



# St John Fisher Catholic Primary School Tumbi Umbi

Parent Information Book



**St John Fisher Catholic Primary School, Tumbi  
Umbi**

2 Hicks Lane, Tumbi Umbi, NSW, 2261  
02 43885800 | [www.sjfdbb.catholic.edu.au](http://www.sjfdbb.catholic.edu.au)

# WELCOME MESSAGE FROM THE PRINCIPAL

Dear Parents and Carers,

Welcome to St. John Fisher Catholic School community.

As enunciated in our Motto, "Growing in Faith and Knowledge," You have chosen a school whose basic belief is that God loves us and that we are asked to respond to Him in love, thanks and praise.

In our school we fully support the teachings of the Catholic Church. The truth of our faith is imparted by dedicated, conscientious Catholic teachers, in an atmosphere of Christian growth and development.

Christian courtesy is emphasised and pupils are encouraged to live as active members of the faith community through our key values of Respect, Responsibility and Reconciliation. St. John Fisher Catholic School, by its nature, has a spiritual dimension and it is this spirituality which influences all aspects of school life, vision and mission, staff selection, student interaction, academic pursuits, sport, health, discipline, and parent involvement.

We work towards our school being a constant example, day by day, of how life can be lived with a spiritual dimension. It is perhaps the most subtle but in many ways the most important contribution we can make to the children's development.

While caring for the spiritual growth of our children we are also concerned with academic success. It is our endeavour to meet the needs of our children and to assist them in attaining the highest possible level of which they are capable in their academic skills.

The educational and religious goals of our Catholic school are more fully realised when there is a shared commitment. We hope that parents, at different levels at different times, will be active in their involvement, participation and partnership.

May we all enjoy a spiritually rewarding partnership.

Yours sincerely

Mr Marcel Arendse

Principal

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# BRIEF HISTORY OF ST JOHN FISHER CATHOLIC SCHOOL

St John Fisher Catholic Primary School, Tumby Umbi, is a Catholic Co-educational Primary School within the Diocese of Broken Bay.

St John Fisher Catholic School was opened in 1988 to meet the needs of the growing population in the area around Tumby Umbi, Berkeley Vale, Chittaway Bay and Glenning Valley.

In 1987 the faith community in the South-Eastern section of Wyong Parish began to say Masses in the Hall of Berkeley Vale Public School and developed a desire to meet the needs of the local Catholic congregation. Over the years there has been talk of creating a separate Parish, but today we enjoy a strong relationship with St Cecilia's Catholic School Wyong and together with St Peter's Catholic College Tuggerah make up the Catholic Schools that support the Catholic families of the Wyong Parish.

The school started with 27 pupils in 1988 and has grown to become a two stream school with approximately 380 students in 15 class groups.

# ST JOHN FISHER'S VISION AND MISSION STATEMENT

Our Vision and Mission Statement is the core of our role as a Catholic School.

## Vision Statement

Our vision is to create a school in which students **Grow in Faith and Knowledge**, instilled with the values of **Respect, Responsibility and Reconciliation**

## Mission Statement

### ***School Mission Statement***

United in faith. Called to Catholic discipleship. We are a learning community that gathers, celebrates and welcomes all. Nurturing the gift that is the individual. Developing a vibrant culture of learning. Journeying together. Growing in faith and knowledge.

### ***School Beliefs about Teaching***

At Saint John Fisher Catholic School we believe:

- children learn in different ways and at different rates
- children learn best when activities are meaningful, relevant and reflect the real world
- that recordings can take a variety of forms
- that children should be empowered to take responsibility for their own learning
- that links to other KLAs should be explained and explored
- children need time to reflect on their learning

### ***School Beliefs about Learners***

*As a community we value life long learning and look to develop learners who:*

*Collaborate with fellow learners*

*Strive for their best*

*Take responsible risks*

*Listen with interest*

*Communicate effectively*

*Think flexibly and creatively*

*Think about their thinking*

*Organise their learning*

# GENERAL SCHOOL INFORMATION

## School Contact Details

<b>SCHOOL ADDRESS</b>	2 Hicks Lane, Tumbi Umbi
<b>SCHOOL TELEPHONE</b>	4388 5800
<b>EMAIL</b>	<a href="mailto:sjf@dbb.catholic.edu.au">sjf@dbb.catholic.edu.au</a>
<b>SCHOOL WEBSITE</b>	<a href="https://www.sjfdbb.catholic.edu.au/">https://www.sjfdbb.catholic.edu.au/</a>
<b>SCHOOL HOURS</b>	8:50am – 3:15pm
<b>OFFICE HOURS</b>	A teacher is on duty to supervise the children from 8.20am 8.30am – 3:30pm

