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History of St John Vianney School, Morisset

In 1948 Morisset became a parish with Father Dominic O’Gorman. Under his guidance the parish developed. He saw a need for Catholic Education in the district and with the help of a keen committee, a program was designed to build a new School and Convent and bring the Sisters of St Joseph from Lochinvar to live and work in the Parish.

With a small amount of money coming from his own first collections, fundraising and planned giving, his dream came true. Unfortunately he became ill before the school was completed and Father Anthony Sahade was sent from Sydney to be the Parish Priest. He ably carried on the arrangements with local builder Charlie Lonogan. On the 3rd December, 1961, Bishop James Freeman blessed the new school. On the 17th January, 1962, Sister Mary Basil (Principal), Sister Mary Hilda (Infants Teacher and Sister Mary Bonzaga (Music Teacher), became the first staff of St John Vianney School with sixty pupils.

Cardinal Gilroy opened the new brick church on 21st August, 1977, when Father Matthew O’Donovan was Parish Priest. By 1981 the school had grown to the extent that a demountable classroom had to be added. 1991 saw the removal and relocation of the demountable classroom to become the office and staffroom and the building of two new brick classrooms canteen and toilets.

The parish leased the laneway from Lake Macquarie City Council and in 1996 the fence which divided the two playgrounds was removed. Land across the laneway was levelled and turfed, making it one large play area.

Extensive landscaping occurred around the buildings to enhance the physical environment of the school. An all-purpose steel shelter was constructed and completed in 1997. Enrolments have increased significantly since 1996 creating the need for an extra classroom. A portable building was sited to meet that need in 2003. Another demountable building was delivered in 2006 to alleviate storage problems and improve functionality in the current administration block.

Recently we have seen the completion of the refurbishment of the administration block and relocation of the library. An Investing in Our Schools Grant provided the school with the addition of a Covered Outdoor Learning Area and Play Gym.

The school continues to grow with the rich educational and spiritual traditions passed down to the lay staff by the Sisters of St Joseph.

In 2010 the school underwent major building renovations. Three classrooms were refurbished and a new library and multi purpose centre was built. This was part of the Building Education Revolution being funded by the Federal Government.
MISSION STATEMENT

St John Vianney Morisset is a Catholic Community where everyone shows respect, forgives others, values honesty and grows through learning as we strive everyday to do our best.
St John Vianney Primary School Morisset

Mission Statement

School Aims

To achieve our Mission at St John Vianney’s we aim to:

- Be centred on the person of Jesus.
- Deepen understanding of Catholic/Christian values that will allow pupils to become caring, just, well-balanced individuals.
- Provide opportunities that will develop the links between school, home and parish.
- Provide high quality educational programs which will meet the spiritual, academic, social, emotional and physical needs of each child.
- Encourage excellence in all curriculum areas so that all children have the opportunity to reach their potential.
- Provide experiences that promote high self-esteem, respect and dignity among pupils, especially about being at St John Vianney’s.
- Celebrate with children their life experiences so that they learn for life and love to learn.
- Support families in their efforts to educate their children to cope with the demands of a rapidly changing world.
School Prayer

God our Father
We thank you for today
We thank you for the life you give us
As we work and play together
Bless St John Vianney School
And all who come to it
The teachers, children, parents and friends
Help us to be happy, peaceful and caring Christians
And to do our best every day.

Term Dates and Public Holidays

<table>
<thead>
<tr>
<th>2013 NSW School Terms</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday, 30&lt;sup&gt;th&lt;/sup&gt; January, to Friday, 12&lt;sup&gt;th&lt;/sup&gt; April, 2013.</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday, 29&lt;sup&gt;th&lt;/sup&gt; April, to Friday, 28&lt;sup&gt;th&lt;/sup&gt; June, 2013.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday, 15&lt;sup&gt;th&lt;/sup&gt; July, to Friday, 20&lt;sup&gt;th&lt;/sup&gt; September, 2013.</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday, 8&lt;sup&gt;th&lt;/sup&gt; October, to Friday, 20&lt;sup&gt;th&lt;/sup&gt; December, 2013.</td>
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<tr>
<th>2013 NSW Public Holidays</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>Tuesday, 1&lt;sup&gt;st&lt;/sup&gt; January</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Monday, 28&lt;sup&gt;th&lt;/sup&gt; January</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, 29&lt;sup&gt;th&lt;/sup&gt; March</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>Saturday, 30&lt;sup&gt;th&lt;/sup&gt; March</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, 1&lt;sup&gt;st&lt;/sup&gt; April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Thursday, 25&lt;sup&gt;th&lt;/sup&gt; April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday, 10&lt;sup&gt;th&lt;/sup&gt; June</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday, 7&lt;sup&gt;th&lt;/sup&gt; October</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Wednesday, 25&lt;sup&gt;th&lt;/sup&gt; December</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Thursday, 26&lt;sup&gt;th&lt;/sup&gt; December</td>
</tr>
</tbody>
</table>
General Information For Parents

School Address: 60-66 Yambo Street
                Morisset NSW 2264
Postal Address: PO Box 297
                Morisset NSW 2264
School Phone No: (02) 4973 4073
School Fax No: (02) 4973 4475
School Email address: admin@morisset.catholic.edu.au
School Website: http://morisset.catholic.edu.au

Principal Mr Simon Devlin
Assistant Principal Mrs Margaret McKew
R E Coordinator Mrs Donna Chegwiddden
Pastoral Care Sr. Margaret McLeod RSM
School Secretary Mrs Colleen Lewis
Parish Support Mrs Uta France (Ph: 4973 6859)

2014 Commencement Dates

Staff: Tuesday, 28th January, 2014.
Year 1 to Year 6: Wednesday, 29th January, 2014.
When you enrol your child at St John Vianney Primary School Morisset:

This school is a special type of school built on co-operation, friendliness and integrity, where all concerned (students, staff, parents and the parish community) take an active part in the school and work together to provide the best possible education.

Parents who wish their child to be educated in this school, are asked to read the following:

1. This school is a Catholic School in which education in faith has a privileged place along with the pursuit of excellence in academic and general education. All students take part in Religious Education Programs. This school also provides other opportunities for its students to express and deepen their faith, at Masses, special celebrations, Parish Sacramental Programs, in Prayer, in Christian service and witness and in the entire school environment and atmosphere. Ideally, the work of the school in this regard is based upon home life and is supported by it.

2. Politeness and respect for others are a necessary part of school life.

3. While travelling, students are to be polite, well mannered and responsible.

4. Regular attendance at school and at all lessons is essential.

5. Full school uniform is to be worn as designated.

6. The school is a non-profit organisation where all parents share expenses, and so all pay fees. Concessions can be arranged with the principal, particularly in difficult circumstances.

Parents are ‘the first and principal educators’ of their children. The Catholic School is called to assist in the evangelisation and education of the children of the Catholic community.

Parents are asked:

- To support, to the best of their ability, the goals of the Catholic School – Catholic beliefs, values and practices.

- To ensure, to the best of their ability, that their child observes rules and regulations established by the school, to enhance the development of their child spiritually, academically, culturally and physically.

