

ST PHILIP NERI CATHOLIC PRIMARY SCHOOL



PARENT INFORMATION BOOKLET

Address:

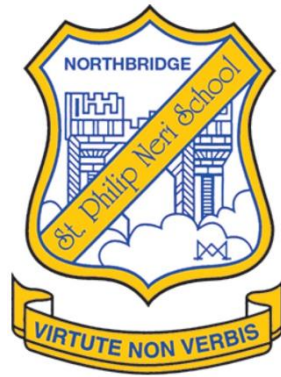
67 Baringa Road

Northbridge 2063

Phone: 02 9958 7136

Email: spn@dbb.catholic.edu.au

Website: www.stphilipneri.nsw.edu.au



Virtute Non Verbis

OUR SCHOOL MOTTO

*My children, our love is not to be just words
or mere talk, but something real and active;
only by this can we be certain that we are children
of the truth and be at peace in God's presence.*

1 John 3: 18-19

*Loving in Deeds
Not Just in Words*

Welcome to St Philip Neri

Dear Parents,

On behalf of all at SPN, I extend to you a warm welcome to our community.

I hope that this handbook will be of assistance to you, the parents of our SPN children. I am sure that it will give you important information about our school.

Those of you who are beginning your first child at school are embarking on a new and different adventure. I'm sure you are excited by the prospect of becoming involved in a different way in your child's education now that he/she is starting school. For those of you who have had the experience before, I feel confident that you are looking forward to the joy that each of our children bring as they take a new step on their life journey. We certainly look forward to sharing the responsibility of educating your child with you.

You may recognise some familiar procedures similar to those in place when you were at school, however, you will probably find that school for your child is a very different experience from what you remember of your primary school years.

The best way to find out about how your child will be educated at SPN is to take advantage of the many opportunities to participate in the life of the school. Our liturgies, parent workshops on how and what your child will be learning, the weekly newsletter, regular meetings with teachers and our assemblies, are just a few examples of opportunities for you to become involved in the life of your child at school.

I pray that God will bless our time together at SPN. I pray also that it will be a time full of happiness, caring and support for each other as we focus upon the learning and development of your child in a truly Catholic atmosphere of love and concern for each individual.

I wish you and your family a very happy and rewarding association with our SPN community of learners.

With every blessing

*Fiona Bylsma
Principal*

GENERAL INFORMATION

PRINCIPAL:	Ms Fiona Bylsma
ASSISTANT PRINCIPAL:	Mrs Teresa Larcher
RELIGIOUS EDUCATION CO-ORDINATOR:	Mrs Helena Dorgan
SECRETARIE:	Mrs Pip Lloyd
ADDRESS:	67 Baringa Road Northbridge 2063
TELEPHONE:	9958 7136
EMAIL:	spn@dbb.catholic.edu.au
WEB SITE:	www.stphilipneri.nsw.edu.au

TERM DATES 2024	
TERM 1:	Tuesday 30 st January to Thursday 11 th April
TERM 2:	Monday 29 th April to Thursday 5 th July
TERM 3:	Monday 22 nd July to Friday 27 th September
TERM 4:	Monday 14 th October to Friday 20 th December

Staff Development Days are set during the year and advised in the weekly newsletter and on the school calendar at the beginning of the school year.

*Please note: Kinder have different starting date in Term 1

SCHOOL HOURS	
8:15am	Staff supervision of playground commences
8:45am	Bell rings for children to move into lines
10:50am	Morning recess starts
11:10am	Morning recess ends
1.10pm	Lunch break starts
2:05 PM	Lunch break ends
3:05pm	Afternoon assembly and dismissal

HISTORY

St Philip Neri Catholic School is a single stream primary school for boys and girls. It is the most southern school in the Diocese of Broken Bay. The majority of students reside within the combined parish of Northbridge, Naremburn and Willoughby now known as the Catholic Parish of Lower North Shore.