## Parish Information

<b>PARISH PRIESTS</b>	Fr Father Raul Balute (Parish Priest) Fr Alex Barnedo (Assistant Priest)
<b>PARISH TELEPHONE</b>	(02) 4352 1011
<b>PARISH WEBSITE</b>	<a href="http://www.wyong-catholic-diocese.org.au">Wyong - Catholic Diocese of Broken Bay</a> <a href="http://bbcatholic.org.au">(bbcatholic.org.au)</a>

## St Fisher Staff

<b>Principal</b>	Marcel Arendse
<b>Assistant Principal/ Collaborative Coach</b>	Stephen Lynch
<b>Religious Education Coordinator</b>	Luisa Lawicki
<b>Learning Support Teacher</b>	Tracie Woolford
<b>Literacy Coach</b>	Nikki Hinwood
<b>Numeracy Coach</b>	Stephen Lynch
<b>Parent Engagement Co-Ordinator</b>	Kate Benton
<b>Aboriginal Education Worker</b>	Jodie Bourke
<b>School Counsellor</b>	Wendy Thomas
<b>Administration Officers</b>	Bronwyn Newson (Mon-Fri) Honor McGill (Wed & Thurs) Terri Bradshaw (Fri)
<b>Canteen</b>	

Helen Taufel (Wed – Thurs)

## **Classroom Teachers**

**Kindergarten Yellow**

Demi Evans

**Kindergarten Green**

Luisa Lawicki (Mon, Thurs & Fri)

Tegan Turner (Tue & Wed)

**Year 1 Yellow**

Madelyne Smith

**Year 1 Green**

Laura Wilkinson

Julie Newcombe (1/2 Thurs)

**Year 2 Red**

Cherie Murray

**Year 2 Yellow**

Danielle Tomassian (Mon & Tues)

Nikki Hinwood (Wed – Thurs)

**Year 2 Green**

Liz Foley

**Year 3 Yellow**

Ruth Rodgers

**Year 3 Green**

Scot Frazer

**Year 4 Yellow**

Jacqui Thurlow

**Year 4 Green**

Samantha French

Julie Newcombe (1/2 Thurs)

**Year 5 Yellow**

Monique Powell (Mon. - Thurs)

Stephen Lynch (Fri)

**Year 5 Green**

Jenny Dickson

**Year 6 Yellow**

Brett Perkins

**Year 6 Green**

Katie Amor

**Teacher Librarian**

Teresa O’Keeffe

**Physical Education**

Michael Pobjie

**Music**

Lynda Burke

**Teacher Coaching Release**

Jessica Roberts (Tues & Wed)

Julie Newcombe (Tues & Wed)

**Learning Support Assistants**

Terrie Bradshaw, Trish Dickson





# TEACHING AND LEARNING

## School Beliefs About Teaching

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## School Beliefs About Learners

As a community we value life long learning and look to develop learners who:

- Collaborate with fellow learners
- Strive for their best
- Take responsible risks
- Listen with interest
- Communicate effectively
- Think flexibly and creatively
- Think about their thinking
- Organise their learning

## Curriculum

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 the children's 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 Space, 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. 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. 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. 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. 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. Approximately 1.5 – 2 hours per week.

## Homework

Students are expected to read their school reader and a range of other suitable texts each night. Kindergarten to Year 2 are also encouraged to complete high frequency word activities and letter recognition tasks in order to consolidate class learning. All students K-6 have access to a range of online learning resources supports all in class activities.

## Reports and External Assessments

Reporting to parents/carers occurs at the end of Semester 1 and 2 using a written report and the A–E grading scale or equivalent except Kindergarten (effort grade only). The scale provides a common language for reporting.

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

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 via the office, who will send it on to the class teacher, Principal and the Learning Support team.

