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# 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:** | www.morisset.catholic.edu.au |
| **Principal:** | Mr Simon Devlin |
| **Assistant Principal:** | Mrs Margaret McKew |
| **R E Coordinator:** | Mrs Christine Hibbard |
| **Leading Teacher** | Miss Rebecca Shepherd |
| **Pastoral Care:** | Sr. Margaret McLeod   RSM |
| **School Secretary:** | Mrs Julia Stephens |
| **Parish Secretaries:** | Mrs Rosanna Suckling   &  
Mrs Liza Ruitenbach   (02) 4973 6859 |
## Term Dates & Public Holidays

### 2017 Commencement Dates

<table>
<thead>
<tr>
<th>Group</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Friday, 27th January, 2017.</td>
</tr>
<tr>
<td>Years 1 to 6</td>
<td>Monday, 30th January, 2017.</td>
</tr>
</tbody>
</table>

### 2017 NSW School Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Friday, 27th January, to Friday, 7th April, 2017.</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday, 24th April, to Friday, 30th June, 2017.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday, 17th July, to Friday, 22nd September, 2017.</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday, 9th October, to Tuesday, 19th December, 2017.</td>
</tr>
</tbody>
</table>

### 2017 NSW Public Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Sunday, 1st January, 2017.</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Thursday, 26th January, 2017.</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, 14th April, 2017.</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>Saturday, 15th April, 2017.</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Sunday, 16th April, 2017.</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, 17th April, 2017.</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Tuesday, 25th April, 2017.</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday, 12th June, 2017.</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Tuesday, 26th December, 2017.</td>
</tr>
</tbody>
</table>
History of St John Vianney School

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.

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.

In 2013 two more demountables were moved to the site to cater for the new classes in 2014.

Today we are a single streamed school K-6 providing a quality Catholic Education for approximately 160 children.
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.
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.
Enrolling Your Child

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. On Tuesday afternoons the school has an Assembly to present awards.

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

- **ABSENCES**: Parents are responsible for contacting the school when your child is absent. This can be done via a phone message, email, school app or a written note. Any child who is absent and the school has not been notified will be contacted by the school secretary.

- 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 Opal card with them daily.

- Supervision is provided from 8.30am daily. Children should not arrive before this time. If children do arrive early, they are unsupervised and must sit on the seats.

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

- The School Newsletter is published fortnightly. It contains relevant data and information. This is uploaded onto the school website, Skoolbag App and emailed home. 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 Mondays and Wednesdays.

- Merit Awards reward students for keeping the school core values, respect, learning, honesty and forgiveness. These are presented at the School Assembly Tuesday mornings during each term.

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.

Mobile Phones

Children do not need mobile phones at school. If your child needs a phone for security reasons it must remain in the school bag. Any messages for your child can be made through the office.
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
Monday’s and Wednesday’s only. This is a service operated by parents who
volunteer to help. If you are able to assist by working in the canteen please fill out
the canteen roster. The children can purchase morning tea by lining up at the
canteen at recess time. For lunch orders, please write your child’s lunch order on
a paper bag and return to school with the money enclosed. We suggest that large
amounts of money be carefully supervised. The menu is available on the school App.

Excursions
School excursions enhance children’s development and are directly related to
curriculum. The classroom program will include both a pre-excursion 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. The costs of excursions are included in the activity fee.

Grades Five and Six
Years 5 and 6 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. In 2017 they will be visiting Canberra.

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 Teachers
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 published every 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
doors’ 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 has an active website which is updated weekly with events at the school
(www.morisset.catholic.edu.au).
Also, you can download the School App by going through the usual methods. The App is regularly updated with notifications and events. There is also a blog with loads of parenting tips.

The Newsletter is emailed to all families or is available on the School App and website. Parents who require a hard copy need to contact the school.

**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 7.00pm 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 on a Tuesday and Wednesday.
- 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.

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 was introduced. Staff began implementing English and Maths with the assistance of the CSO and Leading Teacher. In 2016 History and Geography were implemented.

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/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 2017

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. Therefore in 2013 a more equitable approach to discounting tuition fees for families.

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.

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 2017 approved by the Bishop follow.

In 2017, 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 Rate</th>
</tr>
</thead>
<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 2017, the Diocesan Tuition Fee full rates will be:

- Kinder to Year 6: $1,206
- Years 7 to 10: $1,662
- Years 11 to 12: $2,502

**Diocesan Family & School Building Levy (DF&SBL)** - $600 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 in existing schools and the establishment of new schools. Historically and for a considerable period, our schools were built and maintained by the voluntary contributions of the people of the Diocese through their parishes. Part of the DF&SBL, therefore, now helps support 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. In 2017 the levy will be $672* per year per family.
School Based Fees

Resource & Activity Fee - $363 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/Diaries
- Copyright
- Mathletics contribution
- 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, Gymnastics & Athletics Program.
- Swimming and Athletics entry and travel.

Technology Fee - $144 Per Family
This covers the cost of upgrading and maintaining computers, smartboards, data projectors and software licence.

Cleaning/Maintenance Fee - $129 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.

