

Our Lady of the Rosary
Catholic Primary School
Shelly Beach



Parent Information Handbook
2025

Dear Parents and Carers,

Welcome to Our Lady of the Rosary Catholic Primary School, Shelly Beach. Selecting a school for your child is one of the most important decisions you will make for them and we thank you for choosing to join our community, of which you will become an integral part. Our Lady of the Rosary, affectionately known as OLR, has a proud history of being a welcoming community that values the important relationship between school and home.

You are the first and most important teachers of your children and we look forward to working with you to further support your child's spiritual, academic, social, emotional and physical growth.

Your child, along with all the students at OLR, are at the centre of all we do and decisions we make. Working together in a spirit of mutual respect, trust and confidence will ensure we provide our children with a strong foundation for the future.

Yours in Christ

Mrs Yvette Owens
Principal

Our Lady of the Rosary Catholic School, Shelly Beach

Our Lady of the Rosary Catholic School, Shelly Beach had been a two-campus school for over 25 years, with the Infants campus situated at The Entrance and the Primary campus four kilometres away at Shelly Beach. A building program was undertaken in 2000 to consolidate the two campuses onto the Shelly Beach site. In November 2000 we finally came together as a “whole school”. In 2002 we celebrated our 50th year as a catholic school.

Another building program in 2024 provided us with beautiful contemporary learning spaces to replace the many demountable classrooms that have been a part of the OLR landscape for over 25 years.

The School motto of “**Celebrating Community**” encourages all to celebrate our faith and give witness to the Gospel values within a caring and supportive community of parish, parents, staff and children.

The School Leadership Team consists of the Principal, Assistant Principal, Religious Education Coordinator and Coordinators focusing on various aspects of the school’s School Improvement Plan. The Leadership Team is committed to collaborative leadership.

Staff and parents are informed and included, through the organisational structures of the school, regular communication, decision-making processes and practices. The school is known for fostering a welcoming, affirming and pastoral environment where relationships are valued and nurtured. OLR has an active and supportive parent community, offering support to staff in all areas of school life. The support comes in many forms – through our Parent Community Network (PCN).

We have an excellent Learning Support Team including three Learning Support Teachers and Learning Support Aids, who enjoy a close working relationship with all staff, children, and families. We also have a school Librarian and specialist PE and Music Teachers who provide additional support.

Our beliefs about teaching and learning underpin and impact upon all practices and decision-making within OLR. A culture of reflection and review is well established amongst staff.

Catering for the needs of the mixed ability classroom has been a focus over recent years with all teachers receiving professional development and support to assist them in their classroom practice. All staff currently plan differentiated learning tasks to support students’ learning. There is an ongoing commitment to develop the Literacy and Numeracy skills of students, with a focus on differentiating the curriculum and improving learning gains.

At Our Lady of the Rosary Catholic School, we encourage the use of technology to further enhance quality teaching and learning. All students have access to a range of technology including laptops, iPads, Interactive Whiteboards, Spheros and Bee Bots.

Students have the opportunity to be involved in a variety of extra-curricular activities including Choir, Debating Team, Public Speaking and a variety of interest groups. Students are also able to join The Music Bus, which is an outside provider who comes into the school. The students are also given the opportunity to participate in a variety of sporting events, academic competitions and enrichment activities. We have strong links between our school and Parish Community. We are very fortunate to be able to work with our Parish Priest Fr Brian Moloney and our Parish Community who are very supportive of the school. Staff are actively involved in the life of the Parish and are supportive of the Sacramental Program.

Contact Us:

Phone No.: **02 7256 2115**

e-mail: olrsb@dbb.catholic.edu.au

Website: www.olrtedbb.catholic.edu.au

Office Hours: Monday to Friday 8.30am – 4.00pm

Please address all school related correspondence to:

Our Lady of the Rosary Catholic Primary School.