The school was established in 1926 but until 1983 was known as St Ciaran's. The Sisters of St Joseph were the school's founding order.

As the school has grown, so has the need to provide quality facilities for the children. In 2000 work was completed on the building of six new classrooms, the extension of the Kindergarten room and the refurbishment of the library and administration area.

In 2009 we were recipients of the Federal Government stimulus package known as 'Building the Education Revolution'. This resulted in us building a new library, multipurpose room and refurbishing the Kindergarten room.



St Philip Neri

St Philip Neri worked as a layman and a priest in the 16th Century. He is remembered as a humanist. He was a popular figure with people from all walks of life and was fond of holding informal prayer and instruction gatherings. From these gatherings grew the Congregation of the Oratory, a society of priests that greatly aided the reform of the Church and still exists today.

ST PHILIP NERI SCHOOL MISSION STATEMENT

“Virtute non Verbis – Deeds not Words”

*St Philip Neri is a Catholic school community guided by our spiritual heritage.
The dignity of all inspires us to live justly and work collaboratively,
providing opportunities for individuals to realize freedom through education to
prepare them to confront the world of the future fearlessly.*

EXIT OUTCOMES

In the Catholic tradition, students at St Philip Neri School learn the message of scripture. When they leave the school they strive to be like Jesus through their

- Kindness and compassion displayed towards others
- Respect shown to their peers and the community
- Inclusiveness as they embrace difference

When students leave St Philip Neri School they are prepared to face life's challenges and are supported by their

- Leadership abilities and skills
- Environmental awareness and problem solving skills
- Sense of responsibility

When students leave St Philip Neri School the students are challenged to be

- Independent learners and effective, confident communicators
- Lifelong learners who value the collaborative education process
- Fair and just members of the community

CURRICULUM

In striving for excellence, the caring and dedicated teachers at St Philip Neri Catholic School, provide a broad education based on the NSW Board of Studies syllabus.

The Key Learning Areas are:

- Religious Education
- English
- Mathematics
- Science and Technology
- History/ Geography
- Creative Arts
- Personal Development, Health and Physical Education

RELIGIOUS EDUCATION

Religious Education is a curriculum area as well as being at the very heart of all we do.

At St. Philip Neri we support parents as the prime educators of their children. We help the children to grow and develop in faith, with Christ central to their lives. Each week the children participate in Religious Education lessons drawn from a program published by the Broken Bay Catholic Schools Office. Children celebrate the Eucharist with the whole school or their class on a regular basis. Parents are most welcome to join their children at these masses. We pray together regularly in class, at school assemblies and on special occasions.

SACRAMENTAL PROGRAM

Children are prepared for the sacraments through participation in a parish family-based program. The school actively supports the parish. Children in Year 2 are prepared for Confirmation. Reconciliation and First Eucharist are celebrated in Year 3.

STAFF

The Catholic Schools Office provides seven classroom teachers, a Librarian, and a Learning Support teacher. Specialist teachers provide tuition in Music and some sports programs.

SPORT

All children participate in a comprehensive physical education program. As a school we hold swimming and athletics carnivals each year. Children are also offered a variety of other sporting opportunities. We compete against other diocesan schools in track and field carnivals, swimming carnivals, cross-country competitions, netball, basketball and soccer gala days.

SCHOOL FEES:

School fees consist of a Diocesan Fee, School Education Fee and Diocesan School Building & Maintenance Levy.

DIOCESAN TUITION FEE:

is set by the Diocese of Broken Bay. All the money collected from this fee is returned to the Catholic Schools Office. Concessions are in place for 2nd, 3rd and 4th children if the children attend schools within the Diocesan system.

SCHOOL EDUCATION FEE:

This fee is set by the School. This Fee covers books stationary, arts and craft requirements, resources, excursions, sport (gymnastics, gross motor, dance and swimming) transport and entry costs to carnivals. It also covers cleaning and maintenance expenses.