Diocesan Pastoral Contribution – Voluntary

From 2017 a voluntary contribution of $150 per family ($50 per term) is being sought as a diocesan pastoral contribution. Funds support the ongoing pastoral works of the diocese which include, amongst many initiatives:

- The diocesan pastoral ministries office and the activities of its many advisory councils - the Diocesan Pastoral Council, the Adult Faith Formation Council, the Liturgy Council, the Ecumenical and Interfaith Council, the Social Justice Council and the Diocesan Council of Ministry with Young People.
- The provision of chaplains ministering in the following areas – Newcastle University, Newcastle Port, Prisons, Hospitals and CatholicCare Social Services.
- Family Community Faith Co-ordinators who work to reach out to and connect families with their local parish and school.
- Pastoral Co-ordinators who work in those parishes without a resident Parish Priest.
2017 Tuition Fee, DFSBL and Other Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee Per Child</td>
<td>$1,206 (discounts apply for siblings)</td>
</tr>
<tr>
<td>DFSBL Per Family</td>
<td>$600</td>
</tr>
<tr>
<td>Resource &amp; Activities Fee</td>
<td></td>
</tr>
<tr>
<td>Per Child</td>
<td>$363</td>
</tr>
<tr>
<td>Technology Fee Per Child</td>
<td>$144</td>
</tr>
<tr>
<td>Cleaning Fee Per Family</td>
<td>$129</td>
</tr>
<tr>
<td>Text Book Fee Per Student</td>
<td>Up to $50</td>
</tr>
</tbody>
</table>

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 Stephens 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:

- School Sport
- Reading Groups
- Enrichment Workshops
- Swimming & Athletics Carnivals
- Liturgical Activities
- Library
- Debating
- Concerts
- Sacramental Programs
- Computer Education
- Art & Craft Activities
- P&F Meetings
- Writing Groups
- Excursions
- Celebrations such as Anzac Day
- Children’s Liturgy
- Canteen
- In-services
- Discussion Groups
- Physical Education
- Maintenance
- LAP program

All volunteers must have a WWC number and a Declaration form available from the school office, as per the Child Protection Act 1998.

Reading
Parents are often invited to assist in the Reading programs in the classroom. This can be organised with the class teacher. All volunteers must have a WWC number.

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.
COMPULSORY SCHOOL ATTENDANCE

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 check-ups 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
- fill out absence form on school App
- 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/languagesupport/documents/indexs.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:

2. NSW Ombudsman Act 1974.

**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 parent volunteers require a WWCC number. This can be obtained by following the process below:

2. Fill in the Volunteer Working with Children Check (this is free for volunteers).
3. Note down your application number.
4. Take the number to your local RMS office. You will be given a WWCC number.
5. Please obtain the Checklist for School Volunteers form from the school office and return it, signed. (If you already have a WWCC number this is not necessary.)
6. You will also need to collect a Working With Children Check Clearance Number Verification & Declaration form and return it to the school secretary, Principal or Assistant Principal. Original forms of identification will need to be sighted to complete a one hundred point proof of identity check.
7. If you already have an approved WWCC number simply fill in the Declaration form only and return it to school with your 100 points

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 & GRIEVANCES
RESOLUTION PATHWAY

The key steps followed in the process are dependent upon whether the complaint and/or grievance emanates from a Primary or a Secondary setting.

Is the complaint/grievance classroom based?

YES

Teacher

NOT RESOLVED

Principal

NOT RESOLVED

Parent Resource Liaison Officer or the Executive Assistant to the Director of Schools

NOT RESOLVED

Assistant Director

NOT RESOLVED

Director of Schools

NO

Assistant Principal/Executive may co-opt the support of this delegate and will be advised of the resolution process:

NOT RESOLVED

Parent Resource Liaison Officer or the Executive Assistant to the Director of Schools

NOT RESOLVED

Assistant Director

NOT RESOLVED

Director of Schools
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.

ESL
The school employs an ESL teacher. The teacher works closely and provides support to children who are exposed to another language at home. If you think your child requires support in this area, please contact the school.
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
Lowes at Lake Haven

Girls Summer Uniform:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress</td>
<td>Navy &amp; White Check</td>
<td>$54.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Navy V-Neck with Crest</td>
<td>from $29.99</td>
</tr>
<tr>
<td>Socks</td>
<td>White Ankle Style</td>
<td>$4.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black Leather</td>
<td></td>
</tr>
<tr>
<td>Bag</td>
<td>Navy with Sky Print (not compulsory)</td>
<td>$46.99</td>
</tr>
<tr>
<td>Book Bag</td>
<td>Navy with Sky Print (not compulsory)</td>
<td>$15.99</td>
</tr>
</tbody>
</table>

Girls Winter Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic</td>
<td>Navy &amp; Sky Tartan</td>
<td>$58.99</td>
</tr>
<tr>
<td>Blouse</td>
<td>Sky Blue L/Sleeve Peter Pan Collar</td>
<td>from $33.99</td>
</tr>
<tr>
<td>Tie</td>
<td>Navy &amp; Sky Stripes</td>
<td>$18.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Navy V-Neck with Crest</td>
<td>from $29.99</td>
</tr>
<tr>
<td>Jacket</td>
<td>Navy Micro-Fibre with Crest</td>
<td>from $49.99</td>
</tr>
<tr>
<td>Tights</td>
<td>Navy ‘Becky’ Style</td>
<td>$13.99</td>
</tr>
<tr>
<td>Socks</td>
<td>White Ankle Style</td>
<td>$4.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black Leather</td>
<td>$39.99</td>
</tr>
</tbody>
</table>

Boys Summer Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Sky Layback with Crest</td>
<td>from $27.99</td>
</tr>
<tr>
<td>Shorts</td>
<td>Grey ‘Blockers’</td>
<td>from $19.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Navy V-Neck with Crest</td>
<td>from $29.99</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey Ankle Style</td>
<td>$4.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black Leather</td>
<td>$39.99</td>
</tr>
<tr>
<td>Bag</td>
<td>Navy with Sky Print (not compulsory)</td>
<td>$46.99</td>
</tr>
<tr>
<td>Book Bag</td>
<td>Navy with Sky Print (not compulsory)</td>
<td>$15.99</td>
</tr>
</tbody>
</table>