- To observe various regulations that have been established for the common good within the school (eg notification of pupil absences, observance of quarantine periods for certain illnesses).

- To demonstrate their belief that parents and teachers are partners by supporting the proper authority of the Principal and staff.
Routines

- **SCHOOL TIMES** are from 8.55am to 2.55pm, daily. Tuesday morning the school has an Assembly to present awards.

- **RECESS / LUNCH TIMES**: Recess break at 11.00am and Lunch at 1.00pm.

- **ABSENCES** should be explained on return to school by a written comment by the child’s parent. Parents can also ring or email their class teacher. Children who are not at school will be rung each morning. If your child is absent please contact the school.

- Students arriving late or leaving early must be signed in or out by a responsible adult in the book in the office.

- **Sport days** are on Friday.

- Students are expected to have a Library Bag when borrowing from the School Library.

- Bus Pass holders must carry their pass with them daily.

- **Supervision** is provided from 8.30am daily. Children who arrive at school before this time must sit on the seats in the quadrangle, until a teacher commences morning duty.

- Regular updating of Emergency Telephone Numbers is necessary in the best interest of the pupil.

- The School Bulletin is distributed fortnightly through the ELDEST STUDENT of each family. It contains relevant data and information. This goes home each Thursday. Teachers will produce their own class newsletter at the beginning of each term.

- All clothing and school needs should be labelled to avoid lost property.

- The School Canteen operates on Wednesdays.

- **Merit Awards** reward students for keeping the school core values, respect, learning, honesty and forgiveness.

Book Club

Periodically throughout the year parents are given the opportunity to buy cheap books suitable to the child’s age through the Scholastic Book Club. Order forms are sent home and returned to school for processing and ordering. This Book Club is a service. There is no obligation to buy these books.

Phone Calls and Messages

If you wish a message passed on to your child, please call during lunch hour. We request this to ensure that there is as little as possible interruption to teaching and learning time.

Money and Notes

Please return any school notes and money in a sealed envelope clearly marked with the child’s name class and reason. Notes and money are collected each morning by the class teacher and sent to the office.
Canteen
Wednesday's only. This is a service operated by parents who volunteer to help. If you are able to assist either by working in the canteen or making donations of cakes, slices, etc. Please fill out the canteen roster which is sent home each term. Menu order forms are sent home to families for ordering, you are asked to attach the form to a paper bag and return to school with the money enclosed. We suggest that large amounts of money be carefully supervised.

Excursions: School excursions enhance children’s development and are directly related to curriculum. The classroom program will include both a pre-exursion and post –excursion focus to ensure maximum benefit from the excursion. For children to attend an excursion written parental consent is required along with a complete medical form. As far as possible we try to keep excursion expense to a minimum. The cost of excursions are included in the activity fee.

Grades Five and Six go to Canberra and Aussie Bush Camp on alternate years. The school sometimes has visits from theatre companies, educational groups or the performing arts. Other activities or excursions children may attend during the year are; athletics carnivals, Diocesan winter and summer sport trials, Diocesan Mission Mass and other celebrations.

School Work Books: A section of the school’s book policy states that each child will have all books covered. It is our aim to develop in each child a pride in their books and the work that goes in them. We ask your co-operation in ensuring that your child’s books are neatly and attractively covered. Please note the use of Liquid Paper is banned at this school.

Communication and Appointments with Teacher: A Parent Information Evening is held early in term one. This is an opportunity for you to meet your child’s class teacher and hear his/her plans and expectations for the year. The School Newsletter is sent home each fortnight. This will keep you notified of school activities and any school information you may require. The Notice Board is on display near the school entrance to remind you of events. If you are concerned as to your child’s progress or wish to talk to the teacher, please inform us by note, email or phone call and we will be most willing to make an appointment before or after school. Unfortunately, we cannot see parents ‘at the door’ or while in the playground duty as the teacher’s first responsibility is for the supervision of the children under his/her care. Please do not hesitate to make an appointment if you have a concern or wish to discuss a matter with a teacher. The school portal provides parents with access to Newsletter and important dates.

Parents & Friends Association: The Parents & Friends Association is a group of people associated with the school who aim to assist in the running and development of the school. Active parental involvement in this group is encouraged, as it is the main body that can supply financial assistance to the school. The Parents & Friends meet on the first Monday of the month at 7.00 pm in the staffroom.

Lost Property: No responsibility is taken by the school for lost articles. Parents are most welcome to enquire at the school regarding lost belongings. We make every effort to return lost/found articles to the children. Unclaimed items will eventually be disposed of.

Please ensure that every item belonging to your child is identified with a name tag.
Library

Teacher-Librarian: Mrs Kasey Gibbs
Library Technician: Mrs Maureen Nankivell

- The Library and Computer Lab are a focal point in the school and should be utilised as much as possible.
- Each class will have a rostered borrowing time and lessons planned by the Teacher/Librarian in consultation with the class teacher.
- Students are expected to have a Library Bag when borrowing from the School Library.
- The Teacher Librarian is present 2 days a week.
- Use of the Library during class time should be noted on staff room Library Roster.
- The Library will be open at lunchtime (1pm) twice a week.
Curriculum Information

The Board of Studies states ‘While the Curriculum is divided into six Key Learning Areas, this is not to be interpreted as indicating that each Key Learning Area should have equal time allocation”. In line with NSW Government Policy, the Board encourages schools to give greater emphasis to English and Mathematics, and to adopt a responsible and reasonable approach, which will provide each child with a substantial access to each Key Learning Area each year.

The Board believes it is important that individual schools have the flexibility to respond to the particular needs throughout the primary years. Additionally, the Board recognises that an integrated teaching approach is widely and successfully employed in Primary Schools.

In addition to these Key Learning Areas we also have Aboriginal Studies, Computer Education, and Environmental Education. These areas are integrated with other Key Learning Areas such as Science and Technology, Human Society and Its Environment and English.

The maximum face to face teaching time will be twenty-three and three quarter hours per week. These are set time allocations for Key Learning Areas set by the Board of Studies and these are closely adhered to. The school has flexible timetabling always bearing in mind the statement by the Board of Studies in “Implementation of Curriculum Initiatives”.

In 2014 the new Australian Curriculum will begin to be implemented. Teachers will be familiarised in 2013 and English will be implemented in 2014.

Assessment and Reporting: The focus in both curriculum and assessment is currently under review. The Board of Studies has made it compulsory for all schools in 2006 to provide parents with a student report twice a year, at the end of Term Two and Four. The report must show assessment of achievement ranging from A to E based on statistical standard as set by the Board of Studies and effort in each learning area ranging from 1 to 3. St John Vianney’s School will give parents detailed information about what their child knows and can do as they progress in each key learning area.

Parent/teacher/student interviews are held at the end of each semester and reports are sent home half yearly. In Term 3 parents are invited to visit the student’s classroom during either Education Week or Book Week. If at any time teachers are concerned about the progress of a child, parents will be notified so that the matter can be discussed. Parents also have the option of making an appointment with their child’s teacher if they have any concerns.
Religious Education

Religion is essential to our Catholic Schools. Schools continue what you began when you took your child to Church to be baptised. This was a special day. Your child became part of the Catholic community. In partnership with you the school continues to develop your child’s faith and knowledge in our Catholic way of life. Religious education provides the environment which nurtures the faith development of our children, eg, morning prayer, prayer before meals, class liturgies, whole school celebrations. Children are taught the knowledge and traditions of our Catholic community: the story of Jesus and his teachings.

