **All children need to be at school for the beginning of the school day at 8.45am. Late arrivals must report to the school office to be signed in via the Compass Kiosk.**

PUPIL FREE DAYS

There are 5 Staff Development Days per year and 1 Assessment Day. The first day of Term 1 is a Staff Development Day, and the others will occur during the year. These are pupil-free days and parents are given advance notification through the school newsletter and school website.

SAFEGUARDING

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

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.

In particular 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. Maintain professionalism in our interactions with children and young people at all times 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 engage 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 is 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 pathway:

- 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

SACRAMENTAL PROGRAMS

All sacramental programs are parish based at the request of the Bishop of Broken Bay. The doctrine of the sacrament is taught as part of the whole school Religious Education program. Children are prepared for the Sacrament by their parents, with the assistance of the Parish Sacramental Team. Children are eligible to make the following Sacraments in these grades:

- Confirmation Year 2
- Reconciliation Year 3
- First Eucharist Year 3

SCHOOL FEES

Catholic Schools Broken Bay (CSBB) reviews and determines school fees annually. Accounts are sent in Terms 1, 2 and 3. These accounts should be finalised by the end of each of those terms. Current school fee schedules can be obtained from the school office.

In case of financial difficulty, parents are asked to speak with the Principal to work out a satisfactory arrangement. When fees are outstanding **for no apparent reason**, they are automatically sent to CSBB for debt collection.

SCHOOL RULES

Rules and Expectations are taught explicitly throughout the year.

Our Corpus Christi School Rules are:

Respect Self and Others, Respect Learning and Respect our Environment.

See Wellbeing and Behaviour Management for more information.

SPECIALIST TEACHERS

Library - Each class will have a weekly library lesson with a qualified Teacher Librarian and have the opportunity to borrow from a wide selection of fiction and non-fiction books. The Teacher Librarian also co-ordinates the Premier's Reading Challenge and Book Week activities.

PE - There is a specialist Physical Education Teacher who teaches every class for 40 minutes each week. In addition to this the classroom teacher engages the students in physical education activities for Class Sport weekly. Specialist sport activities by external providers (such as AFL, basketball, cricket etc) are also provided throughout the year.

Creative Arts - As part of the Creative Arts program all classes have Music or Drama lessons once a week with a specialist teacher 4 terms per year. Children also participate in the Dance Fever program every second year to coincide with our School Musical.

STAGES

The stages in Primary School are:

Early Stage	Kindergarten	(ES 1)
Stage One	Year 1 and Year 2	(S 2)
Stage Two	Year 3 and Year 4	(S 3)
Stage Three	Year 5 and Year 6	(S 4)

STUDENT LEADERSHIP

We believe that our school has a responsibility to develop the leadership skills of all our students. At Corpus Christi, students are expected to lead by example and model the values of our school. Many opportunities are provided to encourage student leadership.

Strength and Gentleness

School Leaders are commissioned from the senior classes and leadership roles include School Captains, Vice Captains, Liturgy Captains, SRC Captains, Colour House Captains, Library Captains, Technology Captains and Environment Captains. Year 6 students also nominate themselves to join either Library, Technology or Environment teams.

Student Representative Council (SRC) The Student Representative Council (SRC) meets on a regular basis at lunchtime. The SRC consists of a representative from each primary class (Years K-6) as well as the SRC Captains. The SRC discusses matters of interest to the student body and provides a student voice into the decision-making process at Corpus Christi.

Friendship Groups The highly regarded Friendship Groups program involves children in Years 5 and 6 working with a mixed group of students from other classes to promote a community aspect to the school and explore social skills and relationship issues as part of our Wellbeing Program. It provides an opportunity of leadership for the senior students as well as support and links for the younger students. Students participate in Friendship Lunches throughout the year in Wellbeing Week of each term to help build positive relationships and rapport in their groups and across the school. In Term 3, students participate in a 6 week program where Stage 3 leaders are trained to lead their groups in activities that explore positive social skills and relationships.

Year 6 Buddy and Kindy Buddy Program To help the new kindergarten children settle into the school community the school utilises a buddy system. Each Year 6 child is given a kinder child to look after and to be a special friend to for the first 12 months of school. They are there to help the kindy children on the playground and participate in many class activities and special events with their kindies. It also enables the Year 6 children to develop a responsible attitude towards the newest members of our school.

SUN SMART POLICY

Our school has a “Sun Smart” Policy which endorses the use of hats and sunscreen. Children are to wear their hat every day of the year. Parents are encouraged to put sunscreen on their children.

Children without hats are required to play on the Deck which is covered to provide shade.

SUPERVISION

Children are supervised closely during the school day.

Morning supervision commences at 8.15am and we encourage you to send your child after this time.

There is no supervision provided on the playground before 8.15am and the school gates remain locked until then.

In the afternoon, official supervision finishes at 3.15pm. If a child is not collected by 3.15pm, children will be returned to the school office and parents are then contacted.

STEAM

(Science, Technology, Engineering, Art and Mathematics)

At Corpus Christi, a strong emphasis is placed on technology in alignment with keeping abreast of current pedagogical practices and technological advances. STEAM core concepts and skills are continually explored to enhance the learning process in all Key Learning Areas. Students engage in learning in our STEAM room which is equipped with the latest technological equipment such as Spheros, Edisons, Bluebots and drones. A dedicated STEAM facilitator works with teachers and students to enhance their learning in new technologies. STEM Club, Young Engineers and a gifted Art program are also provided to select students throughout the year.