Boys Winter Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Sky Deluxe Long Sleeve</td>
<td>from $31.99</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey Blocker Longs</td>
<td>from $29.99</td>
</tr>
<tr>
<td>Tie</td>
<td>Navy &amp; Sky Stripes</td>
<td>$18.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Navy V-Neck with Crest</td>
<td>from $29.99</td>
</tr>
<tr>
<td>Jacket</td>
<td>Navy Micro-Fibre with Crest</td>
<td>from $49.99</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey Ankle Style</td>
<td>$4.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black Leather</td>
<td></td>
</tr>
</tbody>
</table>
Sports Uniform
Polo Top: Navy/Sky/Red with Crest from $27.99
Shorts: Navy with Embroidery – SJV from $32.99
Jacket: Navy Micro-Fibre with Crest from $49.99
Trackpants: Navy Micro-Fibre from $31.99
Socks: White Ankle Style (Sports) $ 4.99
Shoes: Predominantly White

School Caps are compulsory throughout the year. A flap cap is available from school for $7.00.

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. Only one bracelet or bangle can be worn. 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, phone call, via the school app or email 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.*

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exposure Time</th>
<th>Symptoms</th>
<th>Do I need to keep my child home?</th>
<th>How can I help prevent the spread?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>2 to 3 Weeks</td>
<td>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.</td>
<td>Yes, 5 days after the rash first appears and until the blisters have all scabbed over</td>
<td>Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>1 to 3 days.</td>
<td>The eye feels scratchy, is red and may water. Lids may stick together on waking.</td>
<td>Yes, while there is discharge from the eye.</td>
<td>Careful hand washing, avoid sharing towels. Antibiotics may be needed.</td>
</tr>
</tbody>
</table>
### German Measles (Rubella)

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>2 to 3 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>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.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Immunisation (MMR) at 12 months and 4 years of age.</td>
</tr>
</tbody>
</table>

### Influenza

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>1 to 3 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until they feel better.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Immunisation is recommended for the elderly and people with chronic illnesses.</td>
</tr>
</tbody>
</table>

### Impetigo

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>1 to 3 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until treatment starts. Sores should be covered with a watertight dressing.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Careful hand washing.</td>
</tr>
</tbody>
</table>

### Measles

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>About 10 to 12 days until first symptoms, and 14 days until the rash develops.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>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.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, for at least 4 days after the rash appears.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Immunisation (MMR) at 12 months and 4 years. Contacts that are not immune should not attend school or work for 14 days.</td>
</tr>
</tbody>
</table>

### Meningococcal Disease

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>2 to 10 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Sudden onset fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Seek medical help immediately. Patient will need hospital treatment.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Exposure Time:</strong></td>
<td>14 to 25 days</td>
</tr>
<tr>
<td><strong>Symptoms:</strong></td>
<td>Fever, swollen and tender glands around the jaw.</td>
</tr>
<tr>
<td><strong>Do I need to keep my child home?</strong></td>
<td>Yes, for 9 days after the onset of swelling.</td>
</tr>
<tr>
<td><strong>How can I help prevent the spread?</strong></td>
<td>Immunisation (MMR) at 12 months and 4 years of age.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Glandular Fever</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure Time:</strong></td>
<td>4 to 6 weeks</td>
</tr>
<tr>
<td><strong>Symptoms:</strong></td>
<td>Fever, headache, sore throat, tiredness, swollen nodes.</td>
</tr>
<tr>
<td><strong>Do I need to keep my child home?</strong></td>
<td>No, unless sick.</td>
</tr>
<tr>
<td><strong>How can I help prevent the spread?</strong></td>
<td>Careful hand washing, avoid sharing drinks, food and utensils and kissing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Gastroenteritis</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure Time:</strong></td>
<td>Several hours to several days.</td>
</tr>
<tr>
<td><strong>Symptoms:</strong></td>
<td>A combination of frequent loose watery stools, vomiting, fever, stomach cramps, headaches.</td>
</tr>
<tr>
<td><strong>Do I need to keep my child home?</strong></td>
<td>Yes, for at least 24 hours after the diarrhoea stops.</td>
</tr>
<tr>
<td><strong>How can I help prevent the spread?</strong></td>
<td>Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hand, Foot and Mouth Disease</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure Time:</strong></td>
<td>3 to 7 days</td>
</tr>
<tr>
<td><strong>Symptoms:</strong></td>
<td>Mild illness, perhaps with fever, blisters around the mouth, on the hands and fee, and perhaps the nappy area.</td>
</tr>
<tr>
<td><strong>Do I need to keep my child home?</strong></td>
<td>Yes, until the blisters have dried.</td>
</tr>
<tr>
<td><strong>How can I help prevent the spread?</strong></td>
<td>Careful hand washing especially after wiping noses, using the toilet and changing nappies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head Lice</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time from infestation to eggs hatching:</strong></td>
<td>Usually 5 to 7 days.</td>
</tr>
<tr>
<td><strong>Symptoms:</strong></td>
<td>Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.</td>
</tr>
<tr>
<td><strong>Do I need to keep my child home?</strong></td>
<td>No, as long as head lice management is ongoing.</td>
</tr>
<tr>
<td><strong>How can I help prevent the spread?</strong></td>
<td>Family, friends and classroom contacts should be examined and managed if infested.</td>
</tr>
</tbody>
</table>
### Hepatitis A

