

St Cecilia's Catholic Primary School, Wyong



PARENT INFORMATION BOOKLET



"Let Your Light Shine!"

Welcome Message from the Principal

Dear Parents,

Welcome to our school community. You have chosen a school whose fundamental belief is that God loves us and we are called upon to respond to God in love, thanks and praise. Your choice to enrol your child in St Cecilia's Catholic School means that you have openly, and at personal cost, affirmed your belief in the basic values of a Catholic education.

Whilst caring for the spiritual growth of our children, we are also concerned with their academic, physical, emotional and social development. We believe it is essential that all children be supported to attain the highest level of which they are capable, in all areas. Most importantly, we believe that each child is a unique individual. As their teachers, we love and care for them by striving to develop within them a sense of positive self-worth.

We invite you to take an interest and active part in your child's education and attend functions, both educational and social, that are arranged by the school and Pastoral Care Team. Your child will then have the benefit of seeing that you are actively involved in his/her education. Newsletters, Parent/Teacher interviews and meetings and other parent gatherings are important avenues of communication between the school and family.

We wish you and your family a very long and happy association with St. Cecilia's.

Yours sincerely

*Mrs Yvette Owens
Principal*

Brief History of St Cecilia's Catholic School

In 1916, the Sisters of St Joseph came to Wyong to establish a convent and school. The convent was originally one of the stately homes of Wyong, and was built about 1907 for a Mr. Samuel Whittle.

The Sisters of St Joseph, who established it as both a day and boarding school, acquired it. The school was named St. Cecilia's, in honour of Miss Cecilia Woodbury, who raised most of the funds to erect the parish church. The convent provided secondary education up to Intermediate certificate level. The sisters were also highly regarded for their ability to teach music.

After many years, the boarding section of the convent was dispensed with, and St Cecilia's became a day school only. The Sisters of St. Joseph continued in residence there until the end of 1978, when they moved to the convent at The Entrance, due to the serious deterioration of the Wyong premises. The parish purchased the site and in October 1981, the old convent was demolished.

During the early eighties, there was a considerable increase in school enrolments and classroom blocks were erected to cater for the numbers.

Today, St Cecilia's is a co-educational school of 300 students from Kindergarten to Year 6. When our students leave St Cecilia's at the end of Year 6, most continue their education at the regional co-education Catholic High School, St Peters College, Tuggerah Lakes and to a lesser extent MacKillop Catholic College, Warnervale.

The Sisters of St Joseph withdrew from St Cecilia's at the end of 1988 and a lay-principal was appointed in 1989. The school community will always remember with love and gratitude the Sisters, who gave so much to the children and families of the Wyong Parish.

2016 marked 100 years of Catholic education at St Cecilia's and we are proud of the school and its achievements.

St Cecilia's Vision and Mission Statement

Our Vision and Mission Statement is the core of our role as a Catholic School. This statement is currently in draft and is currently being reviewed.

Vision Statement

St Cecilia's Catholic Primary School is a place of learning, where students thrive in a safe and nurturing environment. United in our faith, students build strong relationships that foster trust, compassion and respect.

Mission Statement

As a school community, we are committed to:

Strengthening and deepening student faith development and discipleship. Educating them in the knowledge and traditions of the Catholic Faith.

Providing a nurturing, welcoming, caring and inclusive community that caters for and values the needs of each student.

Developing students' skills and confidence to challenge themselves, to examine and question, explore connections and make decisions.

Developing students' ability to think creatively, be confident problem solvers and risk takers with a growth mindset.

Engaging students in authentic, collaborative and purposeful learning experiences, fostering a lifelong love of learning.

Supporting the wellbeing of each student, helping them to be resilient and develop positive relationships.

Empowering students to contribute positively to the school and wider community.

"Let your light shine"