PARENTS and FRIENDS Association

Our school is a family-oriented community with vibrant support from our Parents & Friends Association (P&F). The P&F supports Corpus Christi by fundraising for the school and hosting social events for our caring, tight-knit network of parents. Through their activities, the parents help to build our community. Every parent is welcome and encouraged to be an active member of the Corpus Christi community.

TRAVEL ARRANGEMENTS

We ask that families avoid changes in travel routines as much as possible. This minimises disruptions in lessons, class routine and in general enhances the child's sense of security. Children need to have a clear understanding of all travel arrangements. Emergencies are always the exception. When catching the bus for the first time, notify the class teacher who will assist the child with the procedure. If your child walks to or from school, please inform the office.

UNIFORMS

Corpus Christi school uniforms are supplied by Cowan and Lewis and can be purchased online [here](#), or in person at their store in Turramurra.

SCHOOL UNIFORM EXPECTATIONS - All children at Corpus Christi are expected to be dressed in the correct school uniform. Summer uniforms are worn in Term 1 and Term 4. Winter uniforms are worn in Term 2 and Term 3. Parents will be advised in extreme out of season weather which uniform may be worn.

DRESS EXPECTATIONS - Always tidy, shoes cleaned at least once weekly and winter ties on properly. Black school shoes for our everyday uniform and white sneakers (preferably) for Sports days.

HAIR – Long hair should be tied back. Scrunchies or hair ribbons must be in the school colours (blue/white).
Hair should be neat and with no chemical colouring.

JEWELLERY – Students are permitted to wear only sleepers or stud earrings to school. No nail polish, bracelets, rings, necklaces etc with the exception of a simple cross on a chain.

HATS - All children must wear the school hat for outdoor play.

BAGS - Blue backpack with school logo is compulsory. A school Library Bag is also required to borrow books from the Library.

SECOND HAND UNIFORMS - The Uniform Shop supplies second hand uniforms and is open on Friday afternoons from 2:30-3:15pm. The Office staff can also help you access the Uniform Shop at other times.

GIRLS Summer - Term 1 and Term 4	BOYS Summer - Term 1 and Term 4
Summer Dress Navy socks Black school shoes	Short sleeve shirt Grey Shorts Grey socks Black school shoes
GIRLS Winter - Term 2 and Term 3	BOYS Winter - Term 2 and Term 3
Winter Tunic Long sleeve blue blouse Tab Tie Grey Knee high socks or Grey tights Black school shoes Royal Blue Pullover	Grey Trousers or Grey Shorts Long sleeve blue shirt Tie Grey Sock (Knee High if wearing shorts) Black school shoes Royal Blue Pullover

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SPORTS Uniform for BOYS and GIRLS

Polo Shirt – blue short sleeve
Shorts – Blue / Cullottes – Blue, *option for girls*
Sport Jacket
Blue Track Pants
White socks
White (preferably) sandshoes

SCHOOL BAG

School bag with school logo

LIBRARY BAG

Library bag with school logo

WEBSITE & FACEBOOK

Please visit our [website](#) and [Facebook](#) page for additional information about our school

WELLBEING and BEHAVIOUR MANAGEMENT

When dealing with behaviour management, the dignity of the child is always preserved in line with Gospel Values. In order to develop self-discipline in children there must be a respect for the rights of others. All children have the right to learn and all teachers have the right to teach. At Corpus Christi a high standard of conduct is expected.

OUR BELIEFS:

It is the responsibility of the school to provide a welcoming and supportive learning environment where individuals feel safe, valued and respected.

At Corpus Christi we aim to develop the child in an atmosphere where Catholic attitudes and values are nurtured, the rights of all individuals are protected and respected, and children are encouraged to take responsibility for their own behaviour.

Integral to our policy, is a commitment to consistent and fair practices that are positive, professional and ethical.

At Corpus Christi Catholic School, we

- ❖ **Respect Self and Others**
- ❖ **Respect Learning**
- ❖ **Respect the Environment**

<p>Through our school motto, "Strength and Gentleness", we always remember to ...</p> 	<p>Respect <i>Self and Others</i></p>	<p>Respect <i>Learning</i></p>	<p>Respect our <i>Environment</i></p>
<p>All areas and at all times</p>	<p> Use kind words and actions</p> <p> Be inclusive and play by the rules</p> <p> Have safe and caring hands</p> <p> Care for our appearance</p> <p> Make good choices</p>	<p> Be prepared to learn and let others learn</p> <p> Always do our best</p> <p> Be an active listener</p>	<p> Be in the right place at the right time</p> <p> Put rubbish in the bins</p> <p> Care for belongings</p>

No form of Corporal Punishment is allowed at Corpus Christi. Corporal punishment by any school person or non-school person is not permitted. Corporal punishment is defined as the application of force in order to punish or correct a student.

THEREFORE STUDENTS HAVE A RIGHT

- To be respected and treated with dignity
- To be affirmed and encouraged to learn
- For their personal property to be respected

Link to Catholic Schools Broken Bay [Behavioural Support Policy](#)

Link to Corpus Christi [Behaviour Support Guidelines](#)

APPENDIX 1:

SAFEGUADING 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 duty of care and how to maintain professional boundaries is provided.

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

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

Staff, volunteers and contractors 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 appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

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

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

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

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

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving 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 \(January 2021\)*](#).