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>About 2 to 6 weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of the skin and eyes), dark urine, pale stools.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, for 2 weeks after first symptoms or 1 week after the onset of jaundice.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunization is recommended for some people.</td>
</tr>
</tbody>
</table>

### Ringworm

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>Varies and may be several days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Small scaly patch on the skin surrounded by a pink ring.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until the day after fungal treatment has begun.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Careful hand washing.</td>
</tr>
</tbody>
</table>

### Scabies

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>New infections: 2 to 6 weeks, reinfections: 1 to 4 days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Itchy skin, worse at night. Worse around the wrists, armpits, buttocks, groin and between fingers and toes.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until the day after treatment has begun.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Scarlet Fever

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>1 to 3 days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Sudden onset sore throat, fever and vomiting, followed by a rash in 12 to 36 hours.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until at least 24 hours of treatment has begun and the child is feeling better.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Careful hand washing. Sick contacts should see their doctor.</td>
</tr>
</tbody>
</table>

### Slapped Cheek (Erytherma Infectiosum, Fifth Disease, Parvovirus B19)

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>1 to 2 weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>Mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>No, most infectious before the rash appears.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>Careful hand washing, avoid sharing drinks.</td>
</tr>
</tbody>
</table>
**Whooping Cough (Pertussis)**

<table>
<thead>
<tr>
<th>Exposure Time:</th>
<th>3 to 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptoms:</td>
<td>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.</td>
</tr>
<tr>
<td>Do I need to keep my child home?</td>
<td>Yes, until the first 5 days of a special antibiotic have been taken.</td>
</tr>
<tr>
<td>How can I help prevent the spread?</td>
<td>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.</td>
</tr>
</tbody>
</table>
Student Behaviour
Student on-board behaviour will be monitored, reported and recorded on the Transport NSW Student Misbehaviour website. All inappropriate behaviour set under the SSTS Code of Conduct will be dealt with immediately, parents and the school Principal will be notified as soon as possible.

Parking
Parking around the school is difficult and can be frustrating. To help with parking below are a couple of suggestions.

- In the afternoon come along 10 minutes later when most of the traffic has gone. Teachers are on duty till 3:15pm. Children are required to wait on the green seats for their parents.
- Park at the end of France Lane near Auston Oval and walk the children down France Lane and out the back gate.

DO NOT DRIVE OR PARK IN FRANCE LANE. This is used as an exit point for bike riders and walkers. Parking there can cause congestion if we get 2 or more cars parking there and it is dangerous for pedestrians.

DO NOT park or drop off your children in the Bus Zones.

These procedures are in place to keep your children safe, please help us by following them.

Below are the fines that could be imposed should you not obey the parking signs around the school.

![SCHOOL ZONE PARKING OFFENCES](image-url)
School Bus Information

The School Student Transport Scheme (SSTS) gives eligible students free or subsidised travel between home and school, on the approved train, bus or ferry services.

From term one 2016, Transport for NSW will be issuing School Opal cards to students eligible for travel under the School Student Transport Scheme via a new online application process.

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Fact sheet: School Opal card

The School Opal card provides free travel to school aged students between home and school on weekdays under the School Student Transport Scheme (SSTS) across the Opal public transport network.

School Opal card can be used:
- On approved travel on school days between the student’s home and school, and
- For travel between 06:30 and 19:00 weekdays (21:30 for TAFE school students).

Who is eligible?
To be eligible a student must be a resident of NSW plus:
- Infant student (K-2) older than 4 years and 6 months who lives any distance between home and school; or
- Primary student (Years 3-6) who lives more than 1.6km (straight line) from school, or 2.3km or more by the most direct practical walking route; or
- Secondary student (Year 7-12) who lives more than 2km (straight line) from school, or 2.9km or more by the most direct practical walking route; or
- TAFE student under 18 years of age at 1 January of the year of application and enrolled in a full-time TAFE course for a minimum of 20 hours a week, and is not employed, lives more than 3.2km from the college by the most direct practical walking route, and attends the college closest to their home where enrolment is available.

School Opal Cards enable a student to travel on:
- Mode(s) of transport most applicable for the student’s travel requirements; train or bus or both. For bus travel, cards are restricted to individual or a combination of bus operators. For approved ferries; and
- School days only.
For travel outside school hours or days a Child/Youth Opal card is available and provides concession fare and other Opal benefits.

How do parents/students get a School Opal card?
Students with school travel passes this year will be not need to apply for a School Opal card unless they are changing schools or their home address or moving from year 2 to 3 or year 6 to 7.
Those students who do not need to apply will have a School Opal card sent to their school for the beginning of the first term in 2016.
For new applications or for students with changing circumstances, the parents, guardians or students over 16 years are required to fill in a form online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)
After filling in the online application they print it off and take it to the school to endorse. Transport for NSW has the data online from the application and waits for the school to then endorse the application and will mail the School Opal card to the applicant’s home address.
# MORNING