1a Shelly Beach Rd, Shelly Beach

Principal:	Mrs Yvette Owens
Assistant Principal	Mrs Maree Sawyer
Religious Education Coordinator:	Mrs Joanne Moore
Parish Priest:	Fr Brian Moloney
Senior Schools Service Officer:	Mrs Christine Elward
Schools Service Officer :	Mrs Tracy Hawkings

Parish Office

Parish Priest: Fr Brian Moloney

Ph. 4332 2216 Email: theentranceparish@bbcatholic.org.au

School Hours

School Start:	8:55am
Morning Session:	8:55-10:55am
Recess:	10:55-11:35am
Middle Session:	11:35-1:35pm
Lunch:	1:35-2:15pm
Afternoon Session:	2:15-3:15pm
School Finish:	3:15pm

The school is responsible for the care and safety of the children between the hours of **8.30am and 3.40pm**

Supervision

Before School

Supervision of children begins half an hour before commencement of school (8.25am). Students **should not** be at school prior to 8.25am.

After School

Staff will supervise children waiting for school buses. If you pick up your child from school and you are unexpectedly detained, please contact the office so that suitable arrangements for supervision can be made.

Busy Bee's OSHC Before and After School Care operates independently out of OLR School. Please see the school office for contact details.

Enrolment Forms

Our official enrolment forms consist of:

Student Details, Family Details, Statement of Faith Form

Information supplied on these enrolment forms are our official school record details. Please complete them carefully and inform the school if there is any change to the information you have given.

Student Health/Medical Details

The information provided here, especially emergency contacts, must be kept current. Should there be any changes during the year, please let us know - particularly any changes in contact numbers and details.

School Fees

Catholic Schools Broken Bay receive funding from both state and federal governments in addition to contributions from parents via the payment of school fees. We believe this enables us to deliver a high quality of education for every child.

Our schools aim to keep their fees as low as possible and provide flexible payment arrangements for families should they need assistance. Catholic Schools Broken Bay is committed to supporting families who wish to access Catholic schooling for their children. Importantly, no student who meets the enrolment criteria is denied enrolment in a Catholic school purely based on a genuine inability to pay fees and other charges.

Annual tuition fees for children attending Catholic systemic schools are set by Catholic Schools Broken Bay, which are committed to keeping fees to a minimum. Tuition fees represent the difference between government funding and the cost of educating children in Catholic school.

2025 SCHEDULE OF FEES

The 2025 fee structure for the first child in OLR Shelly Beach is outlined below.

DESCRIPTION

Amount (\$)

Education Fee1 \$3,227

Supplementary Fee2 Yr 5 Camp \$413 Yr 6 Camp \$475

1. Sibling discounts applied to education fee portion of total fee as outlined above
2. For families with multiple accounts, sibling discounts may not be automatically applied. If you have any questions after receiving your invoice in February 2024, please contact the School Fee Liaison Team.

Attendance & Absences

The following Information for Parents is a result of Amendments to Law about School Attendance for Students of Compulsory School Age.

It is a legal requirement that all primary school aged children attend school everyday unless they have a reasonable reason for non-attendance. It is essential that children arrive at school before the bell rings to mark the start of the day and do not leave before the end of the school day. Appointments should be made outside of school hours unless they are essential and cannot be scheduled out of these hours. This would apply for medical or other essential services eg: Therapy sessions etc

If your child is absent from school, please use the **Compass App/Compass Parent Portal** to notify the school of the reason for the absence.

If any absence is due to sickness and lasts for several days, the Principal may request a doctor's certificate. Please note that in the case of frequent absences for which the explanations are questionable, Principals may decline to accept the doctor's certificate as a valid reason for absence. In this case, you would be informed of the Principal's decision in writing.

The Principal is responsible for accepting or not accepting a parent/carer's explanation for their child's absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as Unjustified. If, after seven school days an explanation has not been provided, the absence will be recorded as Unexplained or Unjustified.

Applications for Leave in Advance

Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted retrospectively.

Leave applications for more than 10 days require an Application for Extended Leave.

The Principal may grant an Exemption of up to 100 days in a 12-month period. Applications for more than 100 days are forwarded (with a recommendation from the Director of Schools) to the Minister for Education. Detailed application forms are required to be completed before an Exemption from Attendance is granted. Applications cannot be dealt with retrospectively.