St Cecilia's School Prayer

Dear Lord

Your children at St Cecilia's come together today

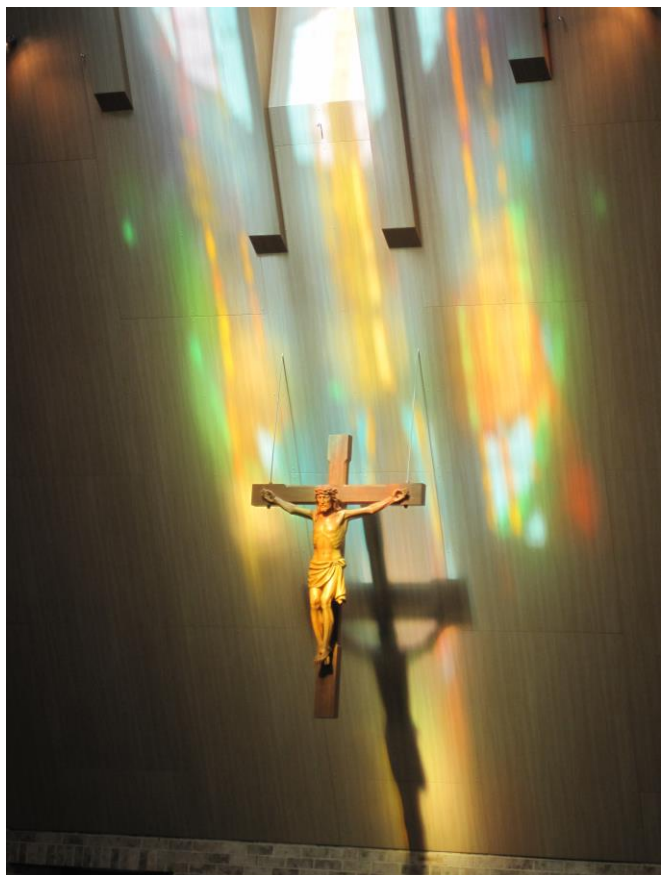
*To thank you for our school, our teachers, our families and
our friends.*

*Please watch over us as
we share our knowledge.*

*Lead us to be more like
Jesus showing kindness
to each other.*

*Help us all to "Let our
Light Shine" in
everything we do.*

Amen



St Cecilia's School Song

*There's a spirit of welcome as you walk through the door,
 There's a spirit that says "you belong"
 It's a spirit that's born in a time before now,
 It's a spirit that we carry on.*

As we:

*Let our light shine,
 Like the sun on the river,
 God's light is our sign,
 Learning and growing,
 Enjoying our school
 St Cecilia's where everyone's welcome.*

*Mary MacKillop left memories here,
 Her sisters gave life to this place,
 The story continues as we celebrate,
 And our gifts grow with confident grace.*

*Children and parents and teachers are one, in creating a family here,
 We know in our hearts we are more than a school,
 With one heart and one mind we all share.*

*Like the river that peacefully flows by each day,
 Our learning and growing flow on.
 With the spirit of Jesus who breathes in our hearts
 We are learning to live a new song.*

General School Information

St Cecilia's is a systemic school in the Diocese of Broken Bay. The school is accountable to the Catholic Schools Office (CSO), which is located at Caroline Chisholm Centre, 423 Pennant Hills Road, Pennant Hills.

The School Executive consists of the Principal, the Assistant Principal and the Religious Education Coordinator.

SCHOOL INFORMATION

SCHOOL HOURS:	8.45am	-	3.05pm
RECESS:	10.45am	-	11.15am
LUNCH:	1.15pm	-	2.05pm
A teacher is on duty to supervise the children from:			8.15am
OFFICE HOURS:	8.30am	-	4pm
	8.50am	-	4pm (Wednesdays only)
* SCHOOL TELEPHONE NUMBER		-	4353 2922
* SCHOOL FAX NUMBER		-	4353 2943
* PRESBYTERY TELEPHONE NUMBER		-	4352 1011
* PARISH PRIEST		-	Father Raul Balute Byron Street, Wyong, NSW.
* PRINCIPAL		-	Mrs Yvette Owens
* ASSISTANT PRINCIPAL		-	Mr Paul Madigan
* RELIGIOUS EDUCATION COORDINATOR		-	Mrs Jamie Dowling
* ADMINISTRATIVE ASSISTANTS		-	Mrs Donna Clancy Mrs Cheryl O'Neill
*SCHOOL E-MAIL ADDRESS			scw@dbb.catholic.edu.au
*SCHOOL WEBSITE			www.scwdbb.catholic.edu.au

CURRICULUM OVERVIEW

RELIGIOUS EDUCATION

St Cecilia's School is a faith community where the Religious Education curriculum brings together many other disciplines and aspects of life. The teachers teach the truths of the Catholic faith in an informative and interesting way.

Religious Education forms part of the daily program. Teachers follow the K-12 Curriculum developed by the Catholic Schools Office as the central core of their classroom program. There is a Sacred Space set up for use by the school community for reflection at various times.

There are regular opportunities to celebrate the Eucharist and receive the Sacrament of Reconciliation. We celebrate Mass as a whole school once per term and each grade shares a mass or liturgy together at least once each term. Other liturgies are celebrated through the year often at the morning assembly.

Prayer is a very important part of each school day and children are taught how to pray using various forms of prayer. Each room has a prayer table and we pray together the School Prayer or Song at each morning assembly.