<table>
<thead>
<tr>
<th>Shift</th>
<th>Route</th>
<th>Time</th>
<th>Bus Route</th>
</tr>
</thead>
</table>
| 8     | 6656  | 7:25 | **Toukley to Wyee Station**  
Bluehaven Via Pacific Hwy (near Roper Rd opposite) 7:30 Charmhaven Shops, L> Lake Haven, 7:35 Wyong Leagues Club, L> Wallarah, Main, 7:40 Toukley Shops L> Budgewoi, 7:50 Budgewoi Shops Central Coast Hwy, Wyee, **Wyee Station transfer to 6646 see details** |
| 6     | 6618  | 7:38 | **Norah Head to Wyee Station**  
Via Elizabeth, R> Ada, 7:35 Noraville, L>Budgewoi, Wilfred Barrett, 7:41 **Norah Head**, L> Hungary, R> Maitland, F>Soldiers Point, L>Budgewoi, 7:45 Noraville, R> Wilfred Barrett, Budgewoi, Central Coast Hwy, 7:52 Budgewoi, Central Coast Hwy, **Doyalson, Wyee, Wyee Station, transfer to 6646 see details** |
| 9     | 6646  | 8:20 | **Morisset Rail to St John Vianney**  
**Wyee Station collect pax from 6656** L> Darlingup, R> Koolera, L> Boikonumba, L> Bukkai, L> Darlingup, L> Koyoj, R> Boikonumba, R> Wyee, 8:25 Morisset, R> Dora, L> Station, L> Yambo to School |
| 11    | 6654  | 7:27 | **Cessnock (Kurri Kurri) to St John Vianney**  
Via Freeman’s, L> Lake, Kearsley, R> Allandale, L> Caledonia, Cessnock, Greta, R> Colliery, Duffy, R> Cessnock, 7:48 Neath, L> Hall, R> First, Northcote, R> Alexander, L> Lang, R> Hampden, R> Railway, L> Stanford, Freemans 8:05 (Mulbring), Freeman’s, 8:17 (Freemans Waterhole), R> Avondale, turnaround at School, via Avondale, R> Freemans, R> Martinsville, L> Government, turnaround Cooranbong Primary School, R> Martinsville, R> Freeman, L> Stockton, Kahibah, R> Wyong, R> Doyalson, L> Yambo, to School |
| 2     | 6652  | 7:20 | **Gwandalan to St John Vianney**  
Via Dora, L> Wyee, L> Rutleys, L> Pacific Hwy, L> Kanangra, turnaround 7:46 Gwandalan Public School, via Kanangra, R> Pacific Hwy, R> Rutleys, 8:04 Manering Park, R> Vales, L> Waverley, R> Kenilworth, R> Scott, R> Marmon, Vales, R> Rutleys, 8:15 **Wyee Point**, R> Government, L> Bay, L> Bath, L> High, R> Government, R> Rutleys, R> Wyee, R> Dora, L> Doyalson, L> Yambo, to School |
| 15    | 6668  | 7:30 | **Wyee to St John Vianney**  
Via Wyee, R> Gosford, Bushells Ridge, 7:40 Bushells Ridge, R> Hue Hue, L> Wyee Farms, 7:50 Wyee, R> Manhure to turnaround at Schofields, Via Manhure, R> Wyee Farms, to turnaround at end, via Wyee Farms, 8:09 Wyee, L> Hue Hue, L> Wyee, R> Dora, L> Doyalson, L> Yambo to School |
| 17    | 6662  | 7:45 | **Dora Creek to St John Vianney**  
Via Stingaree Point, to turnaround at end, 7:50 Dora Creek, via Stingaree Point, 7:55 Dora Creek, R> Cowell, R> Baker, to turnaround at end, via Baker, L> Cowell, 8:00 Dora Creek, R> Sydney, R> Stingaree Point, R> Macquarie, R> Wamsley, R> Newport, 8:05 Cooranbong, L> Currans, to turnaround at Marshall, via Currans, 8:10 Cooranbong, L> Newport, L> Freemans, R> Alton, R> Myers, L> Clifford, L> Harmony, L> Alton, L> Freemans, R> Newport, 8:26 Dora Creek, R> Coorambug, R> Minnie, R> Watt, L> Newport, L> Wamsley, L> Wangi, R> Moira Park, R> Wharf, L> Newcastle, R> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Yambo to School |
<table>
<thead>
<tr>
<th>No.</th>
<th>Route</th>
<th>Time</th>
<th>Destination &amp; Details</th>
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<tr>
<td>12</td>
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<td>7:45</td>
<td>Martinsville to St John Vianney&lt;br&gt;Trip starts from turning loop Cont Martinsville, Queens, 8:03 Martinsville, R&gt; Wilkinson to turnaround, via Wilkinson, R&gt; Martinsville, 8:18 Cooranbong, R&gt; Mathews Valley, turnaround at Sylvester, via Mathews Valley, R&gt; Martinsville, R&gt; Government, turnaround at school, via Government, R&gt; Martinsville, L&gt; Freeman’s, L&gt; Avondale, turnaround at school, via Avondale, R&gt; Freemans, L&gt; Dora, L&gt; Doyalson, L&gt; Yambo, to School</td>