DIOCESAN BUILDING FUND:

this fee is paid directly to the Diocese of Broken Bay, which has undertaken full responsibility for funding recurrent and capital expenditure for its schools.

ACCOUNTING PROCEDURES:

Parents will receive their accounts three times a year, first, second and third terms. Accounts should be paid as soon as possible. Alternative time payment can be arranged upon request.

PAYMENT OF ACCOUNTS

Accounts are emailed directly to parents and may be paid via, Bpay, Qks or directly at the office using Eftpos.

SUPERVISION AND CHILD SAFETY

Children are supervised throughout the school day. In the interest of your child's safety, parents are asked not to drop children off before 8:15am. There is no morning supervision before 8.15am and we encourage you to send your child to school after this time. Children who arrive early need to sit quietly in the Amphitheatre and wait until a teacher is on duty.

PUNCTUALITY:

Is important for children to settle at school and be welcomed at the **8.45am** morning line up by their teacher.

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8.15am to 3.05pm by which time all children have normally left. Safety programs are often presented to heighten the child's awareness. We ask that parents actively supervise their children if they choose to use the play equipment after school hours.

ACCIDENTS/INJURIES

Children occasionally have minor injuries from their play. They are sent to the office for First Aid care and attention to their injuries. The office staff are trained in First Aid. Any serious accident/injury or head injury is immediately treated, and parents are contacted. If parents cannot be contacted, emergency numbers will be used and, if necessary, emergency measures will be taken by the Principal or Assistant Principal.

SICKNESS

If children are ill during the day parents are usually contacted to come to school and collect them. If parents are unable to be contacted, emergency contacts may need to be used. Regardless, the children will be cared for by the staff in sick bay. In the case of contagious illnesses e.g. chicken pox, a doctors' clearance is required before returning to school.

Parents are encouraged to keep their child at home if they are ill so that other children/teachers are not infected, and they return when they are feeling well enough to learn.

SUN PROTECTION

Our school endorses the use of hats and sun cream. Children wear hats every day of the year. Parents are asked to encourage their children to use protective sun cream. Children without hats are required to sit in the shade. The school has a 'no hat no play' policy. There is a great deal of natural / man made shade in the playground that the children can take advantage of. On very hot days the children remain inside in air-conditioned comfort.

ABSENCES FROM SCHOOL/ ATTENDANCE

Regular attendance at school is essential for students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitors part as well as whole day absences. (CSO Broken Bay Guidelines).

Attendance from 8.45am to 3.05 pm is compulsory for all school aged children. Children who continually arrive late or leave early find it difficult to settle. It is extremely disruptive to their individual routine as well as the routine of the other

students. Principals have been asked to investigate more than three occurrences of late arrival or early departure.

Please note more than 15 days absence in a school year requires an **Exemption of Attendance**. The exemption is provided by the Principal. Generally, leave will not be granted for extended 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 children.

Parents who wish to seek exemption from school attendance for their child/children to go on vacations during school term need to make application by completing and submitting an **Application for Exemption from School Attendance** form. These forms are available from the office or the school website. This is a mandatory requirement of the government and the Catholic School's Broken Bay.

At SPN, we have procedures in place to ensure these guidelines are strictly adhered to. These guidelines guarantee that our class rolls are correct as they are **legal documents**. For safety reasons, if a person other than the parent is to collect your child, please inform the office first.

SPN absence procedures:

Absent from school: in the event of your child being absent from school, a note needs to be submitted via the Compass School Manager App by the parent/guardian upon the child's return to school stating:

date of absence

reason for absence

Parents are responsible for submitting absences on the app and must provide an explanation for absence within 7 days of the student's return to school.

LATE ARRIVALS TO SCHOOL:

when a student arrives at school after 8.45am, parents are to go to the school office and submit an entry in the Compass School Management Kiosk which acknowledges the partial absence. The student then takes a receipt to the class teacher.