Leave is granted for reasons such as:

- ◆ a misadventure or unforeseen event (i.e. exceptional circumstances)
- ◆ participation in special events not related to the school (e.g. receiving a community award)
- ◆ domestic necessity such as serious illness of an immediate family member
- ◆ attendance at funerals
- ◆ recognised religious festivals or ceremonial occasions
- ◆ other reasons which, at the Principal's discretion, are deemed to be in the best interest of the child.

Generally, leave WILL NOT be granted for family holidays taken during term time. An exception to this may be that the family circumstances are such that the Principal considers that the holiday would be in the best interests of the child.

NB. Should Parents/Carers take the leave regardless of the Principal's decision not to grant leave, the school will record the absence as an Unjustified Absence. Depending on the student's previous attendance record, this can have serious implications as outlined below.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Catholic Schools Broken Bay is required to take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school.

Late Arrivals

If your child is late to school, parents must bring them into the school office and sign them in at the Compass Kiosk (parents/carers only).

Lateness is recorded as a partial absence. When monitoring attendance, partial absences are totalled up and converted into the equivalent number of whole day absences. For example: A child regularly arriving at school 30 minutes late three times a week throughout the year will be deemed to have missed 10 days of school.

Collecting Children During School Hours

We ask that should you, or someone designated by you, need to take your child from class during the day, you inform the class teacher **in writing** beforehand and contact the school office during the day to give permission for someone other than you to collect your child.

When collecting your child, you must present to the school office, sign them out through the Compass Kiosk (parents/carers only). You can then take the Kiosk slip and collect your child from their class.

Please avoid pick-ups during Recess (11-11:30am) and Lunch (1:30-2:20pm) unless absolutely necessary as it can be difficult to find them on the playground with all the students being outside.

Parent Community Network (PCN)

The Parent Community Network is the formal body through which you may participate in school activities. The PCN works very hard to plan events throughout the year with the purpose of building a sense of community. PCN meetings are held once a term in Week 5 on a Wednesday evening at the school and via Zoom. This is a great way to meet new friends and help the school.

Visiting our School

When attending our school during school hours, all visitors are required to go to the school office and sign in through the Compass Kiosk. Visitors will be required to wear a visitor's badge throughout their stay and sign out at the conclusion of their visit.

Counselling and Support Services

Parent Engagement Coordinator (PEC)

The Parent Engagement Coordinator is a new role to support the Towards 2025 strategy. The PEC will support the school community as we implement strategies to strengthen relationships between parents/carers, the school and wider parish community. In practice, the PEC will facilitate, coordinate, and communicate with parents/carers to encounter, and engage with, the wider school and parish community, with a focus on wellbeing and learning for all students and families.

School Counsellor

Our Lady of the Rosary has two School Counsellor. One Counsellor, Natalie Ross is a Registered Psychologist, who works 5 days a week across the Broken Bay Diocese. Our second Counsellor, Caitlin Mitchell works each Monday and alternate Fridays.

The School Counselling role is varied but generally includes:

- ◆ short term individual intervention and counselling support for students,
- ◆ consultation, support and advice to parents,
- ◆ consultation or assistance with referrals to external providers,
- ◆ school support for programs promoting student wellbeing, resilience and mental health literacy.

The referral process for families is to touch base with the Classroom Teacher and Principal who will consult with the Counsellor for general advice in the first instance and then can provide families with an official referral document to be completed and returned. Initially parent meetings are offered to gather a clear understanding of the student's strengths and difficulties and to collaboratively determine suitable goals to work toward.

Teaching and Learning at OLR

The School Curriculum

In Catholic Primary Education, our curriculum covers seven **KEY LEARNING AREAS (KLAs)**:

- 1. Religious Education**
- 2. English**
- 3. Mathematics**
- 4. Science and Technology**
- 5. History and Geography**
- 6. Creative Arts**
- 7. Personal Development, Health and Physical Education (PD/H/PE)**

Religious Education

Your child will participate in a Religious Education Program, which emphasises the unconditional love of God for each of us, the person of Jesus, the Church and its community life, and our response to God's love.