Through its parish, family-centred Sacramental programs, St Cecilia's endeavours to support each family in nurturing their child's journey in faith.

St Cecilia's has a strong commitment to sharing in the mission of Jesus, through its spiritual and financial support for vital mission work both within Australia and in various parts of the world. In this way, children learn to live as active members of the Catholic Church.

KEY LEARNING AREAS

St Cecilia's offers its students a comprehensive curriculum across the key learning areas of English, Mathematics, HSIE (History and Geography), Science and Technology, Personal Development, Health and Physical Education, and Creative and Practical Arts based on the NSW Curriculum.

Thinking strategies that encourage students to be creative thinkers and risk takers are integrated across all key learning areas. A growth mindset is nurtured in all students so they develop positive attitudes towards their learning and when faced with challenges.

At St Cecilia's, we strive to develop the whole child - spiritually, academically, socially, creatively, physically and emotionally in a nurturing environment.

The use of technology within the classrooms is prominent throughout the school. St Cecilia's 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.

SCHOOL ORGANISATION

ACCIDENTS

The school cares for minor injuries. In serious accidents, parents are notified immediately. An ACCIDENT RECORD BOOK is kept in the school.

ADDRESS INFORMATION

As it is most important that the school be able to contact a parent at any time of the day, parents are asked to make sure that any change in address, mobile and home phone numbers is made known to the school.

APPOINTMENTS

Parents are encouraged to speak with the Class Teacher or Principal if they are concerned about their child or any matter related to the school. The Class Teacher should be the first point of contact for class matters. However, appointments are necessary and parents are asked to contact the school to arrange a suitable time.



ASTHMA

If your child has a specific Asthma Management Plan, please ensure a copy is given to the school for our records. If your child requires a puffer, please ensure they have their puffer in their school bag.

ATTENDANCE AND ABSENCES

Regular attendance at school is essential for progress. Should your child be absent from school for any reason the school must be notified in one of the following ways: a note sent to the class teacher, a phone call or email sent to the office stating the cause of the absence for school records. Permission from the Principal must be sought if children are to be taken on holidays for more than 10 days. If your child is late or needs to leave school early a parent or caregiver MUST fill out the appropriate forms at the school office. In no cases should a student be without adult supervision if they are late or need to leave early.

COLLECTION OF MONIES

All money sent in to the school should be in an envelope clearly labelled with the child's name, class, amount enclosed and what the money is for. These are collected at the beginning of the school day in classrooms and taken to the Office for sorting.

EMERGENCY CONTACT INFORMATION

If we are not able to contact parents in the case of an emergency eg injury to or illness of a child, it is important for the school to have the name and phone number of an emergency contact person. This person could be either a relative or family friend that the child is comfortable with. Home and work phone numbers are not suitable as emergency contact numbers as we already have these on file.

EXCURSIONS

Class teachers regularly plan excursions for all grades. These are relevant to the Curriculum areas under study in classrooms. When children are to go on a school excursion or to a sports carnival, a permission note is sent home. These are to be signed and returned to school. If a permission note is not received, the child will not be allowed to leave the school grounds.

FAMILY LIAISON OFFICER (FLO)

The school is fortunate to have the services of a Family Liaison Officer two days per week to assist and promote the relationship between the school and home. There are numerous initiatives planned for parents to assist them in their child's schooling years.

The Family Liaison Officer is responsible for extending support, encouragement or sympathy to families in special circumstances such as:

- (a) Those families who are new to the school community
- (b) illness in the family
- (c) death of a family member
- (d) birth of a baby.

Please call the office if you wish to meet or talk with the Family Liaison Officer.

FEES

Fees are paid directly to the school. Bpay is the school's preferred payment option. Tuition Fees and the Diocesan Building Levy are determined by the Catholic Schools' Office. A concession is made on the tuition fees for the second and third child in the family, if siblings are attending a Catholic Diocesan School. No tuition fees are charged for the fourth or subsequent children. The Diocesan Building Levy is a "per family" fee.

A School based fee, per child, covers items such as:

- Children's exercise books and classroom supplies for the year ahead.
- Most costs associated with excursions and in-school activities
- The cleaning and general maintenance of the school

Accounts are sent home each month outlining payment plan instalment arrangements. Fees can be paid by standard (3 payments), monthly, fortnightly or weekly instalments. Fees are managed through the Catholic Schools Office Fee Liaison Unit however if you require assistance you should seek an interview with the Principal.

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 and 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.

IMMUNISATION

Parents enrolling Kindergarten 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.