## Technology

At St John Fisher we have 1:1 Chromebooks in Year 6, 1:1 iPads in Years 3, 4 & 5 and approximately 15 devices in each Kinder Year 1 and Year 2 classrooms. These are school owned and managed devices. We believe we are preparing our students for now and the future through using these learning tools. All classrooms have Vivi's and either an interactive whiteboard or large television and classes have access and time dedicated towards coding and robotics (Spheros).

# CATHOLIC MISSION

At St John Fisher, we work to provide experiences so that every child is able to know Christ, to love learning, and to use their talents to be the very best they can be. St John Fisher 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. By providing a nurturing, welcoming, caring and inclusive community we cater for and value the needs of each and every student.

## Liturgical Celebrations

Celebrating the Catholic faith as a school community is an integral element of St Fisher's spiritual life. The children celebrate prayer and services or Eucharistic liturgies throughout the year. Classes attend the parish masses and Year 4 to Yr 6 participate in Reconciliation once a term. All parents are welcome to join us to celebrate Masses or Liturgies and families are personally invited once a term to the Sunday evening Mass. Opportunities are available to become Eucharistic ministers, liturgical musicians & singers, and altar servers through the Parish.

## 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 and in line with the in-class Religious Education units of work. Children are eligible to make the following Sacraments in these grades, at the correct age:

- Confirmation Year 3 (must be at least 8 years old)
- Reconciliation Year 4 (must be at least 9 years old)
- First Eucharist Year 4 (must be at least 9 years old)

Please contact the Parish Office on 0424 763 734 or 4352 1011 to make arrangements for your child to receive instruction for Confirmation, Reconciliation and First Eucharist.

## Social Justice

At St John Fisher's Social justice begins in the classroom where we value the variety of our children's personal experiences, values, and worldviews that arise from race, ethnicity, religious and spiritual beliefs, class, age, disability, or national origin. Our teachers are empowered to incorporate children's backgrounds and experiences to enhance student awareness, build empathy, creativity and learning potential through open and respectful dialogue.

Helping other people is a strong focus at St John Fisher and the school is involved in annual community service projects such as St Vincent De Paul Winter Appeal, Harmony Day, Caritas and Catholic Mission. These events and many others provide our children with opportunities to develop an understanding of the world beyond St John Fisher.

We have a focus on awareness, advocacy, and action. Our Social Justice programs aim to provide the children with platforms to investigate key areas of justice such as homelessness, helping those impacted by natural disasters, ethical shopping in clothing and support for our community partner St Vincent De Paul with their social programs.

# WELLBEING FOR LEARNING

St John Fisher prides itself on providing support for the whole child: academic, spiritual, social and emotional, through our pastoral care system. As a school community we believe that one of the primary aims of school is the development of individuals who are capable of self-direction, of choosing freely, intelligently, and responsibly in accordance with their conscience.

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

## Acknowledging Positive Behaviour & Awards

St John Fisher Catholic Primary School community is committed to acknowledging students achievements in order to encourage the behavioural expectations required to follow the school rule:

“At St John Fisher we make Good Choices to be Respectful, Responsible Citizens”

We endeavour to acknowledge students through a wide variety of means:

- 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 Reward System
- **Academic Achievement Awards** – highlighting academic excellence in thinking and learning
- **‘Growing in Faith and Knowledge Award’**: Each fortnight, teachers get together to select one student per grade to receive this award as an acknowledgement of their effort, participation, and determination to be the very best version of themselves. Parents are contacted and then the award is presented to the selected students during our Friday morning assembly.

## 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.

In particular the school will:

- Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children.
- Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
- 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.

## School Rules and Behaviour Expectations

At St John Fisher we have one school rules and we explicitly teach the behavioural expectations required to follow that rule in order to create a safe and supportive learning environment for all.

**‘At St John Fisher we Make Good Choices to be Respectful Responsible Citizens’.**



St John Fisher Catholic Primary School has adopted a whole school approach to bring about Positive Behaviour for Learning [PBL]. This approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of support to bring about these positive behaviours. The discipline practices are respectful of the dignity, rights, and fundamental freedom of individual students, and at the same time are focused on the appropriate running of the school for the benefit of all.