Early departures: If a student needs to leave school early, parents need to go to the office and submit an entry in the Compass School Management Kiosk. The office staff will then contact the classroom and the student will come to the office with their bag.

Partial absence during the day: Parents need to go to the office to submit an entry in the Compass School Management Kiosk. On return to school, the parent needs to go to the school office and submit another entry which will acknowledge the child's return to school that day.

Requesting leave: applications for extended leave for over 10 days from school, need to be made in advance in writing to the School Principal.

Changing schools: When a student leaves the school they are required to notify the school of their intended leaving date in writing and complete a school leaver's form provided by the school office.

Extended Absences: If you are aware that your child will be away for a number of days it is necessary to inform the class teacher in writing. Supplying work for students on extended absences is possible but not always practical given that children need to be present for the learning cycle and instructions etc. Please discuss suitable activities if needed with your class teacher.

With these guidelines we are now required to notify CSO of all prolonged absences and partial absences.

These guidelines are in place for the safety of the students and we thank you for your cooperation with these procedures.

DEPARTURE TIMES

It is important that your child is clear about their pickup or departure details. This helps minimise stress and confusion for your child. A good strategy if routines vary is to write out a timetable and place it in your child's bag.

Parents are asked to contact the school (unless prior arrangements have been made) if they will be later than 3.15pm. This helps alleviate children's concerns as they are often upset if they feel they should have been picked up sooner. All children are usually picked up by 3.20pm so that teachers can be back in classrooms for planning and meetings etc. Children remaining will be relocated to the office area for supervision. Your assistance in this area is greatly appreciated.

Kiss & Ride in the Mornings;

St Philip Neri offers a Kiss & Ride service. Children can be dropped at the front of the school in the red zone in the mornings.

After School Arrangements:

Students being collected by parents will assemble in the amphitheatre on Monday and Friday. On Tuesday, Wednesday and Thursday, students will be dismissed from their classrooms. In the event of wet weather children are dismissed from the classrooms. We ask that parents wait in the amphitheatre area to collect children.

Bus:

Students catching a bus assemble in lines at the back gate and are escorted to the buses by a teacher.

Kiss and Ride:

These students will assemble outside the church at the gate and will be escorted by teachers on duty in the afternoon.

TRAFFIC

Our school is bounded by some busy roads and small back streets.

Traffic is particularly heavy in the afternoons when the children are being picked up. We ask that you take **responsibility** to ensure the **safety** of the children. We encourage parents to use our Kiss and Ride to collect children.

AFTER SCHOOL CARE

After school care is provided on-site at St Philip Neri in the Parish Hall.



CHILD PROTECTION

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

In particular the school will:

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

Maintaining Professionalism

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

We understand that staff have a duty of care to:

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

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

SPN Staff strive to:

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

Addressing Complaints of Inappropriate Behaviour by Staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff.

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

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

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

Screening of those working in schools

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

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

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign on at the Compass Management System Kiosk in the front office, be inducted and obtain a visitor's badge from the office as per school procedure.
- Check with the school what the current legal requirements are for working with children.
- Not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to

be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

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

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

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

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

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

If you would like further information regarding any of the above, please speak to your Principal first or feel free to contact the CSO Child Protection Team on: **Phone: 9847 0618**

Responding to risk of harm

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

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

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

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

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

Summary: COMPLAINTS

At SPN we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection). Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the CSO website at <https://curianet.dbb.org.au/Catholicschooloffice/dssresources/Pages/default.aspx>

GENERAL INFORMATION

ASSEMBLIES

A whole school assembly is held each Friday. PBL and Weekly Awards are given to children in each class and birthdays are celebrated. Parents are always welcome to attend.

ASSESSMENT / EVALUATION

Ongoing communication between family and school is essential. Parent/teacher information evenings are held early in the year. In the middle of the year there are individual parent/teacher interviews to discuss each child's progress. A written report is sent home twice a year.