INTERVIEWS

In years 1 – 6 Goal setting interviews are held early in term one as an opportunity for parents to tell the class teacher about their child and to set goals for the year. A second interview is held at the end of term two to discuss the half yearly report. In the beginning of Kindergarten an information session is held for all kindergarten parents. Other interviews can be arranged as required.

LOST PROPERTY

Lost items of clothing are held for several weeks. If they are not claimed after this, they are either given away or sent to the Clothing Pool. Please enquire at the Office if your child is missing an article of clothing. Please ensure all items are labelled to enable these items to be returned to your child if found.

LIBRARY

The library is open from Tuesday to Thursday each week for classes. Monday is a day for Administration time for the Librarian.

Classes visit the library for regular lessons, and classes/groups/individuals may use the library at lunch time and other times by arrangement. All children must have a Library Bag in order to borrow. The children borrow during their library period, and may also borrow before school and during the lunch hour.

Books are normally borrowed for a period of two weeks, but books can be renewed if required. Any lost or damaged books must be paid for. Parents can assist with the functioning of the library by encouraging their children to borrow and take care of books.

LOCAL EXCURSIONS

To attend Masses and liturgies in the Church, the children are required to walk to our Parish Church nearby. To attend our Cross Country, the children walk to Wyong Racecourse and for some sporting activities, Baker Park, which is also nearby. On other occasions, teachers may plan short walking excursions around the community eg. to the railway or shopping centre. You will be asked to complete a general permission note for these local excursions if you give your child permission to do so.



MEDICAL INFORMATION

Any medical history, which is relevant to your child's school life, should be discussed with the Principal and class teacher.

If your child needs to take medication at school on an irregular basis, eg for a cold or flu, we ask that you arrange for dosages to be administered in the morning and afternoon at home. Most dosages are to be taken morning and afternoon and evening and in this way problems of administration are averted.

If your child needs to take regular medication at school, the school must have a medical form completed by a medical practitioner. These are available on the school website.

Staff are trained in basic first aid procedures which are updated annually. Parents are phoned if children require further attention for sickness or injury.

No medication at all, including Panadol, can be given without a medical form completed by a doctor.

PEANUT ALLERGY INFORMATION

As we have children with serious peanut allergies, peanut butter products are not sold at the canteen and we ask parents to support this by not sending products containing nuts to school with their children.

MESSAGES

If you require a message to be given to your child regarding an afternoon arrangement, please contact the office before 2:00pm to allow time for the message to be given to the child.

MOBILE PHONES

Messages for children can be phoned in to the school office. There is no need for a mobile phone at school. If a parent requires their child to have a mobile phone for AFTER school contact, it is to be kept in the child's bag and turned off and is not to be used in school time. If it is used in school time, parents will be called.



MUFTI DAYS

During the year the children will be allowed to come to school on a few occasions in mufti (out of uniform). They are usually asked to make a small donation for the privilege of doing so, which is used for a specific charity fundraiser e.g. missions. On these days it is important that the children wear clothes appropriate for school and closed in shoes.

PASTORAL CARE

St Cecilia's prides itself on providing wonderful pastoral care. Programs such as Mini Vinnies and St Vincent de Paul Drives are active within the school community.

A part time counsellor, provided by the Catholic Schools Office, is available to assist students and their families when the need arises. The school may initiate this or it may be a request of parents. The pastoral care of each student is primarily the responsibility of the classroom teacher. The Assistant Principal and Principal can also be used to support the classroom teacher.

PEER SUPPORT PROGRAM

This 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 or to discuss issues relating to "bullying" and other social issues as part of our Pastoral Care Program. It provides an opportunity of leadership for the senior students as well as support and links for the younger students. Training for the program will take place in Term 1 each year with Year 5 and 6 students on a dedicated leadership day supported by students from St Peter's College, Tuggerah.

PERMISSION NOTES

Permission notes are required whenever your child leaves the school grounds with another adult (e.g. going home to a friend's birthday party). If children arrive late to school or if parents wish to collect children from school before 3.05pm, parents MUST come to the School Office to complete the appropriate note and take a copy to the child's class teacher. Children cannot leave during school hours with any adult other than the parents unless given written permission by the parents.

PHOTO/VIDEO PERMISSION

A photograph/video permission form is required to be filled out by parents for all students annually. This permission form will be distributed to parents and needs to be returned, indicating whether or not permission is given for your child to be photographed.

REPORTS

Official written school reports are sent home towards the end of Terms 2 and 4.

Assessments are completed in classrooms during the year and some standardised testing takes place across the school. The NAPLAN (National Assessment Program – Literary and Numeracy) Tests are administered in Years 3 and 5 in May.