## Student Leadership Opportunities

At St John Fisher, our Year Six cohort are provided with exciting leadership opportunities. The school has a set of leadership teams that support and cater for the needs and interests of those within our school community. The leadership opportunities within these teams will emphasise service to others, teamwork, taking initiative and developing responsibility.

The goal of these teams is to involve our Year Six children in leadership roles in a purposeful and meaningful way where they extend and use their individual gifts and talents to inspire others. We believe these great new leadership opportunities will help many of the Year Six children to:

- further develop their leadership skills
- develop the skills needed to carry out tasks in an effective manner in their position of responsibility
- forge a strong sense of belonging to the school community
- develop a sense of self worth

## Support for Students & Families

The Pastoral Care and Wellbeing Team assists and promotes the relationship between school and home. The team consists of school leadership members, teachers, the school counsellor and parents.

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.

The Principal, Pastoral Care Coordinator and other personnel work to offer support to families during difficult times and can provide support, resources and referral to outside agencies such as Catholic Care.

Our transition program for kindergarten students and their families provides tips and tricks to assist in the move from pre-school to school and aims to ensure that all parties feel supported and excited about this new journey.

Parent workshops are run throughout the year and are aimed at supporting parents as they navigate their way through the schooling years, such as;

**Circle of Security International Parenting Program** - An 8 week evidence-based parenting program focusing on attachment and identifying your child's needs. Designed to enhance the bond and sense of security for both the parent and the child.

**Tuning In to Kids Parenting Program** - A 6 week evidence-based parenting program that helps children learn to understand and regulate their emotions with the help of their parent/caregiver. Children with good emotional intelligence often have better emotional, social, and physical functioning, as well as fewer behavioural issues.

**Triple P Parenting Program** - A 7 week parenting program that gives parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behaviour and prevent problems developing.

**123 Magic & Emotion Coaching Parenting Program** - A 4 week parenting program that is designed as a discipline program. It focuses on identify the behaviours we need to act on and implementing time-outs for inappropriate behaviours. It helps adults gain control of their emotions and eliminates lots of talking. It helps the child to recognize that certain behaviours result in specific and consistent consequences.

If you need any support or assistance, feel free to contact the Pastoral Care Coordinator: Luisa Lawicki [luisa.lawicki@dbb.catholic.edu.au](mailto:luisa.lawicki@dbb.catholic.edu.au)

Jodie Bourke, our **Aboriginal Education Worker (AEW)** assists Aboriginal and Torres Strait Islander Children in their education to enhance their physical, social, emotional and intellectual development. The AEW provides feedback to parents or guardians and teachers about students' progress, and liaises with education bodies, government agencies and committees.

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. 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 St John Fisher utilises a team approach incorporating the many talents of children, parents, and teachers, as well as educational and medical professionals.

## COMMUNICATION

At St John Fisher we are committed to a partnership with parents in the education of their children. Compass is our main form of communication, where parents can stay informed and connect with 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, if appointments are necessary and parents are asked to contact the school via the school office [sjf@dbb.catholic.edu.au](mailto:sjf@dbb.catholic.edu.au) to arrange a suitable time.

### Communication Channels

**Compass** - Updated regularly with calendar events, conferences (parent/teacher meetings), live stream/Zoom links and class/grade or whole school information and notices. Alerts and email notifications should always come through to all primary parents and carers.

**Curriculum Overview** - At the beginning of each term your child's class teacher will provide a curriculum note communicating specific learning intentions for all subject areas. Important information such as class sport day, schedule of specialist classes will also be specified.

**Email contact** - All staff are accessible via their school email (which they will share with you early in the term) We ask that emails are sent between 8am and 4pm if possible. Staff will endeavour to reply to emails within the above time frame but their duty of care will always be to the students as priority. It is essential that parents understand that due to the nature of their work it may not be possible for the class teacher to respond within 24 hours. If the matter is urgent please call the school office.

Please do not email change of arrangements for child going home in the afternoon or any matter that requires immediate attention regarding your child. Please contact the school office directly before 2pm if you require a message to be given to your child regarding an afternoon change of arrangements.