Children's progress is monitored on a regular basis and all areas of the curriculum are regularly assessed and evaluated by teachers.

BOOK CLUB

Each term our children have the opportunity to buy books through Scholastic Australia. *All purchases are purely optional.* Brochures are sent home and, if you wish to purchase, your selections are to be sent back to the office by the closing date. It usually takes a few weeks before delivery. We appreciate the help of parents who voluntarily provide this service to the children.

COLOUR HOUSES

Children are allocated to one of four houses.

Mackillop **Baringa** **Florence** **Ciaran**

CONTACT NUMBERS

You are urged to have all contact numbers held by the school up to date and current - especially the emergency numbers and parent contact numbers. PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY of any changes of address, phone number or contact numbers

EXCURSIONS

Excursions of various types are planned to provide valuable learning experiences for all children and to support the work being taught in class. Details are always provided in advance and parents are often involved. Written permission is always required prior to an excursion.

HOMEWORK

Homework is set for children in all grades. The extent and nature of homework varies with each grade. As part of the parent-teacher information meeting early in the school year, teachers will outline their particular expectations and requirements.

Why do children do homework?

Homework is one way that children can practise the skills that they are learning at school. It is an important opportunity to share their successes with you and their parents and to celebrate them together. This is 'a snapshot' for their parents of some of what their child is learning at school.

What else do children learn at home?

It is important to remember that children do other kinds of learning at home other than that set by teachers from school. Remember, parents are their child's first teachers and parents continue to educate them even after they begin school. The parents' role is crucial to their success as learners. Their child continues to learn with their support and encouragement in many ways out of school hours. Some of the ways that their child continues to learn and develop, not just academically, but spiritually, physically, emotionally and socially are by:

- Praying together as a family,
- Listening to parents reading to him/her every night (even when they can read by themselves),
- Talking to parents and sharing an experience with them (for example, cooking or playing a game together),
- Playing with other children e.g. kicking a ball, skipping, imaginary play,
- Playing organised sport e.g. Little Athletics, music, dancing etc.

It is good to incorporate these types of activities into homework schedules sometimes.

What will children usually do for homework?

Homework for children at SPN involves the children in reading and writing and Mathematics (including Mathletics). In older grades students complete homework that is linked to their History, Geography and Science units of work. From time to time the children may be asked to complete work begun at school.

We believe that it is important for the children to read every night because literacy is the key to successful lifelong learning.

IMMUNISATION

Children are required to present an Immunisation Certificate to the school. The Certificate reminds and encourages parents to have their child immunised against diseases which can be prevented by immunisation. The certificate is available online at <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>
Unimmunised children may be required to stay at home if there is an outbreak of any of the childhood diseases. This will prevent the spread of the disease to other children, families and the community.

INTERVIEWS WITH CLASS TEACHERS

Parents are encouraged to keep in regular contact with class teachers. It is preferable to arrange a mutually agreed upon time, either before or after school, so that teachers can prepare adequately for the meeting. If you would like to schedule an appointment, you can email or call the school office.

LOST PROPERTY

We encourage our children to be **responsible** for their clothes and belongings. However, occasionally these are lost / misplaced. If each item has the child's **NAME clearly labelled** it can be returned to the correct owner. A clothing rack is located outside the School Hall where items of named and unnamed clothing are kept.

MEDICATION/MEDICINE

If it is absolutely necessary that a child needs to take medication during the school day, the medication together with a medication form needs to be left at the office on the child's arrival at school. The authorisation for the administration of medication note can be found on our website. All medication to be administered requires authorisation from a qualified health care professional (including Panadol). **For safety reasons, medication is not to be self-administered.** The office staff will assist children in taking their medication.