To help your child with religious education …

- Encourage natural curiosity about the world in which we live – the world God created for us.
- Foster values and attitudes we know from the Gospel stories: compassion, forgiveness, hope and justice in daily life.
- Express interest in what is happening in the school’s Religious Education Program.
- Read and share a variety of Bible stories.
- Discuss the Christmas and Easter story: Jesus was born, died and rose to save us.
- Celebrate key events in the life of your family: Baptism, Birthdays, Reconciliation, First Communion, Confirmation and other special occasions.
- Spend time together praying: meals, bedtime. Seize a special moment together as a family.
- Give presents that develop an interest in Religion eg Rosary beads, Children’s Bibles and Mass Books, candles etc.
- Give experiences in valuing and respecting the people and things in their life.
- Encourage singing and dancing in praise of God.
- Attend and participate in prayerful times at your school and parish.
- Ask the question, “What did you do in Religion today?”
- Make Mass each Sunday part of your family’s life. Let your children see you participating in your Church/parish activities.
School Fees for 2013

The funding of our school is a shared responsibility between State and Federal Governments and parents. The commitment from parents in paying fees is greatly appreciated as this bridges the gap between the amount of Government funding and the cost of running our schools.

**Diocesan Based Fees**

**Tuition Fees**

The Diocese of Maitland-Newcastle is very conscious of the financial challenges for Catholic school parents. We are therefore implementing in 2013 a more equitable approach to discounting tuition fees for families and adjusting full fee rates to make it as manageable as possible for families. These fee changes will assist us to maintain strong Catholic schools and provide quality educational outcomes, facilities infrastructure and pastoral services to our families.

Following requests from parents, the Federation of Parents and Friends Association and the Catholic Schools Council, the Catholic Schools Office has reviewed the discount process applied to families with more than one child attending a Catholic school. The new model, which has been endorsed by the Catholic Schools Council, the Federation of Parents and Friends Association, the Diocesan Finance Council and approved by Bishop Wright, applies discounts consistently across all children in the same family no matter which school they are attending.

For example a family with 2 children attending Catholic schools will receive a 10% discount on each child’s tuition fee. If for example you have a child in a Primary School and a Secondary School you will receive a 10% discount on the Primary fee and the Secondary fee instead of paying the full tuition fee for each child.

Key benefits to families over the 2013 and prior years’ approach include – attracted discount that recognises all children in the family attending Diocesan Catholic Schools from Kinder to Year 12, uniform discounting of fees for oldest and youngest children in the family, and a more equitable recognition of family costs over each child’s whole schooling. Our modelling in recent months identifies savings in tuition fees for approximately 2,000 families.

Proposed rates and structure for Diocesan Tuition Fees are reviewed annually by the Catholic Schools Council, Federation of Parents & Friends Association and the Diocesan Finance Council of recommendation to the Bishop. Structure and rates for the Diocesan Tuition Fees in 2013 approved by the Bishop follow.

In 2013, the attracted family discount for each child of the Diocesan Tuition Fee full rate will be:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Discount Category</th>
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<tbody>
<tr>
<td>1 child family</td>
<td>0% - full rate applied</td>
</tr>
<tr>
<td>2 child family</td>
<td>10% each child</td>
</tr>
<tr>
<td>3 child family</td>
<td>20% each child</td>
</tr>
<tr>
<td>4 child family</td>
<td>40% each child</td>
</tr>
<tr>
<td>5+ child family</td>
<td>50% each child</td>
</tr>
</tbody>
</table>
In 2013, the Diocesan Tuition Fee full rates will be:

<table>
<thead>
<tr>
<th>Kindergarten to Year 6</th>
<th>$1,017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 to 10</td>
<td>$1,401</td>
</tr>
<tr>
<td>Years 11 to 12</td>
<td>$2,106</td>
</tr>
</tbody>
</table>

**Diocesan Family & School Building Levy (DF&SBL) - $580 Per Family**
The DF&SBL is a diocesan family Levy charged to the oldest child in each family. The levy assists in the financing of capital works and repairs and maintenance of school facilities, the provision of new schools and the need to provide for annual debt-servicing requirements. This levy also supports the diocese in its pastoral ministries including the provision of Pastoral Workers, Refugee and Aboriginal ministries, the Hospital Apostolate and the change, loss and grief program, Seasons of Growth. In 2013 the levy will be $580 per year per family.

**School Based Fees**

**Resource & Activity Fee - $320 Per Student**
The Resource and Activities Fee is set by the Principal in consultation with staff and the CSO. This single consolidated fee is used to pay the school resources and educational activities. Resource and Activities Fee does not cover any representative activities such as sport and Gifted and enrichment Days.

- Exercise Books
- Copyright
- Class materials: glue, pencils, paper, scissors, etc.
- Craft materials
- Excursions (generally one excursion per class per year)
- Incursions (visiting performances: generally 3 to 4 times a year)
- End of Year Celebration
- Dance Fever; Music Teacher, Sports program
- Swimming and Athletics entry and travel.

**Technology Fee - $140 Per Family**
This covers the cost of upgrading and maintaining computers, smartboards, data projectors and software licence.

**Cleaning/Maintenance Fee - $120 Per Family**
This fee covers the cost of cleaning products, toilet paper, soap and garbage disposal.

**Text Book Fee – Up to $50 Per Child**
This is per child and covers the cost of any text books needed by the class eg. maths, handwriting.
2013 Tuition Fee, DFSBL and Other Fees

<table>
<thead>
<tr>
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<th>Per Year</th>
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<tbody>
<tr>
<td>Tuition Fee</td>
<td></td>
</tr>
<tr>
<td>Per Child</td>
<td>$1,017 (discounts apply for siblings)</td>
</tr>
<tr>
<td>DFSBL</td>
<td></td>
</tr>
<tr>
<td>Per Family</td>
<td>$580</td>
</tr>
<tr>
<td>Resource &amp; Activities Fee</td>
<td></td>
</tr>
<tr>
<td>Per Child</td>
<td>$320</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
</tr>
<tr>
<td>Per Family</td>
<td>$140</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td></td>
</tr>
<tr>
<td>Per Family</td>
<td>$120</td>
</tr>
<tr>
<td>Text Book Fee</td>
<td></td>
</tr>
<tr>
<td>Per Student</td>
<td>Up to $50</td>
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Each family will receive a statement from school for these fees.

The combined yearly fee will be billed over the first three terms of the school year. That is, Term 1 you will receive a statement for one third of the yearly fee. Term 2 you will receive a second statement which will be for the same amount as Term 1 with the variation of the enrolment fee amount. Term 3 will be the same as Term 2.

School Fees can be paid with regular weekly or fortnightly payments, or in one payment by the due date. The School will accept cash, cheque, direct debit or Bpay. For further information regarding payments, direct debit or Bpay, please ask Mrs Lewis at the office. The preferred option is direct debit.