## Facebook Pages

- The St John Fisher Catholic School Facebook page is often updated with school events, information, and questions. (This is an open group)
- The SJF Catholic School Community Facebook Group (Closed groups only for families of SJF students)
- SJF Preloved Uniforms for Sale
- SJF Playgroup

**Fortnightly Newsletter** - Details about anything school-related. Awards, Teaching & Learning from the AP, REC news, schedule changes, updates, events, policy reminders, news, articles, community happenings...anything important and enjoyable will be included here. Each fortnight on a Friday the newsletter will be made available to download on the school website and through the Compass App.

**School Website** - Stationery requirement lists, Absence of Leave forms, enrolments, and the school newsletter are all located here. Maintained to ensure current information is available. Gallery of images from school events also updated frequently Permission Notes: Permission notes are sent home via Compass as an Opt-in event. If you are unable to access the permission form please email the front office who can supply you with a paper copy.

**Parent Goal Setting Meetings** - At the beginning of the school year parents are invited to attend a goal setting session for their child. Also, a Google Form will be sent home for parents to share some goal ideas and more personal information about their child before the meeting.

**Parent Teacher Interviews** - Parent teacher interviews are offered in both Semester 1 and Semester 2 after the reporting period.

**School Reports** - Student reports K-6 are distributed via the Compass Parent Portal in June/July and December. Parents will be notified via Compass when these reports are accessible.

## Contact Details

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. Please ensure we also have your most current Emergency contact details, should a parent/carer not be accessible when the school is trying to contact them.

# SCHOOL ORGANISATION

## Allergies

The school has a commitment to minimise the risks associated with severe anaphylaxis reactions to nuts. While it is impossible to create a risk-free environment, staff, students and parents can take important steps to minimise the potentially fatal allergic reactions. For some people, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell. As we have children with peanut allergies, peanut 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.

## Asthma, Anaphylaxis and other Medical Conditions

St John Fisher is committed to supporting students' health and wellbeing and requests that you provide the school with any relevant health information essential to supporting your child. Whilst this information is collected at enrolment it is crucial that any change in this information is provided to the school immediately. Any student who suffers from anaphylaxis, severe asthma, diabetes, epilepsy, heart conditions or other significant medical conditions is asked to complete additional action plans/health care plans. If this applies to your child, please contact the school and an appropriate form will be emailed to you for completion. These plans must be completed in writing and signed by the parent/guardian and the medical practitioner/prescribing or qualified health professional.

If your child has a specific Asthma Management Plan, please ensure a copy is given to the school office for our records along with a puffer, if required.

## Attendance and Absences

Please send your child to school on time each day. 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) An online note via Compass
- b) a phone call to the school office

It is a legal requirement that class rolls are marked each day by the class teacher and all notes regarding a child's absence are retained with the roll.

Any student absent from class in the morning will be marked as absent. A notification is sent to your Compass App for you to enter an explanation.

### **ABSENCE 10+ days**

Permission from the principal must be sought after if your child will be absent from school for 10+ days, as well as entering the absence in the Compass App. A Form A1 Application for extended leave or Form B1 Application for exemption is required to be completed by parent/guardian and submitted to the school office.

## **LATE ARRIVAL**

If your child is late to school, they should be accompanied by parent/carer to the school office and parent/carer will sign them in via the Compass Kiosk in the school office foyer. The Compass Kiosk Late Arrival slip is to be handed to the class teacher by the student. Your child will have been marked "absent" by the class teacher, however the sign-in via the Compass Kiosk will then override the absence.

## **EARLY DEPARTURE**

If it is necessary for your child to leave early please visit the school office to sign your child out via the Compass Kiosk. The school office will contact your child's class and arrange for your child to meet you in the school office foyer.

## **Excursions or Incursions**

Class teachers plan excursions or incursions for all grades. These are always relevant to the delivery of curriculum. When children are to go on a school excursion or to a sports carnival, a permission note will be sent via Compass from the Events section.

## **Fees**

Fees are paid directly to the school. BPAY is the school's preferred payment option. Tuition Fees are determined by the Catholic Schools' Office. The following sibling discounts are applied on the Education Fee:

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due February and the last payment being in November. School fees may be paid more frequently (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21st of the month. Our preferred method of payment for fees is BPAY. Fees can also be paid by EFTPOS or Credit Card.