The medication note needs to include the following information:

- Child's name
- Class
- Doctor who has prescribed the medication
- Medication name
- Dosage
- Time of Dosage

MONEY

All money sent to the school needs to be in sealed envelopes (even put sticky tape on the edges where coins will roll out!). The front of the envelope needs the following information:

- Child's name
- Class
- Amount
- Details of payment

NEWSLETTER

The weekly newsletter is sent out via the MailChimp apps and can also be accessed from the school website

Please read each newsletter carefully and note events, dates and times on you family calendar.

OFFICE HOURS

The School office is officially open from 8:20am to 3:30pm during the school term.

PASTORAL CARE/ BEHAVIOUR MANAGEMENT

St Philip Neri School has a whole school approach to bring about positive behaviour; this approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of *support* to bring about these positive behaviours.

“Student discipline practices are based on restorative principles and are respectful of the dignity, rights and fundamental freedom of individual students and at the same time are focused on the effective running of the school for the benefit of all.”

Diocesan School Behaviour Management and Student Discipline Policy

Bullying is not acceptable at any time at SPN. It is not acceptable for parents to contact each other regarding playground/class incidences. Please inform the class teacher, Assistant Principal or Principal of all incidents that are potentially of concern or may require follow up.

POSITIVE BEHAVIOURS FOR LEARNING (PBL)

At St Philip Neri, Northbridge, we follow a school wide *Behaviour Expectations* framework. Our 3 school rules are:

At St Philip Neri, Northbridge:

We are Respectful We are Responsible We are Life Long Learners.

The framework for Behaviour Management at SPN is centred on the principles of the **Positive Behaviour for Learning** model or PBL. This model adopts proactive strategies for defining, teaching and supporting appropriate student behaviours to create positive school environments.

The St Philip Neri School, Positive Behaviour for Learning (PBL) approach to behaviour management focuses on: teaching, practicing, applying and acknowledging appropriate behaviours. A PBL team of staff members manage the process of support to staff and the school community. PBL student leaders (Year 6) are also appointed and play a role in the process.

At SPN we are committed to *acknowledging* student’s positive behaviour to encourage adherence to school rules and behavioural expectations. Appropriate feedback, an engaging curriculum and a positive and enriching learning environment, are the foundations for encouraging and maintaining Positive Behaviours for Learning.

A tangible system of *mini merit awards* is in place at SPN to acknowledge students that demonstrate Positive Behaviour for Learning in the classroom and on the playground.

To assist in the process of *preventing* the reoccurrence of inappropriate behaviours, staff at St Philip Neri School are committed to collecting data to help inform decision making. This includes:

- Class and Playground Time Out Slip data is recorded in the PBL online database to track individual student behaviour. The data is monitored and presented at each PBL team meeting for discussion. It is used by the PBL team for future planning as well as individual intervention.
- Each child’s *Mini Merits* are recorded by the class teacher and data is collated and tracked by the PBL team for consistency.

- Whole school Assembly presentations are made to children that achieve Silver and Gold PBL Awards.

PBL at St Philip Neri is concerned with the dignity and integral growth of each person, based on the teachings of Jesus Christ. Our behaviour Expectations matrix makes special mention of scripture references that guide positive behaviours and learning.

PERSONAL INFORMATION/PRIVACY

From time to time we publish children's results from the International Competitions for Australian Schools (ICAS) Competitions (co-ordinated by The University of New South Wales). i.e. Maths, English, Science & Digital Technologies Competitions. We also publish places in sporting events, other awards and achievements. If you have any concerns about your child's name appearing in our School Newsletter please contact the office.

Additionally, we may use photos of children and adults from significant SPN events on our website and our Facebook page. We also on occasion send photos of our children to newspapers or to the Catholic Schools Office for inclusion with an article about St Philip Neri. If you do not wish photos of your child to be used in any publications at school, Catholic Schools Office, website or newspapers, please contact the school office in writing.