Special Fee Reductions
In an effort to reduce the financial burden on families with limited financial resources, Catholic schools in the Diocese of Maitland-Newcastle offer a different tuition fee rate for ‘means tested’ low income Health Care/Pension Card holders. The rate provides a discount for each child of 50% off the Diocesan Tuition Fee full rate. This discount is for the Diocesan Tuition Fee only and the Diocesan Family School & Building Levy and resource/service fees set by each school are additional to this amount.

It is important to note that financial hardship should not prevent a child from attending a Catholic school and no child will be denied a Catholic education because of a family’s genuine inability to pay the required school fees. This does not only apply to eligible Health Care/Pension card holders as any families experiencing financial difficulty are entitled to fee assistance. The Principal of the school can be contacted to discuss such matters.
Parental Involvement

The staff recognises and endorses the fact that the parents are the prime educators of their children. We view the academic process of education to be cooperative effort from school and home. Some parents may be able to assist the teachers in the educative process at the school. Whenever possible, parents will be invited to assist with and participate in school activities such as:

- SWELL Program
- Intensive Reading Programs
- Reading Groups
- Enrichment Workshops
- Swimming & Athletics Carnivals
- Liturgical Activities
- Library
- Debating
- Concerts
- Sacramental Programs
- Computer Education
- Art & Craft Activities

- School Sport
- P&F Meetings
- Writing Groups
- Excursions
- Celebrations such as Anzac Day
- Children’s Liturgy
- Canteen
- Inservices
- Discussion Groups
- Physical Education
- Maintenance
- LAP program

All volunteers must fill in a child protection Prohibited Employment Declaration form available from the school office, as per the Child Protection Act 1998.

Literacy/Reading Programs:
St John Vianney has a Special Needs and Literacy program. Another aspect of the literacy program is the Intensive Reading Program. These programs are aimed at reinforcing the literacy skills of children who could benefit from some intensive individualised programs. The children work on the programs for approximately 15 to 20 minutes each day. Parents and other volunteers are trained to be tutors for these programs. These programs do not replace, but reinforce what is being taught in the classroom. Parents and parishioners are welcome to become tutors for these programs. Parent involvement in all activities is very much valued and encouraged.

Pastoral Care/Student Welfare:
The staff of St John Vianney School Morisset, has a commitment to the total development of each pupil in promoting mature growth. In this commitment the staff are concerned with;

1. The Pastoral Care of each pupil in terms of assisting the pupil to develop the capacity for self worth.

2. The self-discipline of each pupil in terms of aiding the pupil to become self-directing; to know how to act or not act in light of personal and social goals.

As a Catholic School we see this responsibility in terms of the example of Jesus Christ – Love God and Love One Another – and the principles of the Catholic Church.

Procedures for pastoral care and student welfare can be found in the Pastoral Care and Discipline Policy and Student Welfare Policy at the back of the book.
COMPSULSORY SCHOOL ATTENDANCE: INFORMATION FOR PARENTS

Why must I send my child to school?
Education in New South Wales is compulsory. This means all children from six years of age and under the minimum school leaving age are legally required to attend school.

Why is regular attendance at school important?
Regular school attendance will help your child to succeed in later life. Attending school every day makes learning easier for your child and helps children to build and maintain friendships with other children. If your child doesn’t learn the basic skills in the early years of school, they may develop learning problems in later years.

Did you know? If students miss as little as eight days in a school term, by the end of primary school they will have missed a year of education.

Must I send my child every day? YES. It is a condition of enrolment that you send your child to school every day. A small number of absences may be justified if your child has to:
- go to a special religious ceremony
- is required to attend to a serious and/or urgent family situation (eg a funeral)
- is too sick to go to school or has an infectious illness.

Must my child attend all activities, including daily fitness and sport? YES. Sport and other physical activities help to keep your children healthy. Children are expected to attend all regular school activities, including sport. Do not keep your child away from school for the following:
- birthdays
- shopping
- minding other children
- routine checkups or care such as hair cuts
- minor family events
- sleeping in.

Medical and other health appointments for your child should be made either before or after school or during the school holidays.

Why is arriving at school on time important?
Arriving at school and class on time:
- ensures that your child doesn’t miss out on the important learning activities scheduled early in the day when they are most alert
- helps your child to learn the importance of punctuality and routine
- gives your child time to greet their friends before class and therefore reduces the opportunity for classroom disruption.

Lateness is recorded as a partial absence and must be explained to the school the same way as other forms of absence.

What should I do if my child has to stay away from school?
If your child has to be absent from school, it is important to tell the school and provide a reason for your child’s absence. To explain an absence parents and carers may:
- send a note, fax or email to the school
- telephone the school, or
- visit the school.

All absences must be explained to the school. Bilingual absentee notes and further information on attendance can be found on the Department’s website under the heading School Attendance (School Attendance) at [https://www.det.nsw.edu.au/lanuagesupport/documents/index_s.htm](https://www.det.nsw.edu.au/lanuagesupport/documents/index_s.htm)

Principals are legally responsible for keeping accurate records of student attendance. The principal of the school has the right to question parents’ or carers’ requests for their child to be absent from school. Principals are also responsible for deciding if the reason given for an absence is justified. For this reason, Principals may request medical certificates or other documentation for long or frequent absences explained by parents as being due to illness. If Principals don’t consider an explanation to be satisfactory, they will record the absence as unjustified.
What should I do if our family is going on holiday in school time?
Parents and carers are encouraged not to withdraw their children from school for family holidays. Families should try to arrange holidays during school vacations. If your family holiday is during school time, inform the school principal in advance and request leave and/or an exemption from school. Depending on the circumstances and how long the leave will be, you may ask the school to provide tasks that can be completed while your child is absent.

My child won’t go to school. What should I do?
Here are some suggestions to help:
- Have a set time to be out of bed.
- Have a set time to go to bed.
- Have uniform and school bag ready the night before.
- Make lunches the night before.
- Have a set time for starting / ending breakfast. A routine is important.
- Set time for daily homework activities.
- Turn the television on for a set time and only if appropriate.
- Be firm, children must go to school.
- Provide lots of positive encouragement.
- Be firm, a birthday is not a holiday.
- Time arrival at school to coincide with bell time and leave quickly. If arranged with the teacher beforehand, place your child’s hand into that of the teacher and then leave.

If you are still having problems after trying some strategies you should contact the principal as soon as possible to discuss the issue and ask for help.

What if my child continues to have unsatisfactory attendance?
It is important to understand that the New South Wales Department of Education and Communities may take further action in cases where children of compulsory school age have recurring numbers of unjustified absences from school. This can include requesting that parents and sometimes their child go to a compulsory attendance conference to help identify the barriers to the child’s attendance and implement strategies with parents, the school and other agencies who might be able to assist. If all attempts by schools and systems to improve attendance have been unsuccessful, fines imposed by the Local Court can reach a maximum of 100 penalty points. This is equivalent to a maximum of $11,000.00.

