Dear Lord,

Together we come to praise you

For the natural beauty you surround us with,

The families we belong to,

and the happiness in our lives.

We pray that you will always keep us close to you

Each and every day,

As we grow in faith and knowledge.

Help us to become “Alive in Christ”,

Caring for others, doing our best,

And spreading the Good News

Just like St Brendan.

Bless us today with Your Spirit.        Amen.
This handbook is a summary of some of the policies and procedures which our school has developed. Complete versions of all school policies are available at the office upon request and are also available on the school’s website, www.sblmddie.catholic.edu.au

PARENTS AS PARTNERS AT ST. BRENDAN’S CATHOLIC SCHOOL
The parents of St Brendan’s play a variety of roles in the school’s long-term planning and in its day-to-day routines and organisation. Parent voice is crucial to maintaining and nurturing the open and respectful relationships which form the foundation from which we work to ensure the best outcomes for all students.

Our aim at St. Brendan’s is to support and supplement the efforts of parents in providing a holistic education for all students. It is expected that the staff and the parents work in unison to encourage the children to express Christian values in all they do and say. St Brendan’s community provides all children with opportunities to experience creativity, mutual help, sincerity and caring relationships with others. Each child is supported to fully develop their academic, physical and social abilities. The school provides a solid foundation in basic subjects, as well as offering activities that will extend and stimulate the children, guiding them towards self-directed learning.

VISION STATEMENT
St. Brendan’s School Community strives to:
* create an atmosphere where Christ is seen as the centre of our lives
* develop an understanding of the Catholic faith through its teaching, traditions and the Gospel values
* promote the growth of the whole person spiritually, socially, emotionally, intellectually and physically
* cultivate within the individual an awareness of developing and living in harmony with the environment
* foster within each person an awareness of their uniqueness and the dignity and worth of others
* encourage the family in its role as the primary educator of the child.
* provide a quality education and promote a desire for excellence within the individual.

HISTORY OF ST. BRENDAN’S SCHOOL
St. Brendan’s was founded on 30 January 1989. Currently, the school is made up of 20 classes. The school also has a K-2 composite class (the Hive) to support students with learning needs.

St. Brendan’s is one of two primary schools in the Catholic Community of Toukley/Lake Munmorah. The Parish Administrator is Father Stephen Wayoyi

The school is staffed by dedicated lay teachers who provide quality education to the children in all Key Learning Areas (KLAs). There are also a number of specialist staff members to provide quality education in Physical Education, Technology, Music and Library.

THE RELIGIOUS DIMENSION

RELIGIOUS EDUCATION (KLA)
Formal Religious Education lessons are taught in each class daily. The content of these lessons focuses on enhancing religious knowledge as well as affirming the transfer of this knowledge into everyday life.

The school aims to promote an active, conscious and genuine participation in liturgical celebrations. The community regularly celebrates our Catholic faith through Masses and liturgies. St Brendan’s community also very much values opportunities to demonstrate their love of God and discipleship in action through supporting initiatives which broaden our knowledge and understanding of those less fortunate.
THE ACADEMIC DIMENSION

CURRICULUM
All Board of Studies Syllabus requirements are complied with at St Brendan's. The Key Learning Areas of English, Mathematics, History & Geography, Science & Technology, Creative Arts and Personal Development, Health & Physical Education are all taught across the twenty-five hours per week of formal instruction. Policies on each area are available for your perusal on the website.

HIGHER ABILITY STUDENTS
At St Brendan's there is a highly valued culture of supporting students to perform to the best of their ability. To support those students who are highly capable of achieving outstanding results, a co-ordinator of higher ability programs works closely with classroom teachers to design programs to meet the student’s needs. There are also a number of competitions and initiatives advertised to these students.

LEARNING SUPPORT
The Learning Support team at St Brendan’s work together with class teachers to support individual student needs.

HOMEWORK
The school is currently reviewing the Homework Policy in light of the recent release of the extensive Victorian Study into the validity and learning gains of homework. Following community discussions, the school’s Homework Policy will be amended and placed on the website for your information. For Kindergarten students, the school supports early years learning at home via a YouTube site.

THE EMOTIONAL/ SOCIAL DIMENSION

BUDDY PROGRAM
This program is designed to assist Kindergarten students to settle into our community. Each Year 5 student is buddied with a Kindergarten student to support them through their first two years at school.