If your child attends an outside agency for assessment, eg ears, eyes, psychometric testing, it is important that a copy of the report be forwarded to the school / class teacher.

SCHOOL NEWSLETTER

The newsletter containing information of forthcoming events etc is uploaded to the school website fortnightly and an email is forwarded to parents with a link to the newsletter. Parents are asked to read it as it is one of the most important communications between school and home. The newsletter and other information can also be accessed through the school website: www.scwdbb.catholic.edu.au. On the alternate week, a "Principal's Update" is emailed to families as a way of keeping families informed.

SCHOOL PHOTOS

School Photos are taken each year on an alternating basis. Children are photographed in their summer uniform one year and their winter uniform the next.

SPORT

Sports activities are held once a week for each grade. Your class teacher will notify you of which day at the beginning of the year. School Athletic, Swimming and Cross Country Carnivals are held each year, and the school takes part in the Combined Catholic Schools Swimming and Athletics Carnivals. Representatives are chosen from these Carnivals to represent the Central Coast at Diocesan level carnivals.

STAFF DEVELOPMENT DAYS

Staff Development days are conducted each year. These days are designated for staff to work together on planning or developing an aspect of the school. These are declared pupil-free days and notice of such will be given well in advance. The first day of the year and final two days of the year are designated staff development days with two others throughout the year.



STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council meets on a regular basis at lunchtime. The SRC consists of a representative from each primary class as well as the School Captains. The SRC discusses matters of interest to the student body.

SUPERVISION

Morning supervision commences at 8:15am. It is important that children are not in the school grounds before supervision commences. Bus companies are aware of this commencement time and should not be dropping children at school before supervision begins.

After-school supervision ceases when the last bus leaves the school, at approximately 3:40pm. In the event of a problem when children are not collected in the afternoon, they will be supervised in the front office and parents will be contacted.

An Out of School Hours Care (OSHC) Program is available on the school grounds. If you are interested in this service, please contact the office for information.

TRANSPORT

BUS LINES AND THEIR DESTINATIONS

- BUSWAYS CENTRAL COAST:
Phone 4392 6666 Wyong, Wyongah, Kanwal, Gorokan, Toukley, Warnervale, Charmhaven
- ENTRANCE RED BUS:
Phone 4332 8655 The Entrance, Berkeley Vale, Chittaway.
- COASTAL LINER COACHES:
Phone 4392 3050 Dooralong Road, Dickson Road, Wyee Station / Via Hue Hue Road

STUDENT OPAL CARDS

Application for subsidised student travel needs to be completed on line at transportnsw.info/school-students. To report a lost or stolen opal card, parents need to phone 131500 or visit transportnsw.info/school-students. Children in the infants' classes are entitled to free bus travel irrespective of where they live but need to still apply on line. Primary children must live a distance of 2.3 km from the school before they are eligible for a free bus pass.

TRAVEL TO AND FROM SCHOOL

Conduct of children on buses to and from school is the combined responsibility of the parents, the bus company and the school. There is a limit to what any one of these three can do independently. Please assist the school by ensuring that children know the rules of public transport, i.e. remain seated if possible; never throw anything from a window; be courteous; never distract the driver while the bus is in progress etc.,.

PRIVATE VEHICLE CONVEYANCE SUBSIDY

To be eligible for Private Vehicle Conveyance Subsidy there must be no alternative bus or train transport available and students must reside more than 1.6 kilometres (walking distance) from the nearest transport pick-up point.

CHILDREN WALKING/RIDING or being COLLECTED

Children walking home, or riding a bicycle, who need to cross Panonia Road are to cross at the Supervised Crossing. **Parents are requested to collect their children from under the school hall.** Parents are requested to park outside the school grounds, not in the staff car park as this causes safety problems. Children's safety is paramount. Children walking or riding home will be escorted to the gate by a teacher and across the Pedestrian Crossing, if required.



PARKING

Because of the associated dangers to your child, it is hoped that all parents who are dropping and collecting children each day are asked to observe the following rules:

- * No car is to enter the school grounds or driveway.
- * No parking or stopping in the designated bus zones.
- * Please escort your child across the road if they need to cross, as it is a busy street.
- * Please keep our neighbours' driveways clear.
- * Lead by example and show your children the safe way of negotiating a busy road.

SCHOOL CROSSING

A Crossing Supervisor, employed by the RTA, supervises the School Crossing. They are at the crossing **each morning and afternoon.**



UNIFORMS

Students are expected to wear the full correct uniform at all times. School hats are compulsory all of the year when the following rule will apply: "NO hat, play in the shade".