</tr>
<tr>
<td>3</td>
<td>6664</td>
<td>8:00</td>
<td>Morisset Hospital to St John Vianney&lt;br&gt;Via Acacia, L&gt; Silky Oak, L&gt; Morisset Park, R&gt; Fishery Point, L&gt; Pearson, R&gt; Grand, R&gt; Regent, L&gt; Kake, L&gt; Morris, R&gt; Regent, L&gt; Brooks, 8:15 Bonnells Bay, R&gt; Harboard, L&gt; Station, R&gt; Fishery Point, L&gt; Macquarie, 8:25 Morisset, R&gt; Station, L&gt; Yambo to School</td>
</tr>
<tr>
<td>23</td>
<td>6648</td>
<td>8:05</td>
<td>Mirrabooka to St John Vianney&lt;br&gt;Via Dandaraga (near Kimbul), L&gt; Mirrabooka, L&gt; Hillcrest, R&gt; Fishery Point, 8:10 Silverwater, Silverwater, L&gt; Talbot, L&gt; Beach, Bay, R&gt; Coban, L&gt; Balcolyn, L&gt; Helena, 8:15 Balcolyn, R&gt; Bay, L&gt; Yarrawonga, R&gt; Fishery Point, L&gt; Pulbah, R&gt; Wyee, L&gt; Macquarie, R&gt; Station, L&gt; Yambo to School</td>
</tr>
<tr>
<td>21</td>
<td>6628</td>
<td>8:02</td>
<td>Sunshine to St John Vianney&lt;br&gt;Via Fishery Point, R&gt; Cessnock, R&gt; Sunshine, L&gt; Waterside, R&gt; Maitland, to turnaround, via Waterside, R&gt; Sunshine, 8:07 Sunshine, L&gt; Vista, L&gt; Cessnock, L&gt; Fishery Point, L&gt; Macquarie, R&gt; Station, L&gt; Yambo to School</td>
</tr>
<tr>
<td>27</td>
<td>6678</td>
<td>8:13</td>
<td>Mirrabooka to St John Vianney&lt;br&gt;Via Bay Vista, L&gt; Bulgonia, L&gt; Hall, L&gt; Buttaba, R&gt; Kimbul, 8:10 Mirrabooka, R&gt; Dandaraga, Buttaba, Bulgonia, Pillapai 8:22 Windermere Park, R&gt; Kallaroo, R&gt; Bailey, L&gt; Verdelho, L&gt; Shiraz Drive, L&gt; Riesling, R&gt; Grenache, 8:26 Bonnells Bay, L&gt; Fishery Pt, L&gt; Macquarie, R&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Bridge, L&gt; Yambo to School</td>
</tr>
<tr>
<td>25</td>
<td>6610</td>
<td>8:10</td>
<td>Yarrawonga Park to St John Vianney&lt;br&gt;Via Yarrawonga Park, R&gt; Bay, R&gt; Queen, R&gt; Lake, L&gt; Yarrawonga Park, 8:15 Yarrawonga Park, R&gt; Fishery Point, 8:25 Morisset, R&gt; Campview, L&gt; Macquarie, R&gt; Doyalson, L&gt; Yambo to School</td>
</tr>
<tr>
<td>26</td>
<td>6612</td>
<td>8:14</td>
<td>Bonnells Bay to St John Vianney&lt;br&gt;Via Mather, R&gt; Waikiki, via Loop, L&gt; Kalani, L&gt; Waikiki, R&gt; Mather, L&gt; Lakeside, L&gt; Kane, 8:22 Bonnells Bay, R&gt; Morris, R&gt; Regent, R&gt; Grand, 8:27 Bonnells Bay, L&gt; Victoria, L&gt; Station, R&gt; Fishery Point, L&gt; Macquarie, Dora, R&gt; Station, L&gt; Yambo to School</td>
</tr>
<tr>
<td>24</td>
<td>6616</td>
<td>8:12</td>
<td>Morisset Park to St John Vianney&lt;br&gt;Via Morisset Pk, R&gt; Trinity Pt, L&gt; Lakeview, L&gt; Macquarie, R&gt; Chifley, L&gt; Victoria 8:21 Windermere Park, R&gt; Grant, R&gt; Baldwin, Rhodes, L&gt; Asquith, R&gt; Baldwin, L&gt; Fishery Pk, L&gt; Macquarie, R&gt; Station, L&gt; Yambo to School</td>
</tr>
<tr>
<td>18</td>
<td>6676</td>
<td>8:25</td>
<td>Avondale to St John Vianney&lt;br&gt;Via Avondale, L&gt; Freemans, 8:25 Cooranbong, R&gt; Newport, R&gt; Curran’s, turnaround at Marshall, via Curran’s, L&gt; Newport, L&gt; Freemans, L&gt; Stockton, Kahibah, R&gt; Wyong, L&gt; Doyalson, L&gt; Yambo to School</td>
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<tr>
<td>Shift</td>
<td>Route</td>
<td>Time</td>
<td>Bus Route</td>
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</tbody>
</table>
| 14    | 6602  | 8:30 | Avondale to St John Vianney  
Via Avondale, L> Freeman's, turnaround at Sandy Creek, 8:33 Sandy Creek, via Freeman's, 8:35 Cooranbong, (Freeman & Alton) (last pick up), R> Stockton, Kahibah, R> Wyong, L> Doyalson, L> Yambo to School |
| 1     | 6632  | 8:30 | Bo-Gas (MBR 449) on Freemans Drive to St John Vianney  
Via Freemans, L> Stockton, Kahibah, L> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Yambo to School |