FLO AND CLASS PARENTS
The St Brendan’s community is very fortunate to have the services of a Family Liaison Officer (FLO). The FLO supports, communicates and coordinates Class Parents whose main role is to assist class teachers with parent volunteer involvement e.g. reading, journal writing, sport, craft, excursions etc. They also welcome new families and acknowledge important events within our school community. Our FLO and Class Parents have been carefully chosen for their confidentiality, school familiarity, knowledge of P & F, accessibility to teacher and other parents, openness and understanding.

WELLBEING

KIDSMATTER
St Brendan’s prides itself on being a KidsMatter school. KidsMatter is a government initiative designed to promote and support student mental health and wellbeing. KidsMatter concepts are regularly discussed at the Wellbeing Team meetings. This Team meets on a regular basis and plans initiatives to encourage and deepen awareness of mental health and wellbeing in students and families.

POSITIVE BEHAVIOUR for LEARNING (PBL)
It is expected that all children at St Brendan’s will exhibit good behaviours at all times. Christian attitudes, courtesy and good manners have a high priority at the school. All members of the community are expected to “Respect Others, Self and the Environment” (ROSE).
St Brendan’s follows the **POSITIVE BEHAVIOUR for LEARNING (PBL)** framework. This is a research-based program that encourages positive behaviour that supports student learning. Formal lessons are taught to the children based on the school’s ROSE rules. ROSE is an acronym for Respect Others, Self and the Environment. There is a weekly acknowledgement given as an award during Friday assembly to a student from each class who has worked hard to follow the fortnightly ROSE rule.

The school has the right to suspend or exclude students from the classroom program following the procedures outlined in the school’s Pastoral Care Policy and the Diocesan Student Discipline Policy.

**Corporal punishment is not allowed at St Brendan’s School.** Parents, staff and visitors to the school are strictly forbidden from administering any corporal punishment.

**THE PHYSICAL DIMENSION**

There are many and varied opportunities for students to compete in a range of sports. All classes have a weekly PE lesson taught by a specialist teacher. In addition, all classes have a Sports lesson weekly. There are whole school sport carnivals including athletics and cross country running. There are four colour houses at St Brendan’s.

Year 2 students participate in a ‘learn to swim’ program which is a week long program offered in term 4. Year 3-6 participate in Gala Days and can opt to be involved in cricket and rugby league teams.

There is also a Diocesan competitive pathway for those exhibiting excellence in sports; opportunities are advertised via the office.

**THE FINANCIAL DIMENSION**

**SCHOOL FEES**

A tax invoice for the whole year will be sent home at the beginning of the year. The standard arrangement for payment of fees is in three instalments - once each in Terms 1, 2 and 3. Upon application to the principal, alternative arrangements may be made. All fee payments should be completed by November each year.

The Diocesan Schools Board of the Diocese of Broken Bay has set school fees for 2015 as follows:

<table>
<thead>
<tr>
<th>TUITION FEE 2016</th>
<th>First Child</th>
<th>$1492.00 per annum</th>
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<tbody>
<tr>
<td></td>
<td>Second Child</td>
<td>$1193.00 per annum</td>
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<td></td>
<td>Third Child</td>
<td>$746.00 per annum</td>
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<tr>
<td></td>
<td>Fourth Child</td>
<td>nil</td>
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</tbody>
</table>

**DIOCESAN BUILDING FUND 2016**

Billed to the eldest child in a Diocesan school, this fee will be included on your school fees account. The fee for the Diocesan Building Fund is: Per Family $910.00 per annum

**EDUCATION FEE 2016**

This fee is billed to each child and covers all school related expenses, e.g. excursions and incursions; sport levies and general sport expenses; curriculum resources; cleaning of the school and associated grounds maintenance and security. The only expenses this fee will not cover will be the Year 6 Canberra Excursion ($304); Year 6 Graduation (incl. gst) $40; the Year 5 Leadership Camp ($107) and Year 2 Swimming ($42).

Kindergarten - Year 6 $453.00

**FUNDRAISING LEVY 2016**

$75 per family
STUDENT VOICE

STUDENT LEADERSHIP TEAM and STUDENT COUNCIL (SRC)
The official student leadership team consists of two Year 6 students who are elected as School Captains and two Year 6 students who are elected as Vice Captains. Four Year 6 students are elected to lead the colour houses. These students represent the school at a variety of functions and liaise with the community about important leadership initiatives.

In addition, students are selected to represent other students on the School’s Student Representative Council. The purpose of the SRC is to ensure that student voice is valued here at St Brendan’s. Generally, the Student Councillors and School Captains make formal speeches, discuss social awareness activities, promote the Positive Behaviours for Learning (PBL) framework and participate in other ceremonial activities.