<u>Girls:</u> Summer	Blue, white and gold check uniform Short white socks – above the ankle Black leather school shoes - (all black, no coloured soles or trim, no platform heels. Buckles or laces are acceptable) School hat Royal blue check skirt and short sleeve white Peter Pan collared shirt (Year 6 only)
Winter	Blue check tunic White long-sleeved Peter Pan collared shirt Navy tights OR white socks (socks cannot be worn over tights) Black shoes (as above) OR Royal blue sloppy joe or zip jacket with school emblem Navy Blue slacks (Year 6 only) Royal blue check skirt with long or short-sleeved Peter Pan collared shirt School hat
<u>Boys:</u> Summer	Blue short sleeved shirt with lay-back collar Grey school shorts (no cord or board shorts) Long OR short grey socks with a blue/gold band Black leather school shoes - (not boots, - all black, no coloured soles or trim, buckles or laces are acceptable) School hat
Winter	Long grey school pants (Classics style) Blue long or short sleeved shirt with lay-back collar Grey school socks with trousers Long grey school socks with blue and gold bands with shorts Black school shoes (as above) School hat Royal blue sloppy joe or zip jacket with school emblem.
Sport	Boys - Royal blue Ruggers shorts (not soccer shorts) Girls - Royal blue pleated sports skirt or Royal blue shorts Short white socks Blue and Gold polo shirt (with school emblem) White joggers Royal blue tracksuit with school emblem (in winter) School hat Year 6 students may wear their Year 6 shirt
Note:	* ZIP JACKET OR SLOPPY JOE MAY BE WORN ON ANY DAY THAT IT IS NEEDED. * TRACKSUIT PANTS ARE ONLY TO BE WORN ON SPORTS DAYS * SCHOOL BAGS ARE COMPULSORY

JEWELLERY



No ornate jewellery is to be worn to school. Children are permitted to wear a watch and one pair of studs or sleepers in their ears. Sacramental chains **ONLY** may be worn if they are kept under the tunic or shirt.

HAIR

Hair should be kept clean and tidy at all times. Long hair on both boys or girls should be worn tied back. Hair dyes and ornate hairstyles eg mohawks etc are NOT allowed at school.

Please check your child's hair regularly for head lice and treat appropriately and promptly to avoid the spread to other children.

PURCHASING OF UNIFORMS

Selected uniform items – hats (\$20), school bags (\$45) and library bags (\$15) - are available from the clothing pool. Check school newsletter for uniform shop opening days and hours.

Other uniform items can be purchased from "Lowes" at Westfield, Tuggerah.

A small selection of second-hand uniforms are also available from the school clothing pool.



MARKING CHILDREN'S BELONGINGS

All items should be clearly marked with your child's name. This is essential for all items of clothing and belongings. Parents should encourage their children to look for lost property.

VALUABLES

Students are not permitted to bring valuable toys or electronic equipment of any kind to school. If they do so, then the school accepts no responsibility for loss or damage.

STUDENT WELFARE

As a school community we believe that one of the primary aims of St. Cecilia's is the development of individuals who are capable of self-direction, of choosing freely, intelligently and responsibly in accordance with their conscience. In brief, we are committed to the fostering of authentic self-discipline.

The Diocese of Broken Bay Pastoral Care and Wellbeing Framework is derived from the Broken Bay Pastoral Care Policy for Diocesan Systemic Schools. It is further developed from the National Safe Schools Framework and identifies ten pathways to safe and supportive school learning environments.

The 10 Pathways are:

1. Leadership Commitment to Pastoral Care and Wellbeing for Learning
2. A Supportive and Connected School Culture
3. Policies, Structures and Procedures
4. Professional Learning
5. Positive Behaviour Approaches
6. Safe School Curriculum
7. Student Wellbeing and Student Ownership
8. Healthy Lifestyle Development
9. Early Intervention and Targeted Student Support
10. Partnerships with Families and Community

We believe that school, as a preparation for life, should foster the development of self-discipline and self-knowledge and assist each person to grow.

We believe that pastoral and disciplinary practice should assist in the development and maintenance of self-esteem. Without love of self, we cannot love God, nor can we love each other.

We believe that the school staff should have realistic expectations of each child according to his/her age and stage of development.

We believe that parents should be an integral part of the pastoral and disciplinary life of the school.

BEHAVIOUR MANAGEMENT POLICY

Flowing from the Christian vision expressed in the Diocesan Pastoral Care Policy, schools are called to establish relationships which are grounded in love, compassion, reconciliation and justice.