At what age can my child leave school?
All New South Wales students must complete Year 10. After Year 10 and until they turn 17 years of age students must be:
- in school or registered for home schooling, or
- in approved education or training (e.g. TAFE, traineeship, apprenticeship)
in full-time, paid employment (average 25 hours per week) or in a combination of work, education and/or training.

Further information:
Further information regarding school attendance can be obtained from: 

Further information about the new school leaving age:

Do you need an interpreter?
Interpreting services are provided where possible for parents and carers who do not speak or understand English well and for Deaf parents and carers who use sign language. For more information on interpreter services contact your school or phone the Telephone Interpreter Service and have them contact the school. The telephone number to ring is 131 450. Ask for an interpreter in the required language and the interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.

© May 2010
Student Welfare Directorate
NSW Department of Education & Communities
Child Protection

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St John Vianney School we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St John Vianney’s relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in the diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:


Catholic Schools Office documents include:

- Child Protection – Identifying and Notifying Abuse.
- Child Protection – Procedures for Schools
- Code of Professional Standards for Catholic School Employees.

Children and Young Persons (Care and Protection) Act

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St John Vianney School is required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person. Once the allegation is received by the DCPPCU it is reported to the Ombudsman’s Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from the DCPPCU, Phone: 4940 8091.
Child Protection and Volunteers

Being a volunteer in a school is an important task. St John Vianney School would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

The legislation that applies specifically to volunteers includes:


Commission for Children and Young People Act 1998

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, “employees” include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people from contact with people who have been convicted of the following:

- serious sex offence;
- child related personal violence;
- murder of a child;
- indecency offences punishable by imprisonment of 12 months of more;
- kidnapping (unless the offender is or has been the child’s parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Examples of “employees” who perform a task for the school include, but are not limited to:

- volunteers assisting in classrooms, e.g. reading or library helpers;
- those attending a “working bee”;
- persons providing transport on the request of the school;
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.
All volunteers are required to complete a Prohibited Employment Declaration prior to commencing as a volunteer. Declarations are available from Mr Devlin or Mrs Lewis. Volunteers must read the Declaration, sign it and return it to a member of staff with the appropriate proof of identity. It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in a child-related employment.

**Volunteers not willing to provide a Prohibited Employment Declaration are not permitted to undertake any duties in the school.**

**A volunteer who has any doubts about his/her status should seek independent legal advice.**

**NSW Ombudsman Act 1974**
This Act guides the Catholic Schools Office and school’s response when a child protection allegation has been made against any employees. It applies to paid and unpaid employees (volunteers) in schools.
The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

**Complaints Handling**

St John Vianney has a policy for handling complaints below is an excerpt from this policy. The following procedures are to be used to resolve complaints or concerns at our school.

**Step 1**
Try and find out the facts before contacting the school. Many concerns are quickly resolved once the parent is aware of all the facts. Discuss this with your child.

**Step 2**
Let the school know via a letter, telephone or in person that you have a concern, providing details of the issue. Keep in mind schools are busy places and it may take time to reach the appropriate person.

**Step 3**
The school **WILL** investigate the concern and the most appropriate person will contact you to discuss the matter, or organise a meeting. Almost 100% of problems are resolved by this point.

**Step 4**
If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal.

**Step 5**
The Catholic Schools Parent Liaison Officer can be contacted on 4979 1303 to help solve problems.
Special Services

The Catholic Schools Office provides Student Counselling. Those students who are having difficulties (academic, social or emotional) at school may be referred for assistance from a Psychologist or other trained specialist staff.

Seasons for Growth is offered at St John Vianney School. It is a program for students who have experienced change in their family because of death, separation or divorce. When someone dies or when a family member moves out of home, it can be a sad time. The Seasons for Growth program will help students to learn how to cope when difficult things like this happen. It is run in small groups and it is based on research that highlights the importance of social support and the need to practice new skills to cope effectively with change and loss. It focuses on issues such as self-esteem, managing feelings, problem solving, decision making, effective communication and support networks.

Centacare is a family advisor service operated by the Diocese and will be involved in the school when indications are that the student’s difficulties are being contributed to by what is happening in the home.

It goes without saying that no approach is made to any agency until full discussion has taken place between parents and the school, and both have agreed that such an approach is in the best interest of the child.

All discussions between students, families and these agencies are of course, confidential and information is given to the school only in the form of suggestions to improve the child’s ability to participate to their full potential in all aspects of school life.

LAP program this was introduced in 2011 and provides support to individual children by pairing them up with an Adult mentor. The child meets weekly with their mentor and they provide social support through various activities.
School Uniforms and General Appearance

General Appearance

The general appearance of a child is an outward sign to others of the pride and respect one has in oneself. We aim to develop in the children an understanding of this fact. We encourage the children to be neatly groomed – this includes dressing neatly, having their hair clean and combed, shoes polished etc.

School Uniform

Girls Summer Uniform:
- **Dress:** Navy & White Check $51.99
- **Sloppy Joe:** Navy V-Neck with Crest from $29.99
- **Socks:** White Ankle Style $4.99
- **Shoes:** Black
- **Bag:** Navy with Sky Print (not compulsory) $39.99
- **Book Bag:** Navy with Sky Print (not compulsory) $12.99

Girls Winter Uniform
- **Tunic:** Navy & Sky Tartan $56.99
- **Blouse:** Sky Blue L/Sleeve Peter Pan Collar from $31.99
- **Tie:** Navy & Sky Stripes $18.99
- **Sloppy Joe:** Navy V-Neck with Crest from $29.99
- **Jacket:** Navy Micro-Fibre with Crest from $49.99
- **Tights:** Navy “Becky’ Style $12.95
- **Socks:** White Ankle Style $4.99
- **Shoes:** Black Leather

Boys Summer Uniform
- **Shirt:** Sky Layback with Crest from $25.99
- **Shorts:** Grey ‘Blockers’ from $19.99
- **Sloppy Joe:** Navy V-Neck with Crest from $29.99
- **Socks:** Grey Ankle Style $4.99
- **Shoes:** Black Leather
- **Bag:** Navy with Sky Print (not compulsory) $39.99
- **Book Bag:** Navy with Sky Print (not compulsory) $12.99

Boys Winter Uniform
- **Shirt:** Sky Deluxe Long Sleeve from $29.99
- **Trousers:** Grey ½ Elastic Back Classic $35.99
- **Tie:** Navy & Sky Stripes $18.99
- **Sloppy Joe:** Navy V-Neck with Crest from $29.99
- **Jacket:** Navy Micro-Fibre with Crest from $49.99
- **Socks:** Grey Ankle Style $4.99
- **Shoes:** Black Leather
### Sports Uniform

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</tr>
<tr>
<td>Socks</td>
<td>White Ankle Style (Sports)</td>
<td>$4.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Predominantly White</td>
<td></td>
</tr>
</tbody>
</table>

School Caps are compulsory throughout the year. A flap cap is available from school for $6.00.

**Please Note:** No tracksuits or joggers are to be worn on any other day than Sports Day.

**Uniform Suppliers:** Lowes Lake Haven, Shop 14 Lake Haven Shopping Centre, Lake Haven Dr, Lake Haven. Ph. 4692 7610

**Clothing Pool:** Second Hand items are available.

Please ensure that all uniform items are labelled with your child’s name.