PLAY EQUIPMENT

Children are not allowed to play on the equipment before or after school. Staff supervision of the play equipment is provided during school time only. **If students do play on the equipment after school, it is the parent's responsibility to supervise them.**

QUERIES AND CONCERNS

For general information, ring or visit the Office. Teachers are usually available for the half hour before and after school but not during school hours. It is advisable to phone for an appointment if you want a lengthy discussion with the Principal or class teachers.

COMPASS APP

The St Philip Neri COMPASS App can be downloaded to mobile devices via the App or Google store. The App provides alerts and updates on school events, access to the school calendar, class parent information and mobile access to the school newsletter.

STUDENT MOBILE PHONES

Mobile phones are not needed by students at school. We understand that some parents may wish to contact their child after school as a safety measure, when they are travelling home. It is inappropriate for children to have access to mobiles during the school day.

So, if parents wish their child to bring a mobile phone to school, written permission is required, and the phone needs to be clearly labelled with the child's name and class. Students will need to hand in the phones to the school office during school hours and collect them at the end of the day. No child will be allowed to use their phone on school premises, as the office is the point of contact for parent communication, should it be required.

SUPERVISION

Playground supervision commences at 8.15am. Children should not be on the premises earlier than this. Children should be collected from the Amphitheatre by 3.15pm. Children are supervised in the Office foyer if not collected shortly after dismissal.

STAFF DEVELOPMENT

Teachers are professionals who regularly update their knowledge and skills so as to provide quality education. Teachers spend a great deal of time engaged in planning and professional development.

Each year, Diocesan schools suspend classes for 6 pupil free days. When staff development days are planned, you will receive at least 4 weeks notice of the date and purpose of the day. One of these 6 days is always the first day of each new school year and 2 are at the last 2 days of school at year's end.

TEACHER ABSENCES

On occasional days throughout the year, class teachers may be ill or released from class to attend inservice courses, planning, meetings etc. Qualified relief teachers continue the teacher's daily program on these days working closely with their grade partners to ensure the child's learning continues. Consistency of relief teachers on a class is always a priority.

WAYS PARENTS CAN BE INVOLVED AT SPN

In the spirit of partnership, at SPN we recognise the gifts of our parents by welcoming them to be involved in valuable, meaningful and worthwhile activities in the life of our school.

PARENTS & FRIENDS ASSOCIATION

We are truly blessed by a committed and effective P&F Association here at SPN who work with us to provide quality-learning experience for our children and to develop a strong sense of belonging and connectedness in our community.

The P&F organise some wonderful fundraising and social events throughout our school year.

CLASS PARENT NETWORK

The Class Parent Network complements the role of the P&F Association drawing parents more fully into the school community of St Philip Neri. Its purpose is to promote a co-operative atmosphere between parents and teachers, ensuring a supportive working partnership for the benefit of all our children. Each class has several class parents and in turn these class parents form a team liaise regularly with the P& F and the Principal. Each class parent group are responsible for the organisation of one or more events throughout the year such as Mother's Day morning tea, Father's Day breakfast, Grandparent's Day and Welcome Drinks.

The Class Parent Network has a strong pastoral dimension and the Class Parent is also a support person for the class teacher, parents and new families

to the class. The Class Parent Network also support SPN families who are in need of support through illness, bereavement, new baby etc.

Class parents also co-ordinate social events for the Year level, for example, for Year 1 or Year 5 parents, so that you have the opportunity to meet and get to know the families of your children's classmates, with whom you will be sharing the journey in a special way.

COMMUNICATION

We aim to maintain very effective home/school communication, so that we can work in partnership for the very best education for the children in our care. Please email directly to spn@dbb.catholic.edu.au if you would like to communicate with any staff. The Principal and the teachers are always very happy to meet with parents to discuss any issues which may be of concern.