OTHER

ABSENTEE NOTES
All absences should be telephoned through to the school and then followed up with a written note explaining the absence.

BAPTISMAL AND BIRTH CERTIFICATES
Baptismal and Birth Certificates must be sighted on enrolment and will be returned directly to the parents on the transfer of relevant information to the enrolment form.

CANTEEN
Our school canteen is fully operational 5 days a week. The Canteen is operated by the Canteen Manager. Price lists are available at the beginning of each school year.

CHANGE OF ADDRESS AND CONTACT DETAILS
The school is obliged to keep accurate records of all pupils and therefore should you change your address, telephone number, etc. you are requested to notify the school immediately.

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.

CHILD PROTECTION: COMPLAINT MANAGEMENT
We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:
• If you or your child has a complaint about a student other than your own child you should raise it with your child’s class teacher.
• If you or your child has 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 or your child has 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).

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.

COUNSELLING SERVICE
To access this service, parents complete a confidential request for Counselling form which is sent to the Catholic Schools Office. Once processed, the School Counsellor will contact the parent to discuss how they can be of assistance. They are also a great source of knowledge regarding other community services. The counselling service provides a confidential environment where students can talk about difficulties they face. The Counsellor helps students develop problem-solving and coping strategies that can be used to deal with difficult situations and help them get back on track when things aren’t going so well. Please contact the school office if you wish to find out more about this service.

DAILY TIMETABLE

7:50 am          Teacher supervision begins
                 (No student to be dropped at school prior to 7.50 am)
8:20 am          - 10:20 am  Morning classes
10:20 am         - 10:50 am  Recess
10:50 am         - 12:50 pm  Mid-morning classes
12:50 pm         - 1:30 pm   Lunch/Play
1:30 pm          - 2:30 pm   Afternoon classes

EXCURSIONS/CAMPS
Parents are required to complete and sign a permission form when children are going on excursions and camps.
MAINTAINING PROFESSIONALISM
All staff are expected to act professionally and in accordance with the school’s expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:
• Ensure no child is exposed to foreseeable risk of harm
• Take action to minimise risk
• Supervise actively and
• If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

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

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

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. ‘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.

IMMUNISATION
It is important that your child is fully immunised before commencing school. We have been advised by the NSW Public Health Department that, "changes to the NSW Public Health Act 1991 mean that parents with
children starting school in the Kindergarten class, must present an Immunisation Certificate at the time of school enrolment”.

MEDICATION
Teachers are not permitted to dispense medication to children. Any necessary medication will be administered via the School Office but only after relevant medical forms have been completed by the parent/carer and doctor. Administration of Medication Forms are available from the school office. Medications need to be in their original containers, clearly labelled.
All sick and injured children are to be referred to the first aid officer in the office.

MOBILE PHONES
Valuable items are not to be brought to school, however if a parent chooses to send a mobile phone to school for emergency contact purposes out of hours, the following rules apply:

i) a letter from the parent, explaining the need for the phone and accepting the school’s conditions, is to be sent to school for student records

ii) the phone is not to be used during school hours

iii) the school takes no responsibility for loss or damage to the phone.

NEWSLETTER / ON-LINE
The fortnightly newsletter is our means of communication with you. Please note that the newsletter is available on-line. You can access it through the school website, have it sent to you via email or choose to receive a hard copy.

SCHOOL SUPERVISION
Normal school supervision commences at 7:50 am and concludes at 2:50 pm. Parents are advised that children are not supervised outside these hours. The Catholic Care Outside of Hours School Care operates on the school site. Contact: 4358 8157.

PARENTS/TEACHERS
We encourage parent engagement with and involvement in the school. Parent/teacher interviews and information sessions are held each year and, if required, parents may obtain interviews at other times with class teachers at a time convenient to both. Appointments may also be made with the Principal. Written reports are sent home twice during the year.

St. Brendan’s has a Parent Advisory Body who help with all aspects of the school. At times their support may include hospitality and organising educational and social functions.
All parents are most welcome to be involved in the Parent Advisory Body. Parents are also notified of coming events in the School Newsletter and the parent newsletter.

PARENT HELPERS / VOLUNTEERS
The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).
SCHOOL BANKING

School banking is available through the school each Tuesday. New account forms can be obtained on request. We have banking arrangements with the Commonwealth Bank, and all school banking is done through our computer terminal. Our school receives a commission for each account opened.