### AFTERNOON

<table>
<thead>
<tr>
<th>Shift</th>
<th>Route</th>
<th>Time</th>
<th>Bus Route</th>
</tr>
</thead>
</table>
| 24    | 6649  | 3:08 | St John Vianney to Mirrabooka  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, Macquarie, R> Fishery Point, R> Hillcrest, R> Mirrabooka, R> Dandaraga, Buttaba, Bulgonia, Pillapia |
| 26    | 6653  | 3:12 | St John Vianney to Mirrabooka  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, R> Fishery Point, L> Station, R> Victoria, R> Grand, R> Amos, L> Hannel, L> Fishery Point, R> Baldwin, L> Asquith, L> Doyle, R> Bailey, L> Verdelho, L> Shiraz, L> Riesling, R> Grenache, L> Fishery Point, L> Morisset Park operates as 6623 from this point L> Chifley, L> Victoria, R> Grant, L> Baldwin, R> Fishery Point, L> Mather, R> Waikiki, R> Kalani, R> Waikiki, via loop, R> Mather, L> Lakeside, L> Kane, R> Regent, L> Brooks, R> Wood, L> Land, L> Victoria, L> Station |
| 3     | 6637  | 3:03 | St John Vianney to Wyee  
| 1     | 6677  | 3:02 | St John Vianney to Wyee  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Newcastle, L> Doyalson, R> Dora, L> Wyee, L> Badjewoi, R> Baxter, R> Jilliby, L> Wyee, R> Gosford, Bushells Ridge, R> Hue Hue, L> Wyee Farms, R> Manhire, turnaround at Schofields, via Manhire, R> Wyee Farms, turnaround at end, via Wyee Farms, L> Hue Hue, R> Wyee last stop Wyee PS |
| 17    | 6663  | 3:14 | St John Vianney to Dora Creek  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Yambo, R> Wharf, R> Moira Park, L> Macquarie, R> Stingaree Point, turnaround at end, via Stingaree Point, R> Cowell, R> Baker, turnaround at end, via Baker, L> Cowell, R> Sydney, R> Stingaree Point, R> Macquarie, R> Wamsley, R> Newport, R> Cooranbong |
<table>
<thead>
<tr>
<th>No.</th>
<th>Route</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>6661</td>
<td>3:07</td>
<td>St John Vianney to Yarrawonga Park&lt;br&gt;Via Doyalson, R&gt; Newcastle, L&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Bridge, R&gt; Newcastle, R&gt; Kahibah, Stockton, R&gt; Freemans, L&gt; Crawford, R&gt; Deaves, L&gt; Freeman, turnaround at Sandy Creek, via Freeman, R&gt; Avondale, turnaround at School, via Avondale, R&gt; Freeman, L&gt; Stockton, Kahibah, R&gt; Station, L&gt; Dora, R&gt; Fishery Point, via Bonnels Bay School, via Fishery Point, R&gt; Baldwin, Rhodes, Pillapai, Brightwaters, Bulgonga, Buttaba, Dandaraga, Mirrabooka, L&gt; Mirrabooka, L&gt; Hillcrest, R&gt; Fishery Point, R&gt; Cessnock, Sunshine, R&gt; sunshine, R&gt; Vista, L&gt; Cessnock, R&gt; Silverwater, Balcolyn, L&gt; Beach, L&gt; Bay, L&gt; Yarrawonga Park</td>
</tr>
<tr>
<td>21</td>
<td>6669</td>
<td>3:15</td>
<td>St John Vianney to Windermere Park&lt;br&gt;Via Yambo, R&gt; Stockton, R&gt; Newcastle, L&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Bridge, L&gt; Dora, R&gt; Fishery Point, Morisset Park, L&gt; Trinity Point, L&gt; Lakeview, L&gt; Macquarie, R&gt; Chifley, L&gt; Victoria, R&gt; Grant, R&gt; Baldwin, Rhodes, L&gt; Kallaroo L&gt; Bailey, L&gt; Doyle, R&gt; Asquith, R&gt; Baldwin, L&gt; Fishery Point</td>
</tr>
<tr>
<td>10</td>
<td>6643</td>
<td>3:05</td>
<td>St John Vianney to Yarrawonga Park&lt;br&gt;Via Yambo, R&gt; Stockton, R&gt; Newcastle, L&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Dora, R&gt; Wyee, L&gt; Pullah, R&gt; Fishery Point, L&gt; Yarrawonga Park, R&gt; Queen, R&gt; Lake</td>
</tr>
<tr>
<td>13</td>
<td>6655</td>
<td>3:07</td>
<td>St John Vianney to Cooranbong&lt;br&gt;Via Yambo, R&gt; Stockton, R&gt; Newcastle, L&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Bridge, R&gt; Newcastle, L&gt; Kahibah, Stockton, R&gt; Freemans (Bo-gas MBR 449) L&gt; Avondale, turnaround School, via Avondale, R&gt; Freeman, L&gt; Crawford, L&gt; Glenrose, R&gt; Crawford, R&gt; Freeman</td>
</tr>
<tr>
<td>2</td>
<td>6631</td>
<td>3:05</td>
<td>St John Vianney to Dora Creek&lt;br&gt;Via Yambo, R&gt; Stockton, R&gt; Newcastle, L&gt; Bridge, R&gt; Awaba, R&gt; Terrigal, L&gt; Bridge, R&gt; Newcastle, L&gt; Kahibah, Stockton, R&gt; Freeman, R&gt; Newport, R&gt; Currans, turnaround at Marshall, via Currans, L&gt; Newport, L&gt; Freeman, R&gt; Avondale, turnaround at School trip operates as 6617 from this point via Avondale, L&gt; Freemans R&gt; Newport, L&gt; Gradwells, R&gt; Gardiners, Minnie, R&gt; Watt, L&gt; Newport, L&gt; Wamsey, R&gt; Dora, turnaround at end, via Dora, L&gt; Wangi, L&gt; Stingaree Point, turnaround at end, via Stingaree Point, R&gt; Cowell, R&gt; Baker turnaround at end</td>
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<tr>
<td>No.</td>
<td>Service ID</td>
<td>Time</td>
<td>Route Description</td>
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<tr>
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</table>
| 25  | 6657       | 3:15 | St John Vianney to Morisset Hospital  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, Macquarie, R> Fishery Point, L> Station, R> Harbord, L> Brooks, R> Regent, L> Kane, L> Morris, R> Regent, L> Grand, L> Pearson, R> Fishery Point, L> Morisset Park, R> Silky Oak, R> Acacia, L> Macquarie, R> Bridge, L> Newcastle |
| 23  | 6655       | 3:14 | St John Vianney to Bonnellis Bay  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, Macquarie, R> Fishery Point, L> Mather, R> Waikiki, via loop, L> Kalani, L> Waikiki, L> Mather, L> Fishery Point, L> Yarrawonga Park, Bay, Beach, R> Talbot, R> Silverwater, Fishery Point, L> Cessnock, R> Sunshine, R> Vista, L> Cessnock, L> Fishery Point |
| 18  | 6639       | 3:18 | St John Vianney to Gwandalan  
| 27  | 6659       | 3:22 | Morisset High School to Mandalong  
Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Dora, Mandalong, R> Gimberts, L> Freemans, L> Crawford, L> Deaves, R> Sauls to turnaround, via Sauls, R> Deaves, R> Mandalong, turnaround at Chapman |
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 inflict 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 every day 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 are spoken to and any incidents are recorded on the behaviour register.