We also have:

- A weekly online Newsletter with calendar dates of coming events
- Compass App for notifications
- Parent/teacher interviews
- Parent information evenings
- Assemblies and special presentations
- Educational get-togethers which focus on topics which will affect your child's learning eg. Literacy & Maths Forums
- Term Calendar which is also added to our website

UNIFORM

The wearing of school uniform is compulsory at St. Philip Neri. It gives the children a sense of pride and identification with the St. Philip Neri community. A serious responsibility lies with parents to ensure children wear the correct uniform.

Uniforms are available from our School Uniform Shop.

Second hand tunics, dresses, shorts and blouses are also available.

No jewellery should be worn other than a watch or small plain studs or sleepers in pierced ears. Long hair (below collar length) should be tied back

GIRLS

Summer

Blue and white stripe dress
White ankle socks
Black lace-up shoes
Royal blue hat (school crest)
Ribbons/scrunchies – royal blue or striped.

Winter

Blue check tunic
Blue check trousers (optional)

Blue long sleeve blouse
Royal blue pullover
School tie
Sky blue socks or navy tights
Black lace-up shoes

Summer Sports

Gold Polo top with crest
Royal blue knit shorts
White ankle socks
Sports shoes

Winter Sports

Royal blue track pants
Royal blue fleecy stud jacket with crest
Gold polo top with crest (long or short sleeve)

Winter

Blue long sleeve shirt
Grey pants
Short grey socks
Royal blue pullover
Blue check tie

Summer Sports

Gold polo top with crest
Royal blue knit shorts
White ankle socks
Sports shoes

BOYS

Summer

Grey short pants
Blue short sleeve shirt
Short grey socks
Blue school hat (with crest)
Black lace-up shoes
Black lace-up shoes

Winter Sports

Royal blue track pants
Royal blue fleecy stud jacket with crest
Gold polo top with crest (long or short sleeve)
Sports shoes

Other items also available from Uniform Shop

Library bags
Excursion bags
Swimming caps (in house colours)
School bags



What specialist programs does St Philip Neri offer?

MUSIC

We have a Music specialist teacher working with all grades for a lesson once a week.

PE/ SPORT

All children participate in a comprehensive class program as part of the Key Learning Area of Personal Development, Health and Physical Education.

This includes fitness sessions, skill lessons and sporting sessions each week. In addition, children have one forty-minute lesson per week with our specialist PE teacher.

As a school, we hold annual swimming, athletics and cross-country carnivals as well as participating at local, diocesan and state levels. Children with special sporting talents are offered a variety of opportunities to join diocesan and state teams.

For all children a number of sporting gala days are open to students in the primary grades, and these students are organised into teams to play against other schools.

GIFTED AND TALENTED

Our students are offered a range of extension groups and activities:

MATHS OLYMPIAD

This is an individual Maths problem solving competition aimed at students in Years 5 and 6. It aims to develop and encourage flexibility and creativity in the use of problem-solving strategies.

ICAS UNIVERSITY COMPETITIONS

Our students in Years 5-6 can choose to participate in the annual ICAS NSW University Competitions in the areas Science, Writing, English and Mathematics.

CHOIR

Children in Years 3-6 are eligible to participate in the choir. They rehearse at lunchtimes and participate in School and Family Parish Masses and other school functions.

BAND

Another extra-curricular opportunity for students in Years 3 - 6 the area of music includes the school Band. The band rehearses on Wednesday Mornings before school and each child receives a small group lesson during that school day. Our bands take the opportunity to perform for parents with group and individual performance evenings throughout the year.

BEFORE SCHOOL AND LUNCH TIME ACTIVITIES

Children may choose to participate in some Before School and Lunch Club which are offered at different times throughout the year, such as:

BEFORE SCHOOL:

French classes

LUNCH CLUB ACTIVITIES (THESE VARY EACH TERM)

Double Dutch Skipping

Chess Club

Wellbeing Club

Drawing and Art classes

Library

Gardening/Vege Patch Lunch Club

SAFEGUARDING

<https://csbb.catholic.edu.au/about-us/safeguarding/>

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:



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).