SCHOOL INFORMATION

Principal: Mrs Luanna Fletcher  Assistant Principal: Ms Kellie Prendergast
Religious Education Co-ordinator: Mr Kell York

School Address: St. Brendan's Catholic School, Carters Road (PO Box 6202) Lake Munmorah  NSW  2259
School Telephone: 02 4358 1501
Email Address: sblm@dbb.catholic.edu.au
Website: www.sblmdbb.catholic.edu.au
Parish Priest: Father Stephen Wayoyi
Main Road
Noraville  NSW  2263
Parish Phone: 02 4396 4455
Parish Fax: 02 4397 2853

SCREENING OF THOSE WORKING IN SCHOOLS

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement. The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

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

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

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

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

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

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


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

**Phone:** 9847 0618 or **Office Fax:** 9847 0611

**SCHOOL UNIFORM**

Available from Cowan & Lewis 9449 9777

School Colours Grey/Lemon

**Summer Uniform**

**Girls**

Grey / Lemon check material (Style Pattern 488)
Black polishable leather shoes & white socks
(not anklets)

**Boys**

Grey shorts (not corduroy or cargo style)
Lemon short sleeve shirt
Black polishable leather shoes & grey socks
(not anklets)

**Both**

*Grey School Hat

**Winter Uniform**

**Girls**

Grey / Lemon check pinafore
(Year 6 girls only may wear a matching check skirt)
Or grey “Blocker” style trousers
Lemon long sleeve blouse
Tie - ribbon type
Grey ribbed stockings/long grey socks
Black polishable leather shoes
College grey cardigan/jumper

**Boys**

Grey trousers/shorts (not corduroy)
Lemon long sleeve shirt
Tie (lemon/grey check)
College grey jumper
Black polishable leather shoes & Grey socks

**Both**

*Grey School Hat

**Sports Uniform**

**Both Girls & Boys**

Worn on Sports Day
Gold polo Shirt
Unisex School Sports Shorts
Track Suit - College Grey
White socks (not anklets) and white sandshoes

*Hats and school bags can be purchased through the school.*

It is expected that every child will wear their correct school uniform each day.
CLOTHING POOL
The parent body operate a Clothing Pool which sells second hand uniforms. The date of its operation will be advertised in the fortnightly newsletter.

JEWELLERY
Children are allowed to wear one pair of sleepers/studs only. No other visible jewellery is allowed. Any necklaces/chains must be worn under the school uniform.

HAIR
Hair should be neat, tidy and natural in colour. Hair below collar length is to be tied up at all times. All hair accessories, including hair ties, must be in school colours.

SICKNESS
If your child is sick before leaving for school please don’t send him/her to school. This is especially important if they have heavy colds, flu, etc. as germs from such are easily spread. If your child is sick or has an accident at school you will be notified immediately. The school has Ambulance Cover with the N.S.W. Ambulance Service. If your child needs to be transported by Ambulance for any reason whilst at school or on a school excursion, you are covered for the costs. Unless we have a written request from both a doctor and parent, medication will NOT be administered.

STAFF DEVELOPMENT DAYS
The Catholic Schools Office of the Diocese of Broken Bay allows each school five Staff Development Days per year, in addition to the first day of the school year before children resume. These days allow the staff to work on various areas of the school’s curriculum, faith development and professional development. Dates will be advertised well in advance in the School Newsletter and children will not attend school on these days.

SUN SMART
St Brendan’s is a Sun Smart School. The children must wear a hat to play in the sun. “No hat, play in the shade” rule applies.

MEDICAL INFORMATION
The normal isolation periods for common illnesses are set out below. These are prescribed by the NSW Health Authority.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Length of Exclusion From School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered. In chicken pox some remaining scabs are not an indication for continued exclusion. Contacts not excluded from school.</td>
</tr>
<tr>
<td>German</td>
<td>Exclude until fully recovered. Contacts not excluded.</td>
</tr>
<tr>
<td>Measles (Rubella)</td>
<td>Females of childbearing age should ensure that their immune status against Rubella is adequate.</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 7 days from appearance of the rash or until a medical certificate or recovery is produced. Contacts not excluded from school.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until fully recovered, contacts not excluded from school.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is</td>
</tr>
</tbody>
</table>
being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings. Contacts not excluded from school.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Action</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lice</td>
<td>Re-admit when appropriate treatment has commenced. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td>Ringworms</td>
<td>Close contacts should be inspected regularly for signs of infestation.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased. Contacts not excluded from school.</td>
<td></td>
</tr>
<tr>
<td>Glandular</td>
<td>Exclusion is not necessary. Contacts not excluded from school.</td>
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<tr>
<td>Fever</td>
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Updated February 2016/School Administration.Policies/ Google Docs