

**ST MARY'S CATHOLIC PRIMARY SCHOOL,**  
**MANLY**

**Parent Information Handbook B**



Denison Street, Manly 2095

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# ST MARY'S CATHOLIC SCHOOL MANLY

## PARENT HANDBOOK B

### **ALLERGIES**

A number of children at St Mary's are allergic to particular substances. Some children are anaphylactic so we ask that any foods containing nuts NOT be used for morning tea/lunch for children K-6. An Anaphylaxis Action Plan must be completed by a doctor and given to the school with an EpiPen or relevant medication.

### **PRIMARY PARENT PLANNER App.**

To upload school or class event dates, parents can use this app on their iPhone or Android phone or iPad. Visit <http://www.primaryparentplanner.com> and register for St Mary's Manly. The App can be downloaded from the App Store. It is a free purchase, as the P&F pay the fees to support this is an effective communication system. Events, messages and correspondence are on the App. As parents you can also complete an absentee note through the App. We strongly recommend all families download the App.

### **ARRIVAL**

Children are to arrive each morning from Mon-Fri between 8:10-8:35am. Entry is via the Denison Street gate or Churchyard. Children place their bags near the wall of the Middle playground. Children are to sit and wait until a teacher is on duty at 8:10am before play can commence.

### **ASSEMBLIES**

Morning... Mon-Fri 8:35-8:40am... Welcome/Prayer/Messages... Middle Playground

Fortnightly (Terms 1, 2, 4)... Fri 2:20-2:55pm... Class Items/Principal Awards... School Hall.

### **ASSESSMENT BEFORE START OF TERM 1**

All children K-6 will be assessed individually at the beginning of the year via the Mathematical Assessment Interview. Kindergarten students will also be assessed using the 'Best Start' program in Literacy. These are one to one child/teacher assessments and are conducted via a pre booked online appointment schedule. Parents will need to book a time before the end of Term 4 of preceding year.

### **ASSESSMENT & REPORTING EACH SEMESTER**

A written report is prepared by all class teachers K-6 at the end of Semester 1 [ie Term 1 & 2] and then again at the end of Semester 2 [ie Terms 3 & 4]. Interviews are held soon after families receive these reports. Families may choose between a 2 way meeting involving a parent/teacher or a 3 way meeting involving the child as well. Interview times are booked via [schoolinterviews.com.au](http://schoolinterviews.com.au)

### **BEFORE/AFTER SCHOOL CARE**

A service operates by Catholic Care from 7-8:25am & 3:00-6:00pm Mon-Fri. Application forms available from school office or their website: [www.catholiccareddb.org.au](http://www.catholiccareddb.org.au).

### **BEHAVIOUR**

Our school has high expectations for student behaviour and follows the Positive Behaviours for Learning Framework. School and class rules reflect our school motto LISTEN, LOVE AND LEARN. Parents are encouraged to report any incident as soon as possible to class teachers and vice versa, so appropriate action can be taken.

### **BUDDIES**

Stage 3 students and Kindy students are partnered up to form a buddy system for their time in Kindergarten. The school runs the 'Better Buddies' program and this helps Kindy students to settle in to school life and adapt to routines with support from their "Big Buddy".

## **CANTEEN**

The canteen usually operates each Mon/Thurs/Fri at LUNCHTIME ONLY. Lunches are ordered online via [www.flexischools.com.au](http://www.flexischools.com.au) and a menu is available from the school office, on the Parent App or at flexischools. Please ensure you have placed your online order by gam.

## **GRADE PARENT REPRESENTATIVES**

Each grade K-6 has designated Grade Parent Representatives who will liaise with all the families with children in a particular class. The Kinder grade parents play a vital role in helping communication to flow smoothly between home and school. They support the efforts of Class Teachers to ensure that the pastoral, social and informational needs of all families are taken into account during the school year. Contact is usually made via note, phone, email or a closed facebook group. All families are asked to provide contact details at the start of the year so they can be added to the class contact list.

## **CLOTHING POOL**

Several times throughout the year, the school operates a clothing pool for second-hand uniforms in the hall, usually close to change over to Summer (terms 1 & 4) or Winter (Terms 2 & 3) uniforms. Donated items your child has outgrown are sold, with all proceeds going to Wesley Heights Nursing Home in Fairlight, which senior students visit regularly. A notification on the App and the school newsletter will notify you of upcoming clothing pool days.