### Jewellery

Watches and signet rings may be worn. Other forms of jewellery are not permitted. Students with pierced ears are to wear studs or sleepers only. Nail polish is not permitted.
School Organisation and Regulations

Your cooperation would be appreciated in the following areas:

**Punctuality:** It is most important that parents ensure their children arrive at school prior to the commencement of the morning assembly. Children who arrive late on a regular basis are missing important lessons and this is detrimental to the child’s learning. Morning assembly is at 8.55am.

**Absenteeism:** Matters such as reasons for absences should be communicated in writing to the class teacher. No child may leave school grounds without explicit permission from the Principal. If your child arrives late, or leaves early because of appointments with doctors, dentists, etc. or for any other reason, you must sign your child in or out in the book provided in the Office.

**Sickness:** For the protection of other children in the school, the following information from NSW Health applies to our students.

**Some Infectious Diseases of Children**

*For more information, please contact your Community Health Centre, Public Health Unit, Pharmacist or Doctor.*

**Chicken Pox**
Time from exposure to illness – 2 to 3 weeks  
Symptoms: slight fever, runny nose and rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.  
Do I need to keep my child home?  
Yes, 5 days after the rash first appears and until the blisters have all scabbed over.  
How can I help prevent the spread?  
Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

**Conjunctivitis**
Time from exposure to illness – 1 to 3 days.  
Symptoms: the eye feels scratchy, is red and may water. Lids may stick together on waking.  
Do I need to keep my child home?  
Yes, while there is discharge from the eye.  
How can I help prevent the spread?  
Careful hand washing, avoid sharing towels. Antibiotics may be needed.

**German Measles (Rubella)**
Time from exposure to illness – 2 to 3 weeks  
Symptoms: often mild or no symptoms, mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.  
Do I need to keep my child home?  
Yes, for at least 4 days after the rash appears.  
How can I help prevent the spread?  
Immunisation (MMR) at 12 months and 4 years of age.
**Influenza**  
Time from exposure to illness – 1 to 3 days  
Symptoms: sudden onset fever, runny nose, sore throat, cough, muscle and headaches.  
Do I need to keep my child home?  
Yes, until they feel better  
How can I help prevent the spread?  
Immunisation is recommended for the elderly and people with chronic illnesses.

**Impetigo**  
Time from exposure to illness – 1 to 3 days  
Symptoms: small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.  
Do I need to keep my child home?  
Yes, until treatment starts. Sores should be covered with a watertight dressing.  
How can I help prevent the spread?  
Careful hand washing.

**Measles**  
Time from exposure to illness – about 10 to 12 days until first symptoms, and 14 days until the rash develops.  
Symptoms: fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a blotchy red rash that starts on the face and spreads down the body and lasts for 4 to 7 days.  
Do I need to keep my child home?  
Yes, for at least 4 days after the rash appears.  
How can I help prevent the spread?  
Immunisation (MMR) at 12 months and 4 years. Contacts that are not immune should not attend school or work for 14 days.

**Meningococcal Disease**  
Time from exposure to illness – 2 to 10 days  
Symptoms: sudden onset fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.  
Do I need to keep my child home?  
Seek medical help immediately. Patient will need hospital treatment.  
How can I help prevent the spread?  
Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

**Mumps**  
Time from exposure to illness – 14 to 25 days  
Symptoms: Fever, swollen and tender glands around the jaw.  
Do I need to keep my child home?  
Yes, for 9 days after the onset of swelling.  
How can I help prevent the spread?  
Immunisation (MMR) at 12 months and 4 years of age.
Glandular Fever
Time from exposure to illness – 4 to 6 weeks
Symptoms: Fever, headache, sore throat, tiredness, swollen nodes.
Do I need to keep my child home?
No, unless sick.
How can I help prevent the spread?
Careful hand washing, avoid sharing drinks, food and utensils and kissing.

Gastroenteritis
Time from exposure to illness depends on the cause: several hours to several days.
Symptoms: a combination of frequent loose watery stools, vomiting, fever, stomach cramps, headaches.
Do I need to keep my child home?
Yes, for at least 24 hours after the diarrhoea stops.
How can I help prevent the spread?
Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

Hand, Foot and Mouth Disease
Time from exposure to illness – 3 to 7 days
Symptoms: mild illness, perhaps with fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.
Do I need to keep my child home?
Yes, until the blisters have dried.
How can I help prevent the spread?
Careful hand washing especially after wiping noses, using the toilet and changing nappies.

Head Lice
Time from infestation to eggs hatching – usually 5 to 7 days.
Symptoms: itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.
Do I need to keep my child home?
No, as long as head lice management is ongoing.
How can I help prevent the spread?
Family, friends and classroom contacts should be examined and managed if infested.

Hepatitis A
Time from exposure to illness – about 2 to 6 weeks.
Symptoms: often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of the skin and eyes), dark urine, pale stools.
Do I need to keep my child home?
Yes, for 2 weeks after first symptoms or 1 week after the onset of jaundice.
How can I help prevent the spread?
Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunization is recommended for some people.
Ringworm
Time from exposure to illness varies and may be several days.
Symptoms: small scaly patch on the skin surrounded by a pink ring.
Do I need to keep my child home?
Yes, until the day after fungal treatment has begun.
How can I help prevent the spread?
Careful hand washing.

Scabies
Time from exposure to illness – new infections: 2 to 6 weeks, reinfections: 1 to 4 days.
Symptoms: itchy skin, worse at night. Worse around the wrists, armpits, buttocks, groin and between fingers and toes.
Do I need to keep my child home?
Yes, until the day after treatment has begun.
How can I help prevent the spread?
Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet Fever
Time from exposure to illness – 1 to 3 days.
Symptoms: sudden onset sore throat, fever and vomiting, followed by a rash in 12 to 36 hours.
Do I need to keep my child home?
Yes, until at least 24 hours of treatment has begun and the child is feeling better.
How can I help prevent the spread?
Careful hand washing. Sick contacts should see their doctor.

Slapped Cheek (Erytherma Infectiosum, Fifth Disease, Parvovirus B19)
Time from exposure to illness – 1 to 2 weeks.
Symptoms: mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.
Do I need to keep my child home?
No, most infectious before the rash appears.
How can I help prevent the spread?
Careful hand washing, avoid sharing drinks.

Whooping Cough (Pertussis)
Time from exposure to illness – 3 to 7 days
Symptoms: starts with runny nose, followed by persistent cough that comes in bouts. Bouts may be followed by vomiting and a whooping sound as the child gasps for air.
Do I need to keep my child home?
Yes, until the first 5 days of a special antibiotic have been taken.
How can I help prevent the spread?
Immunisation at 2, 4, 6 and 18 months and at 4 years. A special antibiotic can be given for the patient and close contacts. Un-immunised contacts may be excluded from child care until the first five days of a special antibiotic has been taken.
School Bus Information

**Bus Transport:** children travel to school by various routes. They disembark here at school and are collected at the school every afternoon at 3.00pm. It is our policy to instill in the children the behaviour that would be expected of them whilst travelling on the bus.