A child who receives 3 reports 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

- NO

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

- YES

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

- 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.

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

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

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, ‘What could you do that would keep this from happening again?’
7. Ask all students, ‘Would you let me know if anything like this happens again?’
8. Monitor and follow up to make sure that bullying does not recur.
9. Liaise regularly with Police Liaison Officer.
JARGON
WHO’S WHO AND WHAT of SCHOOL EDUCATION

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOS</td>
<td>Board of Studies. The Board of Studies (NSW Government) develops the education curriculum and syllabuses that are implemented K-12 in all schools. <a href="http://www.k6.boardofstudies.nsw.edu.au">www.k6.boardofstudies.nsw.edu.au</a></td>
</tr>
<tr>
<td>NAPLAN</td>
<td>National Assessment Program – Literacy and Numeracy for children in Years 3, 5, 7 and 9. These examine basic literacy and numeracy skills. <a href="http://www.naplan.edu.au">www.naplan.edu.au</a></td>
</tr>
<tr>
<td>CSO</td>
<td>Catholic Schools Office (CSO) of Maitland-Newcastle is responsible for overseeing the management of the 55 Catholic Schools (44 Primary and 11 Secondary) within the Diocese of Maitland-Newcastle.</td>
</tr>
<tr>
<td>DET</td>
<td>Department of Education and Training – NSW department oversees public education from early childhood (pre-school) through to Higher School Certificate (Years 11 and 12). <a href="http://www.det.nsw.edu.au">www.det.nsw.edu.au</a></td>
</tr>
<tr>
<td>P &amp; F or P &amp; C</td>
<td>Parents and Friends Association (P &amp; F) Catholic Schools, Parents and Citizens (State Schools). Parent group within the school which helps build community in schools.</td>
</tr>
<tr>
<td>FPFA</td>
<td>Federation of Parents &amp; Friends Association represents all parents of children attending Catholic schools in our diocese. For further information go to the CSO website.</td>
</tr>
<tr>
<td>CCSP</td>
<td>Catholic Council of School Parents is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools across the 11 Diocese of NSW and ACT. <a href="http://www.ccsp.catholic.edu.au">www.ccsp.catholic.edu.au</a></td>
</tr>
<tr>
<td>CEC</td>
<td>Catholic Education Commission is responsible to the Bishops of NSW for the coordination and representation of Catholic Education across NSW and ACT. <a href="http://www.cecnsw.catholic.edu.au/">http://www.cecnsw.catholic.edu.au/</a></td>
</tr>
<tr>
<td>KLA</td>
<td>Key Learning Areas are the different subject areas outlined by the Board of Studies. The seven KLAs taught in our Catholic Schools are English, Mathematics, Science and Technology, HSIE (Human Society and its Environment), Creative Arts, PDHPE (Personal Development, Health and Physical Education) and RE (Religious Education).</td>
</tr>
<tr>
<td>Outcomes</td>
<td>These are the statements within the Syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage of development.</td>
</tr>
<tr>
<td>Learning Stages</td>
<td>The curriculum is currently organised into different stages of learning to correspond with school year classes. These stages cover two years of schooling. Early Stage 1 (ES1) Kindergarten Stage 1 (S1) Year 1 and Year 2 Stage 2 (S2) Year 3 and Year 4 Stage 3 (S3) Year 5 and Year 6 Stage 4 (S4) Year 7 and year 8 Stage 5 (S5) Year 9 and Year 10 Stage 6 (S6) Year 11 and Year 12</td>
</tr>
<tr>
<td>SDD</td>
<td>Staff Development Day (SDD) – Pupil Free Day. These days are professional learning/professional development days within the school term where the staff attend courses.</td>
</tr>
<tr>
<td>Learning Support</td>
<td>Children learn differently and at different pace. Some students need extra support due to a diagnosed disability or learning difficulty. Schools have Learning Support Teachers (LST) and Learning Support Assistants (LSA).</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>LBOTE</td>
<td>Language Background other than English</td>
</tr>
<tr>
<td>G&amp;T</td>
<td>Gifted and Talented is a term sometimes used to refer to programs developed for those children who may have special needs with regards to extending their learning.</td>
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</tbody>
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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