## **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.

## **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.

## Lost Property

We urge all parents to label belongings and regularly check that the label is still visible. Lost items of clothing are held for several weeks. If they are not claimed after this they are given away to those in need or those who are unable to find their lost belonging. Please check the lost property box and clothing rail in the school hall.

## Medical Matters

### Administering Medication

Staff at St John Fisher 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 e.g. 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 they are 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.

## Mobile Phone and Wearable Devices

Messages for children can be phoned into 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, please

notify the class teacher. The phone is to be turned off and kept in the child's bag during school hours.

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

## Payments

Monetary payments for events are requested through Qkr. Any small fundraising events such as Crazy Sock Day for Catholic Mission will be a gold coin donation collected by the classroom teachers in the morning.

## Photo/Video Permission

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 School 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 school procedures and guidelines can be developed. The policies are located on the Catholic Schools Broken Bay website. [Catholic Schools Broken Bay - Policies](#)

## Raising Concerns

St John Fisher fosters a harmonious, positive and safe school and community for all students, parents and staff. The school relies on clear and open communication with the community and aims to resolve complaints or concerns fairly, efficiently, promptly and in the best interests of all. Confidentiality and privacy are always respected in processes taken to resolve any matter. The Complaints Handling Policy can be located on the Catholic Schools Broken Bay website.

## School Photos

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

## Sport

Sports activities are held 1-2 times 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.

## Sport Colour Houses

In Kindergarten students are allocated to one of four colour houses **Blue** , **Green** , **Red** or **Yellow**. Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.

## 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 day of the year are often designated staff development days with an extra 2-3 others throughout the year.

## Supervision

Morning supervision commences at 8:20am. **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 3:30pm. 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.

## Travel

### BUS LINES AND THEIR DESTINATIONS

There are six morning and three afternoon bus options, please feel free to contact Red Bus Services for any enquiries:

A link to the bus timetables [is here](#).

### STUDENT OPAL CARDS

Application for subsidised student travel needs to be completed online at [transportsw.info/school-students](http://transportsw.info/school-students). To report a lost or stolen opal card, parents need to phone 131500 or visit [transportsw.info/school-students](http://transportsw.info/school-students).

Children in the infants' classes are entitled to free bus travel irrespective of where they live but need to still apply online.

Primary children must live 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.

## **CHILDREN WALKING/RIDING HOME**

Children's safety is paramount. Children walking home, or riding a bicycle will be escorted by the duty teacher. The duty teacher will walk with them, down Hicks Lane onto Hansens Road where any students will be assisted in crossing the Hansens Road. The remaining students will then be walked to Jacana Close where there is ample parking and allows parents to avoid the build up of traffic entering Hicks Lane.

## **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:

- **Cars are not permitted to wait in lines that cause a blockage to the entry or exit of Hicks Lane.**
- No parking in the staff carpark outside the main office.
- No parking or stopping in the designated bus zones.
- Please escort your child across the road if they need to cross.
- Please keep our neighbours' driveways clear.

**Parents being collected are requested to collect their children from the school COLA.** The gates to the parent carpark near the COLA will be opened at 3 pm and closed at 9 am to ensure the safety of the students. Parents are requested to park in the school carpark or outside the school grounds.

## Uniform

Students are expected to always wear the full correct uniform. Uniform items can be purchased from "Cowan & Lewis" at Gosford or online.

	<b>SUMMER UNIFORM</b>	<b>WINTER UNIFORM</b>
<b>GIRLS</b>	St John Fisher checked dress	Green checked tunic
		Green checked slacks/ trousers
	Short green socks – above the ankle	Lemon long-sleeved Peter Pan collared shirt Green tights OR green socks
	Wide brim school hat with logo	Long green tailored school pants (classics style) OR Green school shorts
	Green school shorts	Wide brim school hat or baseball cap with logo
	Yellow short sleeved school shirt, lay-back collar with school logo	Green v-neck jumper or zip jacket with school emblem
<b>BOYS</b>	Green school shorts (no cord or board shorts)	Long green tailored school pants (classics style) OR Green school shorts
	Yellow short sleeved school shirt, lay-back collar with school logo	Lemon long or short sleeved shirt with lay-back collar
	Green socks (no ankle socks)	Green school socks
		Green v-neck jumper or zip jacket with school emblem
	Wide brim school hat with logo	Wide brim school hat or baseball cap with logo

**SCHOOL HAT & BAGS** - The school hat and school bag are compulsory uniform items. They can be bought from Cowan & Lewis.