## **COUNSELLING**

Our school has access to a counsellor when/if children experience emotional, social and/or related behavioural issues. Parents and/or teachers may initiate a referral at any time in consultation with the class teacher and principal. Referral forms must be completed as an early step in this process. Counselling sessions are held at school and family meetings are an important part of this process.

## **CRUNCH AND SIP**

Every class has “Crunch and Sip” at approximately 10:00am each day. This helps to re-energise the children for learning half way through the morning Literacy Block. Children can snack on fruit or vegetables at this point, which are supplied by parents each day in lunchboxes.

## **DATES**

All Term calendars are available via the Primary Parent Planner App and are updated throughout the year. This calendar will include class, school, social, fundraising, parish and other events. A Parent calendar is also published on our website.

## **DEPARTURE**

Each afternoon Mon-Fri a final bell rings at 3:00pm. Children who walk home with a parent or carer can be collected from under the big tree in Denison St Playground.

Children being collected by car from either the Churchyard and/or Denison Street gate will be supervised by teachers in both locations. Parents are to remain in their cars in the queues in either Whistler/Denison Streets or the Churchyard. Teachers will call children’s names and/or accompany children to their cars. Please drive safely at all times.

## **DUTY OF CARE**

Please contact the office by email, phone or note if there are any changes to normal arrangements for student travel, special appointments, illness or other absences from school, changes to after school care and/or any late arrival/collection.

Please note that all external doors are usually closed after 8:45am to provide children with a safe internal route to/from classrooms, toilets and the office. We ask that parents access the school via the office (Denison Street Entrance) after 8:45am.

## **EXCURSIONS**

Each year children will participate in excursions/special events. Special information and permission notes will be sent home in the days/weeks preceding each excursion/event. Information is also included on class weeblys.

## **FAMILY CONTACT DETAILS**

Please contact the school immediately if there are any changes to the family address, phone, email or other contact details. This is essential so that the school is able to contact parent/carers in case of an emergency or otherwise.

## **FAMILY MASS**

Family Masses are held regularly throughout the year on the 4th Sunday of each month at the 6:00pm Mass, each grade has an opportunity to lead these Masses throughout the year. A BBQ is held after Mass and all families from K-6 are most welcome.

## **FEES**

Statements are issued throughout the year, usually around beginning of Terms 1/2/3. Fees can be paid in full, weekly, fortnightly or monthly by BPay, credit card, cheque or cash. Parents can also apply for a time payment plan. Total fees for a first child at St Mary's in 2017 will be \$4200 approx. and a discount can be given if/when siblings are also enrolled at St Mary's or other diocesan schools. Please contact the office if you have any questions regarding fees.

## **FIRE/EMERGENCY**

Main exit gates during school times are located in Denison/Whistler Streets and Francis Lane [behind Manly Pacific Hotel] depending on location of class/staff/parents/visitors in the school site at the time of the fire/emergency.

Fire and Lockdown drills are a regular part of school life so we encourage parents to discuss this experience with children and to report any concerns/questions to class teachers as soon as possible.

Main assembly point is Manly Beach opposite the Denison Street crossing.

## **LATE NOTES**

Any child who arrives after the classes have left the playground must go to the office with a parent/carer and collect a Late Arrival Note before moving to class. All class attendance rolls are completed electronically. This note must be signed by a parent/guardian. We encourage all families to arrive on time for school so that children do not miss out on valuable learning time.

## **LIBRARY & LIBRARY BAGS**

All children will participate in a Library lesson each week. Library bags are to be used to help the children care for any books borrowed each week

## **MEDICATION**

Members of staff are only allowed to give medication if parents have completed the correct forms available from the school office, including Panadol. Doctor's approval is required as part of this process. Medications are stored in the front office. Please inform the office of any allergies, asthma etc as soon as possible so our class medical lists can be updated. An Asthma/Allergy Action Plan must be completed by the doctor and can be found on our school website, on the Parent Information page, or you can visit the office.

## **NEWSLETTER**

A copy will be emailed home each week on Wednesdays. Any items to be included must be received by Tuesday. Families generally receive a copy via email or can request it be sent home via their eldest child.

## **PARISH BULLETIN**

A copy will be distributed via email generally on a Friday. We encourage all our families to read the bulletin which includes a children's activity page and details about forthcoming events including special children's liturgies held on Sunday mornings.