Our school Behaviour Management Policy takes into account the Diocesan Pastoral Care Policy in that our approach to discipline has its basis in our pastoral care for each other – students, staff and parents. Our school's Behaviour Management Policy is grounded in our School Values that state:

To be a learner at St Cecilia's
Be Safe
Be Cooperative
Be Respectful

St. Cecilia's Behaviour Management Policy takes into account the:

- Beliefs underpinning the Pastoral Care Policy of the Diocese
- Age and stage of development of the students
- Capacity of students to understand what is required of them and the reasons for this
- Need for ongoing pastoral advice to students
- The partnership with, and participation of parents
- The collaboration between the school and the parish
- Effects on physical and psychological welfare of students
- Responsiveness to students with special needs
- Improvement in the quality of learning and teaching
- The legal rights and responsibilities of teachers, including the duty of care of students
- The legal rights and responsibilities of students
- Due process in the event of breaches of behaviour
- Corporal punishment is not administered.

The discipline practices are respectful of the dignity, rights and fundamental freedom of individual students, and at the same time are focused on the proper running of the school for the benefit of all.

SCHOOL RULES AND BEHAVIOURAL EXPECTATIONS

St Cecilia's Catholic Primary School's rules and behavioural expectations outline appropriate student behaviours that contribute to the functioning of our school as a safe and supportive learning environment. Students at St Cecilia's Catholic Primary School will be taught, encouraged and supported to demonstrate these expected behaviours.

To be a learner at St Cecilia: Be Safe, Be Cooperative, Be Respectful.

Be Safe	Be Cooperative	Be Respectful
Be in the right place at the right time.	Be fair and take turns	Be a good listener
Be a problem solver	Follow instructions	Do your personal best
Use safe and caring actions	Learn and let others learn.	Speak respectfully
My actions have consequences	Own your own behaviour and be honest	
	Use a Growth Mindset	

PROCEDURES FOR ENCOURAGING POSITIVE BEHAVIOUR

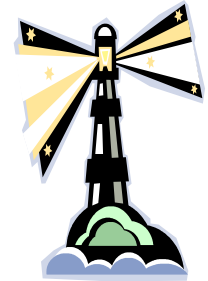
St Cecilia's Catholic Primary School community is committed to *acknowledging* students in order to encourage the behavioural expectations and school rules. We endeavour to acknowledge students through a wide variety of means.

Acknowledging Appropriate Behaviours

- Body language strategies – smile, gestures, nod, thumbs up, proximity, etc
- Verbal acknowledgment – recognition of how behaviours affect others, single word utterances, praise, descriptive encouraging, etc
- Positive comments in student workbooks
- Being chosen for responsibilities
- Class visits, sharing of work / achievements

- **Class Champion awards –**
 - **Academic Achievement Awards –** Highlighting academic excellence in class tasks or KLAs
 - **Personal Best Awards –** Targeting student improvement in all areas - academically, socially and behaviourally.
 - **PBL Awards:** All staff (class teachers, librarian, Japanese, music and drama teachers) to present at least one PBL award to a student for behaviour in regards to the weekly PBL focus.

- **‘Light of Learning’ Award:** Each month, teachers nominate four-six students for the ‘Light of Learning’ Award in their classroom. After a detailed discussion about the positive attributes of each of the candidates, students vote and the winner receives their award from the Principal at Friday afternoon Assembly.



PROCESSES FOR DISCOURAGING INAPPROPRIATE BEHAVIOURS

Staff are encouraged to remember the dignity of the students and therefore avoid any practices that single out students for inappropriate behaviour. When discouraging or correcting student behaviours, staff are encouraged to use the least intrusive method possible.

Inappropriate Behaviours

Minor inappropriate behaviours [teacher managed behaviours] are recognised as any behaviour that does not meet the “School Rules and Behavioural Expectations”.

Major inappropriate behaviours [office referred behaviours] are identified as deliberate actions that are offensive and/or dangerous to the physical and/or emotional well being of others. The consistent and repeated occurrence of minor behaviours may also be considered as major.

A *Pathways to Positive Choices* cycle is used in classrooms as well as the playground.

Remind Re-teach Reposition Remove Review

This allows the students opportunities to alter their behaviour in a positive way. For inappropriate behaviour, a student will be reminded of the correct behaviour. If the behaviour continues, they are re-taught the correct behaviour. If the behaviour still continues, the student is removed to the classroom next door for a long-time out. Following this step, parents/caregivers are informed of the situation and they are requested to discuss the behaviour with their child. If the inappropriate behaviour continues after these steps, a review meeting is called in order to put plans in place to assist the student in being able to make more appropriate choices.