### SHOES

- Black leather school shoes (can be polished) - (*all black, no coloured soles or trim, no platform heels, no boots or hightop shoes*). Buckles, laces or velcro are acceptable.
- Appropriate running/ sport shoes (**predominantly blue, white or black colours**, no bright fluoro colours)

	<b>UNISEX SPORT SUMMER UNIFORM</b>	<b>UNISEX SPORT WINTER UNIFORM</b>
<b>GIRLS &amp; BOYS</b>	Unisex green sports shorts with logo (no soccer shorts)	Green track pants with school logo
	School polo shirt with logo	School polo shirt with logo
	Plain white socks (must be visible)	Plain white socks (must be visible)
		V-neck jumper / zip jacket with school logo
	Year 6 students may wear their Year 6 shirt	Year 6 students may wear their Year 6 shirt

### NOTE:

- \* ZIP JACKET/ JUMPER MAY BE WORN ON ANY DAY THAT IT IS NEEDED.
- \* TRACKSUIT PANTS ARE ONLY TO BE WORN ON SPORTS DAY

### 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.

### **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. Watches are for telling the time and so Smart Watch capabilities are to be disabled whilst on school grounds/ or in school uniform. Sacramental chains **ONLY** may be worn if they are kept under the tunic or shirt.

### **HAIR**

Hair should be always kept clean and tidy. Long hair (below the shoulder) on both boys or girls should be worn tied back. Hair dyes and ornate hairstyles eg mohawks, mullets etc are **NOT** allowed at school.

## **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

## **Visitors**

All visitors to St John Fisher must sign in at the Compass kiosk at the school office. Staff members are identifiable by their name badges.

# PARENT PARTICIPATION

The parents of St. John Fisher 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 John Fisher 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.

We have reimagined the P&F (Parents and Friends) in order to form a 'St John Fisher Advisory Committee' who oversee social events happening at the school.

St John Fisher Catholic School values all members of the school community. Teachers, parents and staff work together to ensure that all children are learning in a supportive and friendly environment. As a community we strive to work towards our motto of Growing in Faith and Knowledge with the key values of respect, responsibility and reconciliation.

## Parent Helpers/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.
- 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 A – Working With Children Check*).
- 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 *Appendix B & C*).

There are many ways in which parents can become involved in the school:

**Attendances at Events** - Attendance at Parent/Teacher Meetings, Information Nights, School Concerts and Sports Carnivals 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.

**Canteen** - Parent volunteers are always welcome in the canteen. A minimum of 1-2 volunteers are required each canteen day. Please e-mail the office if you can assist in any capacity.

**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, computers or as a guest speaker. 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.

**Excursions** - Excursions are designed to supplement and enrich the children's classroom experiences and they often require parents to volunteer as supervisors to ensure we have our adult to child ratio right.

**Masses, Liturgies and Assemblies** - The children have regular opportunities to participate in the celebration of Masses, liturgies, or assemblies. Parents are always welcome and encouraged

to join us on these occasions. Our main assembly morning is every Friday morning commencing at 8:50am.

**Social Events** - The assistance in coordination and organisation of social events. We have a 'focus group' for major events such as Mothers/Father's/Grandparents days.

**Sport and Physical Education** - St. John Fisher 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. Parental help ensures that these carnivals and gala days run efficiently.

**Surveys and Questionnaires** - These are sent out when needed, to gain input from parents about school matters. Parents are invited and encouraged to respond to them as their ideas, suggestions and recommendations have considerable bearing on the direction the school takes.

# APPENDIX

**THE FOLLOWING FOUR (4) PAGES ARE COMPLIANCE REQUIREMENTS TO BE INCLUDED IN AN APPENDIX SECTION.**

## **SAFEGUARDING**

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

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

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 pathways:

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

***See also Appendix 3: MAINTAINING PROFESSIONALISM***

## **APPENDIX 1:**

### **SAFEGUARDING INFORMATION**

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

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

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

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

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) 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 \(January 2021\).\*](#)