



SACRED HEART CATHOLIC SCHOOL PYMBLE



PARENT HANDBOOK

Sacred Heart Catholic School

1 Bobbin Head Road

Pymble NSW 2073

Tel: 9440 8056

Email: shp@dbb.catholic.edu.au

Website: www.shpdbb.catholic.edu.au

SHP STAFF 2022

Principal	Mary Hor	
Assistant Principal	Kerry Paxton	
Religious Education Co-ordinator	Tim Herbert	Term 2
Class Teachers - Kindergarten	Doug Hickey	K Maroon
	Leanne Grouse	K White
Class Teachers – Year 1	Jo Alexander	1 Maroon
	Suzanne Simpkins	1 White – Mon/Tues/Wed
	Emma Cullen	1 White – Thurs/Fri
Class Teachers – Year 2	Elizabeth Morgan	2 Maroon
	Madeline Lakeman	2 White
Class Teacher – Year 3	Simone Huttary	3 Maroon
Class Teacher – Year 3/4	Louise Jongejan	3/4 White
Class Teacher – Year 4	Emily Horne	4 Maroon - Mon/Tue/Wed/Thurs
	Jenny Ryan	4 Maroon - Fri
Class Teacher – Year 5	David Casey	5 Maroon - Mon/Tue/Wed. Thur Even weeks
	Kerry Paxton	5 Maroon – Fri. Thurs - Odd weeks
Class Teacher – Year 6	Tim Herbert	6 Maroon
The Literacy Centre	Laura Munce	Tues/Wed/Thurs
Learning Support Teacher	Felicity Noonan	Mon/Tue/Thurs/Fri
	Jenny Powell	Tue/Wed/Thurs
Teacher Assistants	Belinda Smallwood	Mon/Tue/Fri
	Jo Lawrence	Wed/Thurs/Fri
Sport Teacher	Darren Nosti	Tue/Wed
Music Teacher	Melinda Forster	Tue/Wed
Senior Administration Officer	Michelle Breytenbach	
Administration Officer	Holly Sahlman	Thurs/Fri
Canteen Supervisor	Liz Rusak	
Uniform Shop Co-ordinator	Sonja Paterson	Tue

TERM DATES 2022

Friday 28 January:	Staff Development Day
Monday 31 January:	Year 1-6 MAI Assessments Kindy Best Start Assessments
Tuesday 1 February:	Year 1-6 Return Kindy Best Start Assessments
Thursday 3 February:	Kindy's First Day
Friday 8 April:	Last Day Term 1
Easter:	Good Friday – 15 April Easter Monday – 18 April
Tuesday 26 April:	First Day Term 2
Fri 1 July:	Last Day Term 2
Mon 18 July:	First Day Term 3
Fri 23 September:	Last Day Term 3
Mon 10 October:	First Day Term 4
Wednesday 15 December:	TBC

**This is a guide only.
Please check the school calendar
on the website regularly for updates.**

ABSENCES

General

If your child is absent from school, please enter their leave on the Compass Parent Portal.

Extended Leave

If you intend to travel outside of school holidays for 10 or more school days, an 'Application for Exemption from School' form must be completed. This form must be handed to the office with a copy of your itinerary or e-ticket prior to the leave being taken. Once a certificate is issued you can enter your child's leave on the Compass Parent Portal.

Late Arrivals or Early Departures

Students arriving after the 8.45am morning bell are "late arrivals" and both parent and student must come to the office to enter their arrival or departure at the Compass Kiosk in front reception.

Students leaving early during the school day for any reason need a parent to come to the office, the office staff will call your child's class and have them sent to the office. If your child is returning to school, please come to the office and enter them back in via the kiosk.

If someone other than a parent (e.g. a grandparent, carer etc) drops a student off or picks up early, the office staff will enter their arrival or departure in Compass.

BELL TIMES

8.20am	Morning playground duty commences (no bell)
8.45am	Children line up in class lines – morning assembly
10.45am	Recess begins
11.10am	Wash bell
11.15am	End of Recess
1.15pm	Lunch begins - children sit under shade area to eat lunch
1.30pm	Children go to playground areas
1.55pm	Wash bell
2.00pm	Children assemble in quadrangle in class lines
3.00pm	End of school day

CAN WE CONTACT YOU?

It is important you update the office immediately if you have any change of circumstances or contact information, particularly phone numbers and email. Please update all changes on the Compass Parent Portal and email the office.