In addition to the formal program, we aim to establish a climate in which your child can experience learning and living in a Catholic community. Students are given the opportunity to experience many forms of prayer and participate regularly in Liturgies and Masses. This is all part of ensuring that our students' faith is nurtured and developed and that they have a strong connection to the Catholic tradition. It is very important that parents support the faith life of the school.

Learning Diversity Team (Learning Support)

We are fortunate in having a **Learning Diversity Team**, who assist class teachers with children who have been identified as needing additional support.

Teachers who are concerned about a child's progress and/or performance may refer the child to the Learning Diversity Team after discussions with the Principal.

The referral procedure involves all who are concerned with the child: parents, class teacher, Principal and Learning Diversity Team. It may lead to the development of an Adjustment Plan to support learning/behaviour. These plans are monitored and reviewed on a regular basis.

ICLT

The use of technology at OLR is for educational purposes and is utilised by students and teachers to enhance learning across all subject areas. All students have access to a range of technology including Chromebooks, iPads, Interactive Whiteboards, Spheros and Bee Bots. Students and parents sign a Technology Agreement at the beginning of the school year to ensure the safe and responsible use of technology when at school.

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In addition to the formal program, we aim to establish a climate in which your child can experience learning and living in a Catholic community. Students are given the opportunity to experience many forms of prayer and participate regularly in Liturgies and Masses. This is all part of ensuring that our students' faith is nurtured and developed and that they have a strong connection to the Catholic tradition. It is very important that parents support the faith life of the school.

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Assessment and Reporting

Assessment is ongoing throughout the year and could be in many forms – eg observation, formal testing, topic-based assessment tasks, samples of work. This assessment then guides the teacher and the teaching program. Twice a year (end of Terms 2 and 4) parents will receive a written report on their child, followed by an opportunity to meet with the classroom teacher to further discuss their progress. We hold formal Parent/Teacher Interviews twice a year.

Concerns About Your Child

If you have any queries/concerns regarding your child's progress at any time, please make an appointment to see your child's teacher. We welcome the chance to get to know you and discuss our shared responsibility. If concerns persist, please make an appointment to meet with the Principal or Assistant Principal.

Staff Development Days

The school has nine Staff Development / Pupil Free Days each year. These days are used for Staff Professional Learning. Notice of these days will be given in advance. It will be necessary for parents to make alternative arrangements for their children on these days as supervision is not provided. The first day of the school year and the last two days of the school year are always Staff Development Days.

Policies & Guidelines

Safeguarding

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

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

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT /CARER HELPERS / VOLUNTEERS AND CONTRACTORS

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

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

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

- All parents must comply with the parent code of conduct.

Parent volunteers and younger siblings:

Generally, we do not recommend that younger siblings accompany parents volunteering in the classroom as this can disrupt the learning and be a distraction for the parent volunteer. Please speak with your child's teacher to ascertain the appropriateness of a younger sibling being in the classroom whilst you are volunteering. We ask that parents respect the teacher's decision made in the best interests of their students and class.

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.

See also Appendix 3: MAINTAINING PROFESSIONALISM

The following Policies and Guidelines are available on our school website and/or the Compass Parent Portal:

- ◆ Anti-Bullying
- ◆ Attendance
- ◆ Behaviour
- ◆ Communication
- ◆ Uniform
- ◆ Pastoral Care and Wellbeing
- ◆ Behavior Support

Information & Services

COMPASS Parent Portal

The Compass Parent Portal/Compass App is our main source of communication for parents. The parent portal allows parents to:

- ◆ Monitor their child's attendance and enter in explanations for late arrivals or absences.
- ◆ Download and view their child's semester reports.
- ◆ View 'My News', a news feed of school announcements, alerts and updates.
- ◆ View the school calendar.
- ◆ Provide consent for events and excursions.
- ◆ View behaviour chronicles and star points.