We need your constant support to assist our endeavours to maintain consistent acceptable behaviour. If at any time you have concerns about bus travel or behaviour, please contact the school and we will help in any way we can. If we are unable to help, please contact Morisset Buses on 4973 2114. Children who are holders of a Bus Pass are expected to travel to school on the bus each day.

**Bus Passes:** applications are available from the school. New applications must be made for a change of address. Passes must be shown on demand. If a child does not have his/her bus pass, the driver can ask for payment of a fare. If a bus pass is lost, a student can obtain a replacement pass through the bus company. Replacement passes incur a fee of $10.00.

*Important: all students changing from Year 2 to Year 3 must have a new Bus Pass Application filled out.*

**Bus Routes:** below is a list of Bus Numbers allocated to the different bus routes used by your children for school travel. You are asked to mark your child’s bus pass with this number.

**Afternoon Bus Numbers**

**Bus No. 1**  
Balcolyn, Yarrawonga Park, Morisset (Campview Street)

**Bus No. 2**  
Brightwaters, Windermere Park, Bonnells Bay South  
Mather Drive, Waikiki & Kalani Roads, Morris Crescent & Grand View Parade  
Mirrabooka (Dandaraga, Mirrabooka & Hillcrest Roads)

**Bus No. 3**  
Bonnells Bay Estate (South of Fishery Point Road – Wine Country)  
Bonnells Bay – Station Street

**Bus No. 4**  
Morisset Park, Windermere Park (Grant St; Rhodes Pde; Asquith St;)

**Bus No. 5**  
Fishery Point Road Mirrabooka and Sunshine

**Bus No. 6**  
Bonnells Bay – Regent Street, Kane Street, Morris Crescent, Brook & Harbord Streets  
Morisset Hospital, Bonnells Bay Central- Fishery Point Road, Pearson Street

**Bus No. 7**  
Bonnells Bay Estate – Mather Drive, Waikiki and Kalani Roads  
Balcolyn – Bay Street, Colban Street, Balcolyn and Helena Streets
**Bus No. 8**
Cooranbong – Freemans Drive to BoGas

**Bus No. 10**
Morisset – Gimberts Road, Mandalong, Cooranbong, (Crawford Road, Glenrose Crescent)

**Bus No. 11**
Wyee – Rutleys Road, Wyee Point, Mannersing Park, Lake Munmorah, Summerland Point and Gwandalan

**Bus No. 12**
Wyee, Wyee Central, Wyee Station, Doyalson, San Remo, Buff Point, Budgewoi Blue Haven, Charmhaven Lake Haven, Gorokan, Kanwal, Toukley.

**Bus No. 13**
Wyee West – Bushells Ridge Road, Hue Hue Road

**Bus No. 14**
Dora Creek – North of the rail bridge, Eraring

**Bus No. 15**
Dora Creek – Newport Road, Currans Road

**Bus No. 39**
Cooranbong – Crawford Road, Deaves Road, Freemans Drive (to Sandy Creek from Alton Road)

**Bus No. 41**
Cooranbong – Currans Road

**Bus No 46**
Martinsville
Parent Code of Conduct

One item on the P&F and Staff Agenda in the past has been the question of a **Parent Code of Conduct**. It is an agenda item of high interest for many schools, particularly in the light of the announcement of the **Commencement of the Crimes Amendment (Schools Protection) Act 2002**, which was brought into force on the 10th February, 2002. This amendment arose from a proposal of the 16 August 2002 ‘Community and Parents and Police Forum’

Parliament passed the Law in December 2002 to reinforce the message to the community that schools are valued as special places and will be treated as such at Law. Offences under the new Act are:

1. Assaulting, stalking, harassing or intimidating any school student or member of staff while the student or member of staff is attending school – maximum penalty is 5 years imprisonment.

2. Assaulting a school student or member of staff while the student or member of staff is attending school in circumstances where the assault causes actual bodily harm. “Actual bodily harm” is an injury that is more than merely transient and trifling, including a psychiatric injury but not mere fear or panic – maximum penalty is 7 years imprisonment.

3. Maliciously wounding of a school student or member of staff while the student or member of staff is attending school. “Malicious Wounding” means breaking or cutting the skin of a person with malice, indifference to the outcome, recklessly, wantonly or with intent to injure the person – maximum penalty is 12 years imprisonment.

4. Maliciously inflicting grievous bodily harm to a school student or member of staff while the student or member of staff is attending school. “Maliciously infict grievous bodily harm” means an injury of a serious kind but not necessarily permanent, which is also done maliciously – maximum penalty is 12 years imprisonment.

5. Entering onto school premises with the intention to commit one of the above offences – maximum penalty is 5 years.

Some Principals have raised concerns about the relationship of this legislation to the normal discipline processes in the school. It is, in the view of the State Departments Legal Services Directorate, that if instances such as minor physical alterations, harassment or intimidation between students are dealt with in accordance with existing school discipline and welfare policies, they need not be reported to the police.

This is very important to all of us as members of a school community and the implications are far reaching. In the past, some parents have felt it was within their right to approach students and staff on the playground to voice their opinions forcefully on altercations happening within the school context, the school has never condoned this. It is the school’s policy to discuss concerns in the context of an interview. In light of this legislation, it becomes imperative to inform parents that entering the school grounds with the purpose of approaching students personally with grievances, will be seen as extremely serious and will result in strong action…
from the school – to the point of partial exclusion from school grounds for a specified period for the offending person initially and possibly the notification of this action to police if deemed necessary. All children have the right to be safe at school.

Reporting to the Police

In determining whether an incident involving students is required to be reported to the police, particularly where it involves harassment or intimidation, Principals will need to examine the facts relevant to each individual case. Factors to be taken into account include, but are not limited to:

- The effect of the incident on the victim
- The extent of any physical injuries sustained
- The nature of any threats that may have been made
- Whether any weapons or other implements have been used
- Whether the incident involved an individual student or a group of students
- The age of the students involved and any differential between the victim and the alleged perpetrator
- Whether the incident was isolated or part of an ongoing dispute between the students involved
- The likelihood of the dispute being resolved through school welfare and discipline procedures
- Whether the school welfare and discipline procedures have been used in the past but have failed to resolve the issue
- Whether the events involve children under the age of 10 as alleged offenders. Children under 10 are not considered by the law to be capable of committing a criminal office. (Principals will, however, need to consider whether action in accordance with child protection legislation is required, e.g. is the child at risk of harm and/or in need of care)
- Whether the provisions of the Child Protection Physical Mistreatment Act 2001 may apply
- The views of the parents or caregivers of the victim. (Parents and students have the right to report a matter directly to the Police)

If Principals are in any doubt as to whether or not to report a matter to the Police, they should contact their local police to discuss the issue.

Note: A Memorandum of Understanding for the exchange of Information between Police Local Area Commanders and School Principals is currently being finalised.
Inclosed Lands Protection Act (1901)

This Act created the offence of criminal Trespass. Police can and should enforce this act.