LEARNING SUPPORT PROGRAM

Our Learning Support Program is designed to identify those children who have specific needs and to plan and implement appropriate intervention. The Program is coordinated and provided by a fulltime Learning Support Teacher and part time Learning Support Aid.

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 students 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. Learning Support at St Cecilia’s utilises a team approach incorporating the many talents of students, parents and teachers, as well as, educational and medical professionals.

PARENT PARTICIPATION

THE ROLE OF PARENTS

The parents of St. Cecilia's play a vital role in the school's long-term planning and in its day-to-day routines and organisation. Parents and teachers at St. Cecilia's work in close partnership and, in addition to meeting with teachers at official Parent-Teacher meetings, parents are always welcome to make an appointment to see a teacher outside of teaching hours.

PARENT HELPERS / VOLUNTEERS

The participation, involvement and help of parents, close relative 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, be inducted and get a visitors badge from the office as per school procedure.
- **check with the school what the current requirements are for the working with children**
- not engage in any inappropriate behaviour towards any children. In particular 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 any child or young person must be investigated (see Child Protection below).

There are many ways in which parents can become involved in the school, e.g.:

- (i) **Classrooms:** Some teachers, particularly those who teach the younger children, will send home a note within the first weeks of the school year, requesting assistance in such areas as reading, writing, mathematics, craft and computers. The tasks are clearly outlined by the class teacher. Helping in the classroom is a great way of meeting the children in your child's class.
- (ii) **Class Parents:** Each class has a Class Parent allocated to it at the beginning of the year. The Class Parent plays an important role in the school with the provision of Pastoral Care to families, supporting the class teacher and providing a link between the school and Parents. The class parent liaises regularly with the Family Liaison Officer.
- (iii) **School Canteen:** Parent volunteers are always welcome in the canteen. A minimum of 2-3 volunteers are required each day.
- (iii) **Attendances:** Attendance at Parent/Teacher Meetings, Information Nights, School Concerts, Sports Carnivals and the School's Annual Presentation Night is encouraged both for your child and school's benefit. Such activities provide parents with opportunities to meet staff and other parents and give them a sense of belonging in the school community.
- (iv) **Surveys and Questionnaires:** These are sent out when needed, to gain input from parents about school matters e.g. Discipline, Uniform, Homework etc. Parents are invited and encouraged to respond to them as their ideas, suggestions and recommendations have considerable bearing on the direction the school takes.
- (v) **Sport and Physical Education:** St. Cecilia's offers its students many opportunities to participate in sport, e.g. swimming, athletics and cross



country carnivals at school, regional and diocesan levels; Soccer, netball and Rugby League gala days; as well as weekly sport for all students. In addition, the Infants grades participate in a Gross Motor Skills program. Parental help ensures that these carnivals and gala days run efficiently.

- (vi) **Excursions:** Excursions, which are designed to supplement and enrich the children's classroom experiences, require parents to volunteer as supervisors.
- (vii) **Masses, Liturgies and Assemblies:** The students have regular opportunities to participate in the celebration of Masses and liturgies. Parents are always welcome and encouraged to join us on these occasions.
- (viii) **Special Committees:** A number of committees may operate within the school, e.g. the Pastoral Care Committee. Parent representation on such committees is vital.



YEAR 6 BUDDY SYSTEM

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 or on their buses. It also enables the Year 6 children to develop a responsible attitude towards the newest members of our school.

PARENTS' PASTORAL CARE TEAM

Pastoral Team meetings occurs twice each term in the afternoons or evenings. The meetings are an opportunity to build community through social interaction and to be active in the key purpose of the school.

Among its functions are the following:

- (i) **Social Events:** The organisation of social events
- (ii) **Parent Room:** The Family Liaison Officer runs a Parent Room where parents can come and meet over coffee, look at resources and spend time getting to know other parents. The Parent Room is open on Tuesday and Friday mornings
- (iii) **Clothing Pool:** A number of second-hand school uniforms are stored in the uniform shop next to the canteen. The clothing pool volunteers are available for sales every Wednesday morning (8.45-9.15am) and Wednesday afternoons (2.30-3.00pm). If a volunteer is not available, please call in to the office.



CHILD PROTECTION

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.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Maintaining Professionalism

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children 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 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 by staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff 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 Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children 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 working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is 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, be inducted and get a visitors badge from the office as per school procedure.
- **check with the school what the current legal requirements are for working with children.**
- not engage in any inappropriate behaviour towards any children. In particular 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 any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.