## **PARENT EDUCATION**

We anticipate that there will be courses or workshops available for parents each year. These will focus on such areas as Literacy, Numeracy or Pastoral Care/Well-being.

A Parent Forum sponsored by the Diocesan Parent Council will be held each term at a Catholic school on the Northern Beaches. These meetings are held in the evening and usually focus on a topic of great interest to parents. Flyers will be sent home advertising these events well in advance.

## **PARENTS & FRIENDS MEETINGS**

Meetings are usually held once each term and it's a great way to make new friends and to become involved in school life. See the newsletter for regular P&F news.

## **PARENTS & FRIENDS EVENTS**

There are several set events throughout the year. Specific dates will be advised, but the following is guide of events:

Term 1:

### Welcome Night

Drinks on the school grounds to welcome Kindy and new parents throughout the school. All other parents supply the drinks and the food – you simply need to come along and have a great night. You'll get to meet new parents, old parents and teachers. Get a babysitter and don't expect to be home before 11pm!

### Walkathon

This is a whole school event to promote a healthy, active lifestyle, as well as a chance to spend some quality time with children along the promenade from Shelley Beach to Queenscliff. Everybody arrives back at school for a sausage sizzle!

Term 2:

### Movie Night 1

Organised by Year 5 parents in the middle playground this is a great night for all families, under the stars with a huge blow up screen, bean bags and yummy food!

### Trivia Night

Organised by Year 4 parents but you organise your own team of about 10 people and bring everything you'll need in terms of food and drink. The night will have a theme and your table decoration and costumes should reflect this. It's a brilliant night for everyone!!

Term 3:

### Disco

Organised by Year 2 parents in the middle playground, this is a very popular event for all students. Year 6 students organise a styling station prior to the event. Excellent food on offer for students and parents. This is a night is a highlight for staff as they bring out their 'boogie shoes'!!

### Movie Night 2

Organised by Kindergarten parents in the middle playground this is a great night for all families, under the stars with a huge blow up screen, bean bags and yummy food!

Term4 :

### Cocktail Party

Fancy, and not just in dress. Held at a venue such as the Manly Golf Club or International Management College, the night has a theme that you should throw yourself into. Artworks from each year are auctioned off, along with a host of other items.

## **PARENT NOTICE BOARD**

Please visit the Parent Community notice board in the Undercroft, but for the most up to date information be sure to download the St Mary's School App via Primary Parent Planner App

## **PARISH CARPARK**

This area is only to be used when visiting the parish centre or church after 9:00am from Monday - Friday. It is not to be used for parent/carer parking when visiting the Manly CBD or for long stay parking. School/parish staff park in the section adjacent to Raglan Street. Parishioners may park in the section adjacent to the church for Morning Mass but are

expected to move their cars by 10:00am so this area is free for use as a children's playground from 10:15am-2:45pm... and then as a collection area for family cars in 2 queues facing the Whistler Street gate from 2:30-3:15pm.

#### **PARISH CONTACT DETAILS**

Please contact Jenny [Secretary] or Michelle [Pastoral Worker] about any parish activities and/or to organise an interview with Fr David Taylor, our parish priest. PH 9977 5822

#### **PROHIBITED EMPLOYMENT DECLARATION**

Any parent/carer/grandparent who intends to volunteer for the canteen, classroom, excursions etc must complete this form. Copies are available from the front office.

#### **SAFE AND SUPPORTIVE ENVIRONMENTS – LEGAL**

Below are sections which assist school compliance in relation to the 'Safe and Supportive Environments – Legal' domain which relates to the schools' responsibilities under the child protection legislation.

Please note that the information is updated to reflect current legislation and policy requirements. To the extent that your parent handbook may already contain the following sections, it is important to ensure that the information in your handbook is up to date. To the extent that your staff handbook does not include the sections below your handbook should be updated.

If you have any questions, please contact the St Mary's Catholic School on 9977 2225.

#### **CHILD PROTECTION**

At St Mary's 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. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

#### **COMPLAINTS**

At St Mary's 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/Catholicschoolsoffice/dssresources/Pages/default.aspx>.

#### **PARENT HELPERS / VOLUNTEERS**

Parental involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, sport, reading groups, canteen, being a class parent coordinator or through P&F activities.