COMMUNICATION

All emails to the school should be directed to shp@dbb.catholic.edu.au as this ensures they will be received and addressed to the correct recipient. Best practice is to email all teacher correspondence to the school email above which will ensure, in the teacher's absence, the matter is dealt with promptly.

CANTEEN

The canteen is open on Wednesdays and Fridays for recess and lunch. All orders are placed and paid for via the Qkr payment app. Counter sales for snacks are also available.

If you would like to volunteer to help in the canteen, please email the school office.

COMMUNICATION WITH THE PRINCIPAL AND TEACHERS

The Principal and our school staff are available to discuss any issues with you at a mutually suitable time. Appointments can be arranged through the school office. Teachers are not available for meetings or phone calls during classroom teaching time.

EXCURSIONS & PERMISSION SLIPS

Please ensure you sign and return your excursion permission slips by the required date; these are distributed in either hardcopy or online. Children are **not** permitted to attend excursions unless the parent has completed and submitted the necessary forms.

FRIENDSHIP LISTS

Class parents will be in contact with you at the beginning of each year regarding creating a friendship list for your child's class. It is not compulsory to provide any information. You can provide what you are comfortable to share to help families in your child's class stay in touch. A list will then be distributed to all families who wish to be included. The list is not to be used for any other purposes (marketing, etc). The school will email families regarding school and class events, plus all information for upcoming events is available on our website.

GOING HOME TRAVEL ARRANGEMENTS

There are a few different ways for students to go home. They are:

- **Pick up** - the children can be collected from the quadrangle.
- **Drive through** – contact the office for the procedures for drive through and to order a laminated family sign to place in your car.
- **Bus** – go online to <https://www.opal.com.au/en/about-opal/opal-for-school-students/> to complete an application form. Transport NSW will then send it to us for endorsement. The Opal Card will be mailed to your home address.
- **OSHC** – staff from OSHC will collect your child from the quadrangle after school.

Please ensure your child's teacher is aware of what the normal going home arrangements are for your child. Any variations to the normal arrangement must be notified to school either by an email or phone call to the office.

If you would like your child to go home with another parent, please let the school office know. No child may go home with anyone other than the normal "pick up" person without prior permission from the parent.

On the rare occasion that pick up arrangements change during the day please advise the office before 2.20pm so the student can be notified prior to dismissal.

LABELLING OF BELONGINGS

All clothing and belongings are to be labeled clearly with your child's name to ensure it can be returned to them.

MEDICATION

The office staff cannot dispense any medications without the written consent from the prescribing doctor and parent.

The procedure for the dispensing of medication is as follows:

- If your child needs medication (prescription or over the counter) at school a "Request to Administer Medication at School" form can be downloaded from our website, completed, signed and handed to the office with the medication **in its original packaging**.
- The medication will be kept in the office, refrigerated if necessary, and will be administered to your child at the required time.
- Any unused medication **must be** collected by the parent at the end of the day.

NEWSLETTER

The school newsletter is emailed to families fortnightly on a Friday or can be accessed on our website.

NOTES TO THE CLASS

If you wish to distribute a note to the children in your class (e.g. Class Parent Notes) it needs to be approved by the Principal and will be distributed by the office staff.

OFFICE

The School Office is open from 8.20am to 4.00pm, Monday to Friday (term time only). All current handouts, newsletters, event dates and information are available on our website –

www.shpddb.catholic.edu.au.

OUT OF SCHOOL HOURS CARE (OSHC)

Before and after school care is run by Catholic Care on the school grounds. It is open before school from 7.00am and after school until 6.00pm, plus vacation care during school holidays. For enrolment forms and fee information please contact the centre director on 0427 013 778.

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 class teacher.
- If your child has a concern or complaint about another student, they should raise the issue with the relevant teacher or the 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 or the 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*

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*

SCHOOL FEES

All school fees are due and payable by the due date. They are billed at the beginning of the year in monthly installments.

If you have any concerns or difficulties with paying your school fees, please contact Michelle in the office to discuss prior to your account becoming overdue. Once overdue, it will be sent to the Catholic Schools Broken Bay for follow up.

UNIFORM SHOP

The uniform shop is open on Tuesday mornings from 8.30am to 10.00am to purchase any uniform requirements. You can view the price list on our website. Orders can also be placed online and paid

for via the Qkr Payment App. Your order will be sent home with your child on Tuesdays.

Please note our returns policy – items can be exchanged for another size as long as items have tags on and in original packaging. There is no exchange or refund on change of mind.

WEBSITE

For all current school information please refer to our website
www.shpdbb.catholic.edu.au



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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 \(NSWCSS\)](#) [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).