Facebook and Instagram

We have a Facebook page and Instagram, which we use to share exciting events that are happening in our community. Please follow us, so you can keep up to date.

Book Club (Ashton Scholastic)

Book Club order forms are sent home during the term. Order forms are to be returned to school by the due date in an envelope marked with the child's name/class/amount and Book Club Order. Parents are asked to tender the correct amount whenever possible.

Canteen/Lunch Orders

The OLR canteen is open Mon-Fri for online recess and lunch orders using the QKR app, with orders closing at 8.30am each morning. We also have over the counter cash sales for ice blocks on Thurs-Fri each week. Volunteers are very much appreciated on Thurs-Fri, the canteen is very busy and relies on the parents and carers to assist our Canteen Coordinator. All volunteers are placed on the roster, which is done each term, you can volunteer once a month, once a term or whatever suits your schedule. The QKR app can be downloaded to all smartphones and is also used for payment of many school events such as discos, raffles etc.

Before and After School Care

Busy Bees OSHC – Before and After School Care – is a privately-owned enterprise and is operated in the school grounds. It runs from 6.30am to 8.30am and 3.15pm to 6.00pm. Contact information can be obtained from the school office.

Mobile Phones/Devices

Any contact between parents and their children during the school day, for example, last minute changes to pick up arrangements, should be done via the school office. Office staff will ensure the message is passed on to the classroom teacher.

As this procedure is in place, we believe that it is not necessary for students to bring a mobile phone to school and it is recommended that mobile phones be left at home. However, the school acknowledges that some students, because of travel arrangements may need to occasionally bring a mobile phone to school to access any parental messages after the conclusion of the school day. If that occurs, the phone is to be turned off and must remain in the student's bag throughout the day. If a student brings a mobile phone or device to school and uses it throughout the day, the phone will be confiscated, parents will be notified and asked to collect it from the office.

Smart watches may be worn by students but must be on aeroplane mode, so that they are not connected to data. If a student is wearing a Smartwatch and it is used to receive messages etc, it will be taken, and parents will be notified. It will be returned prior to the child leaving school in the afternoon. and asked to collect it from the office.

Neither the school nor individual staff members will take responsibility for any loss or damage to a mobile phone or device belonging to a student.

School Uniform

School uniforms are available through Midford School Uniforms and all orders can be made online - [Our Lady of The Rosary Uniform Shop | Our Lady of The Rosary](#)

At all times students should be dressed showing pride in their uniform and school. Our Uniform Policy can be found on our school website and Compass Parent Portal.

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors which contribute to the establishment of the Dress Code.

Girls	Boys
NAVY BLUE skort SKY BLUE short sleeved blouse with embroidered emblem SKY BLUE socks (ankle length)	NAVY BLUE shorts (with longer legs) SKY BLUE short sleeve shirt (with embroidered emblem logo printed on pocket, hemmed to wear out)
NAVY BLUE zip jacket with embroidered school emblem NAVY BLUE ribbons or scrunchie (NO Jojo bows or the like) HAT (with school logo on)	NAVY BLUE zip jacket with embroidered school emblem NAVY BLUE socks HAT(with school logo on)

Winter add-ons (not compulsory) NAVY BLUE slacks NAVY BLUE tights	Winter add-ons (not compulsory) NAVY BLUE long trousers
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Sports Uniform (Boys and Girls)

SPORTS POLO with embroidered emblem
 SPORTS SHORTS with OLR embroidered
 TRACKPANTS with OLR embroidered (optional)
 OLR or WHITE sport socks

All students:

Hat: HAT (with school logo)

School Shoes: BLACK leather school shoes (lace up, buckle or velcro, not joggers, boots or Van style shoes)

Sport Shoes: supportive Joggers

SCHOOL BAG: NAVY BLUE SCHOOL bag with school logo printed on.

EARRINGS: A maximum of 2 earrings per child i.e. one in each ear, are to be worn. Only a plain stud or small sleeper will be permitted (unless your child has just had their ears pierced, then they are permitted to wear the earrings put in for the specified time).