It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- complete a Volunteer/Student Declaration declaring they not a prohibited person.
- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure
- 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)
- Keep observations about an individual child, small groups of children or the whole class strictly confidential

#### CHILD PROTECTION INFORMATION

At St Mary's 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. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

#### 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 when 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. Any information about a child at risk is kept confidentially by the Principal.

In any situation where a child is considered to be at risk the school will develop a support plan and will work with the child and family to assist them as much as possible.

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

#### MAINTAINING PROFESSIONALISM

All staff are expected to act professionally in their behaviour towards 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 the 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 understands 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 at St Mary's 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
- Maintain appropriate physical contact with children, including physical contact that may be necessary to exercise appropriate duty of care
- Follow the school's policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

#### ADDRESSING COMPLAINTS OF INAPPROPRIATE BEHAVIOUR BY STAFF

Providing a safe and supportive environment for both students and staff 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 paid staff as well as volunteer helpers.

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 (CP Team). Because of the legal requirements such complaints are assessed by the CP 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.

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, formal warning/caution, removal from duties or termination. If harm has occurred to a child counselling or other support may be made available.

#### 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

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 or Office Fax: 9847 0611**

### **SCHOOL ADVISORY GROUP**

The School Advisory Group meets each term and is a group of parents who meet to assist the Principal and leadership team with strategic decision making and supporting the school's management and improvement plans. Reports are tabled at the term P&F Meetings.

### **SCHOOL CONTACT DETAILS**

Principal	Paul McGuire
Assistant Principal	Alicia van der Merwe
REC	Sharon Kelly
Co-Ordinators	Lisa Williams, Rebecca McGrath
Senior Administrative Officer	Christine Brunsdon
Admin Officer	Alison Keen

Postal Address:	PO Box 307 Manly
Phone	9977 2411 or 9977 2225
Fax	9976 2785

Web Site	<a href="http://www.smmdbb.catholic.edu.au">www.smmdbb.catholic.edu.au</a>
Email	<a href="mailto:smm@dbb.catholic.edu.au">smm@dbb.catholic.edu.au</a>

### **STATIONERY**

All students will receive a Stationery List at the end of each year for the beginning of the new year. Please check with the office if you have any questions.

### **SUPERVISION/FIRST AID**

Teachers on duty in our playgrounds carry basic first aid kits for minor injuries. Children will attend the Sick Bay for more significant injuries/illness. Parents will be contacted by phone in cases of emergency, head knocks or when it is necessary to discuss/organise the early collection of children from school. Please note there is no supervision on the school playground until 8:10am.

### **TERM OVERVIEW**

Each term a new outline will be posted for all classes via the grade weebly. This gives an overview of what students are learning each term. If you can assist in any way, don't hesitate to contact the teacher, eg if your work/hobbies/experiences may add to student learning.

### **TIMETABLE & BELLS**

The following school timetable operates Mon-Fri:

	BELL
Morning Session	8:40am
Recess	10:30am
Middle Session	11:10am
Lunch	1.00pm
Afternoon Session	1.40pm
End of day	3:00pm

## **UNIFORM**

Uniforms can be ordered online via our supplier, Cowan & Lewis, <http://cowanlewis.com.au> locate St Marys School, Manly, then place your order. If unsure of sizes, please call the office to arrange a time to visit to try on sample sizes before ordering. Deliveries and returns occur each Tuesday and Thursday.

## **SPORTS UNIFORM**

Sports uniform will be worn two days a week, one for PE (Physical Education) and one for Sport. These days will be confirmed at the beginning of the year by your class teacher.

## **VOLUNTEERS- CONFIDENTIALITY**

When arriving at school all visitors must sign in and out of the school site via the office. All classroom volunteers must sign a confidentiality form before they are able to be included on any classroom volunteer programs for K-6. Copies are available from the office and are supplied by teachers at the start of each year.

Parents/carers who wish to become classroom volunteers [eg. during the Literacy Block from 9:00-10:00 each day] will need to participate in some training session[s] before they begin helping in classrooms. These will be run in early Term 1.

## **WEBSITE**

Please visit our website- [www.smmdbb.catholic.edu.au](http://www.smmdbb.catholic.edu.au)

## **WEEBLY- Class**

Each class has a weebly which enables the sharing of learning, activities, homework and upcoming events for your child's class. This is a great information point for all parents as teachers post notes for parents, as well as timetables for uniforms and specialist lesson timetables such as Library, Music, PE & sports days. At the beginning of each year, teachers will communicate the weebly address and password.