Set out below is a summary of the offence:

Criminal Trespass:

It is an offence, without lawful excuse to:

- enter inclosed lands without the consent of the owner, occupier or person apparently in charge, or

- Remain on inclosed lands after being requested to leave by the owner, occupier or person apparently in charge (Inclosed Lands Act 1901 (ILPA s.4 – maximum 5 penalty points.)

Some premises such as schools are specially prescribed and any entry to this carries a double penalty of 10 penalty units.
Student Welfare Policy

Mission Statement:

St John Vianney is a Catholic Community where everyone shows respect, forgives others, values honesty and grows through learning as we strive everyday to do our best.

Aims

- Creation of a safe, caring school environment in which students are nurtured as they learn.
- Provision of opportunities for students to:
  - Enjoy success and recognition
  - Make a useful contribution to the life of school
  - Derive enjoyment from their learning.
- Recognition of the diversity within the school community and the provision of programs and support, which acknowledge differences and promote harmony.
- Incorporation of preventive health and social skills programs.
- Early and collaborative intervention when problems are identified e.g.
  - Discrimination /Harassment
  - Learning difficulties and disabilities
  - Emotional /social situations
  - Conflicts with another student or teacher
  - Low self esteem
- Provision of ongoing educational services to support students – including those with special needs.
- Facilitating a link between families and community services.
- Provision of ongoing staff training programs to support the needs of students and staff.

Implementation

The teaching staff will oversee the pastoral care needs of students in their class and perform related administrative tasks. They are the first contact in the school for students and parents and they will refer students to appropriate personnel. Students and parents may also contact any other appropriate member of the school community.
Pastoral Care and Discipline Policy

Rationale

At St John Vianney School, we strive to promote self discipline, desirable behaviour and Christian attitudes and values. We place emphasis on the pastoral nature of Christian discipline and the dignity of the individual child. We endeavour to enable the pupils to grow in Christianity and become caring, just, well balanced individuals.

Parents and teachers will work together to enhance a positive environment.

Aims

Through the Pastoral Care and Discipline Policy we aim to:
- develop confident children with high self esteem, respect and dignity
- provide character building experiences that create a spirit of worth among pupils
- obtain desirable behaviour and attitudes of the children
- observe school rules
- employ a system of rewards and consequences to achieve a safe and happy environment
- cater for the needs of the individual
- develop self discipline in class and on the playground
- inform parents of discipline strategies and encourage their support.
- ensure that corporal punishment is not used.

Implementation

To help implement these concepts we endeavour, wherever possible, to use positive approaches to obtain sensible behaviour and self-discipline.

St John Vianney follows the Positive Behaviour Support Model.

Children caught doing the right thing are rewarded with a gotcha. As the tokens accumulate the children can receive various awards. Children upholding our school values are regularly rewarded at school assemblies.

Children not following school rules receive a white slip. This is then recorded in a data base.

A child who receives 3 white slips in a term goes to a planning room.

Parents are notified prior to the child going into the planning room.

For major incidents parents are notified and immediate removal from the situation occurs.

The interest shown by staff in student’s achievements, activities and development and the care that the staff exercises for student’s welfare develops an atmosphere where students feel cared for and hence tend to behave themselves. Rewards, acknowledgements and encouragement are positive approaches, which the staff
utilise. Positive methods are considered to be the best ways of obtaining self-discipline within students.

It is vital that consequences are clearly explained to the students.

All staff members have responsibilities within their classrooms and on school premises generally for management of behaviour. Where minor and moderate misdemeanours occur the situation is handled by the class teacher and out of class situations by the teacher on playground duty. Major incidents will be referred to the Principal.

The staff is responsible for the pastoral care of students. This is a continuing role as pupils progress through each school year.

Teachers are encouraged and assisted to develop professionally so that they will become better educators. Good teaching promotes and engenders good behaviour as teachers gain the student’s respect.

Staff is encouraged to attend Inservice training through the Catholic Schools Office and the Department of Education.
Anti Bullying Policy

The dignity of the human person is the foundation of all Catholic social teaching and is inbuilt in our ministry of education. Central to our mission as Catholic educators is the principle that the person is made in the image and likeness of God. It is therefore essential that the community of St. John Vianney’s Morisset, strive for the creation and maintenance of a safe, supportive and respectful learning/ work environment.

The prevention of and responses to incidents of bullying, disrespectful behaviour and inappropriate use of technology is more successfully achieved in a caring and supportive school culture that reflects Gospel values and promotes positive relationships. Bullying, cyber-Bullying, harassment, aggression and violence disregard our school core value of respect for others. Additionally, these actions can have a negative impact upon the well being of those in our school community and are therefore unacceptable. All members of our school communities are expected to prevent and challenge such actions in order to build respectful relationships that respond effectively and sensitively to the needs of each person.

Our policy builds on the Pastoral Care and Behaviour Management Policies to provide clear procedures and strategies to prevent, reduce and respond to bullying.

Included in this hand book is the Action Flow Chart the school uses to investigate incidents of bullying.
Interview all students involved in the incident.
- What happened? How did it start? Did you tell him/her to stop? Is there anything you did that might have contributed to this happening?
- Where clarification is required by the school the CSO/Police Liaison Officer should be contacted

Was this possibly a crime?
Was there physical contact or injury, use of a weapon, serious threat of injury, stalking, sexting, loss of property or damage to property?

NO

Was there aggression?
Physical aggression such as hitting, shoving or threatening injury; verbal aggression such as teasing or name-calling; social aggression such as spreading rumours and shunning; psychological aggression such as inappropriate texting, sexting.

NO

YES

Was there dominance?
Was the aggressor stronger or dominant over the other? Was one side out numbered?

NO

YES

Was there persistence?
Was there more than one incident or did the aggressor fail to stop when asked?

NO

YES

Contact the police
Let them investigate and decide whether a crime has occurred.

Notify parents
Generally speaking, let parents of the targeted student know that you have contacted the police. Where appropriate make contact with the parents of the perpetrator.

Not bullying
Consider disciplinary and Restorative Justice action according to the Pastoral Care and Discipline policy.

BULLY ASSESSMENT AND ACTION FLOW CHART

Respond to bullying
1. Provide appropriate support structures for alleged victim.
2. Completion of the Bullying Tool Documentation
3. Discipline aggressor for bullying, based on the seriousness and persistence of the behaviour using procedures from school policy.
4. Educate and counsel all students, including bystanders, about bullying.
5. Encourage the aggressor to apologise and state their intention to desist from the unwanted behaviour.
6. Ask all students, ‘Would you let me know if anything like this happens again?’
7. Monitor and follow up to make sure that bullying does not recur.
8. Liaise regularly with Police Liaison Officer.
Releasing the Angel Within

One day a man came upon Michelangelo as he was chipping away with his chisel at a huge shapeless piece of marble.

He asked the sculptor what he was doing.

“I am releasing the angel imprisoned in this marble,”
Michelangelo answered.

As Parents,
May our ‘chisel’ be gentle, as with care and respect we enable and encourage the true beauty of each child to be released.

As they ‘emerge’, may we assist them with the skills they will need to achieve their potential, and the ability to accept themselves for who they are, and so truly own their unique gifts, qualities, and inner beauty.

Adapted from an extract in
A Canopy of Stars: Some Reflections for the Journey