NECKLACES: A Crucifix or religious type of necklace may be worn provided it is under the school uniform. NO shells, pearls, beads, trinkets, leather straps etc will be permitted.

Wrist Watch: A wrist watch may be worn.

NO other jewellery other than the articles specified above will be permitted at any time.

NAIL POLISH: NO nail polish of any colour or type will be permitted.

HAIR: Any students, male or female, with hair over their face or eyes must have it clipped back by either a hair clip (in the school colour) or by tying it back. Hair of shoulder length or longer, both male and female, must be worn tied back. Clipper cuts must be not less than a number 2, with no graphics or words etched in to the cut.

HAIR ACCESSORIES: Plain blue (in the school colour) ribbon, scrunchies and elastics will be permitted only. NO flowers, coloured hair accessories etc will be permitted. Ribbons and bows should be of a reasonable size. Hair styles which restrict the effective wearing of the school hat will also not be permitted.

HAIR COLOUR: Hair colour should be natural.

SHOES: Black leather lace up, or Velcro school shoes – not joggers, boots or Van style.

SOCKS:- White ankle socks are only permitted on Sports Days and must be plain white or the OLR sports socks sold by Cowan and Lewis and only worn with the Sports Uniform. The school blue short socks should be worn on other days.

GIRLS UNIFORMS:- Length should be a sensible, practical and modest length.

BOYS SHORTS:- The band on the boys school and sports shorts must be worn at a reasonable height, NOT hip height or below, boxer shorts, underpants and skins are not to be visible.

SCHOOL SHIRTS :- All school shirts, girls and boys, are designed to be worn out, not tucked in.

SPORTS SHIRTS:- On Sports Days only, Sports shirts to be worn out.

Travel

OPAL Card

Students in Grades K-2 are entitled to an OPAL card- irrespective of where they live and the distance they travel to school. Children in Grades 3-6 must live a distance of 1.6km from the school before they are eligible for an OPAL card. Flyers are available from the school office or you can just go to transportnsw.info/school-students

Behaviour: Children who travel on buses are expected to behave in a suitable and safe manner. Any child found to be misbehaving may have their passes confiscated.

Car Travel

Parents who collect their child/ren after school are required to walk inside the school grounds, collect them from the lunch seat area and escort them to the car. These children sit together supervised by a teacher until collected.

Do not park/stand/stop at the school gates, within the school crossing, or in the bus bays. For the safety of all pedestrians please do not park in the staff car park before or after school, limited car parking is available at other times. Please be respectful of the neighbours and do not park in their driveways etc.

Car Park

The Staff Car Park is reserved for staff only between the hours of 7:45am and 4pm.

Bikes & Scooters

Students may ride their bikes or scooters, with their parents permission. Please remember that students are required by law to wear helmets. We expect students riding bikes or scooters, to follow the safest possible route **directly to and from school**. We assume you have taught your child the rules for safe riding. All bikes and scooters must be placed in the bike racks. The school cannot be responsible for the loss or damage of any bikes or scooters.

Please note: skateboards, rollerblades & rollerskates (or the like) are NOT permitted to be ridden to or from school and are, therefore, not permitted on school grounds.

School Prayer

*O God, our Heavenly Father
Give your blessing to our school.
Give to all who learn here
the true love of knowledge.*

*May the spirit of loyalty
bind us closer together
So that we may work,
for our own good and the common good.*

*May your wisdom help
our work and our play
so that we may grow to love
all that is true, honest and good.*

*Please help us to remember
that you are our Father,
Your Son became our Brother,
The Holy Spirit lives in us
and Mary is our Mother.*

Our Lady of the Rosary pray for us.

APPENDIX 1:

SAFEGUARDING INFORMATION

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

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

Responding to Risk of Significant Harm

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

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

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

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

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

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

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

APPENDIX 3:

MAINTAINING PROFESSIONALISM

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

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

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

Staff, volunteers and contractors are expected to:

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

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 \(January 2021\).](#)