



ST JOHN VIANNEY

**PRIMARY SCHOOL
MORISSET**

PARENT INFORMATION HANDBOOK

'EVERYDAY OUR BEST'

morisset.catholic.edu.au



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WELCOME

At St John Vianney, we're more than just a school — we're a vibrant, inclusive Catholic community where every child is encouraged to live by our motto:

'EVERYDAY OUR BEST'

VISION STATEMENT

**ONE COMMUNITY LEARNING TOGETHER
IN HARMONY, LIVING LIKE CHRIST.**

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.**



Contact Details

Phone 4973 4073
Email admin@morisset.catholic.edu.au
Website morisset.catholic.edu.au

Office / Administration Times

Our school office hours are 8:30am to 3:30pm Monday to Friday during the school term.



School History

In 1948, Morisset became a parish and developed under the guidance of Father Dominic O’Gorman. 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 Lonergan. On 3 December 1961, Bishop James Freeman blessed the new school. On 17 January 1962, Sister Mary Basil (principal), Sister Mary Hilda (infants teacher) and Sister Mary Gonzaga (music teacher), became the first staff of St John Vianney School with 60 pupils.

Cardinal Gilroy opened the new brick church on 21 August 1977, when Father Matthew O’Donovan was parish priest.

Today we have contemporary classrooms, school hall, learning hub, learning support rooms, yarning circles, COLAs, a beautiful oval and specially designed play spaces for the children.

The Catholic Dimension St John Vianney Primary School

RELIGIOUS EDUCATION

While Religious Education lessons form part of each day, Christianity is a way of living and therefore influences every aspect of our school life. We strive to deepen the child's understanding and knowledge of the Catholic Faith, as well as developing a climate that will help children grow in their own faith relationship with God.

Our Religious Education lessons are based on the Diocesan K-12 Religion Syllabus.

SACRAMENTAL AND LITURGICAL LIFE

Throughout the year, children participate in whole school masses, class masses and liturgies. These form an important part of our school life and you are invited to join with us for these celebrations.

Your role as the primary educator is recognised at St John Vianney in all areas, but particularly in the areas of faith development. Children are prepared for these sacraments by participating in the Parish Based Program, which is supported by the school.



Acknowledgement of Country

At St John Vianney School,
we acknowledge the Awabakal people,
the traditional owners of this land,
and pay respects to their Elders
past, present and future.
We will continue to nurture the land and culture.
We need to listen to them, learn from them,
and understand their culture for future generations..
May we walk gently on their land.

Our 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.
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.

COMMUNICATION

Website

The St John Vianney website provides details about the school, our mission and vision and other important information. www.morisset.catholic.edu.au

Compass

The Compass Parent Portal is an integrated, online portal for you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Update your family contact information
- Download and view your child's Semester Reports
- Book Parent/Teacher Conferences.

ACCESSING COMPASS

Website

- Go to morisset-nsw.compass.education
- Log in using supplied username and password (given to you from Administration Staff)
- Upon login, you will be requested for a password change according to the criteria given.

App

- Search for 'Compass School Manager' in your preferred app store (android and apple)
- Search our school, 'St John Vianney Morisset'
- Type in your username and password
- Upon login, you will be requested for a password change according to the criteria given.



NEWSLETTERS

Our school newsletter is available each fortnight on COMPASS. This contains information regarding the happenings around our school and community. Parents are asked to ensure they have updated their email address through COMPASS to receive the newsletter.

ATTENDANCE PROCEDURES

SCHOOL HOURS

8:25am	Teacher on Duty
8:55am	CLASSES COMMENCE
11:00 - 11:30am	Recess
1:00 - 1:45pm	Lunch
2:55pm	SCHOOL CONCLUDES

Parents are reminded that the playground is unsupervised before 8:25am and as such, children should not arrive at school until at least 8:25am. OOSH facilities are available for parents for care before and after school hours. School concludes at 2:55pm. Teachers supervise children to various exit locations as part of afternoon duty.

ATTENDANCE

Education in NSW is compulsory. All students from six years of age and under the minimum school leaving age of 17 are legally required to attend school. Students of school age (6 to minimum school leaving age) residing in New South Wales are required to be in fulltime attendance at a government or registered non-government school unless they are receiving approved home schooling, attending shared school settings or are granted an exemption from attendance.

Regular attendance at schools is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff monitor part and whole day absences as part of their duty of care for students' welfare.

LATE ARRIVALS/EARLY DEPARTURES

Any time after 8:55am is classified as a late arrival or before 2:55pm is an early departure.

Parents must sign their child in/out at the Kiosk in the Administration building before dropping/collecting their child.

Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with NESA NSW for home schooling;
- ensuring that their children attend school regularly;
- explaining to the school the absences of their children promptly and within seven days;
- taking measures to resolve attendance issues involving their children.

ABSENCE FROM SCHOOL

The school must be advised of a child's absence. Parents are encouraged to enter their child's absence on COMPASS through the Parent Portal, stating a reason. Parents may also notify staff of absences by note, email, phone call or verbal message. Staff will then log details on COMPASS. An SMS will be sent to parents whose child is unaccounted for without explanation at 9:30am. Parents requiring extended leave for travel of 10 or more days must submit an application for extended leave available via COMPASS.

PROCEDURES FOR MANAGING UNEXPLAINED/ UNJUSTIFIED ABSENCES

If your child is absent, unexplained or unjustified from school on a regular basis or a pattern of partial absences (including late arrivals & early departures) is noted, the school is obligated as a duty of care to follow school procedures for managing non-attendance:

- between 1-3 days a phone call to parent.
- between 4-10 days contact parents, letter outlining issues of poor attendance.
- between 11-20 days contact parents, letter outlining issues of poor attendance and meeting request to arrange an *Attendance Improvement Plan*.
- greater than 20 days acceleration to Assistant Director and notification to Department of Communities and Justice (DCJ).

EVERY DAY

IN SCHOOL MEANS
SO MUCH MORE



1 day a fortnight

M	T	W	T	X
M	T	W	T	F

 = 4 weeks per year  = Over 1 year missed over their school life



ILLNESS

If your child becomes ill a member of the Staff Team will make a judgment about whether to contact you, the parent. We are reluctant to call parents, especially from work, for what appears to be minor indispositions. However, if the sickness persists or seems serious, we will request that arrangements are made for your child to be collected from school. If you are unavailable at any stage, an emergency contact number is required.

MEDICATIONS

Parents must complete a *Consent Form to Dispense Medicine* for any medications that must be taken at school. These forms are available from the school office. All prescribed medication must be in the original packaging from the pharmacy.





DROP OFFS

Safety tips:

- Children must exit the vehicle from the passenger side ONLY of the car.
- Safety door, if students are required to leave through the right-hand side door, parents must escort the child behind the car to safety.
- Make sure the hand brake is applied when the vehicle is stationary.
- No overtaking or double parking.
- Kiss and drop is single file.
- Stay buckled up until the vehicle has stopped in the 'Drop-off' area.
- Make sure your school bag and other items are in a safe position, eg. on the floor.
- Be ready to get out of the car with your belongings when the car has stopped and you have unbuckled your seatbelt.
- Do not park in bus zones.



LEAVING THE SCHOOL GROUNDS

Pupils are not permitted to leave the playground during school hours unless they are supervised or have the written permission of their parents and/or the approval of the Principal. At times, staff will undertake local walking activities with the students. Permission to leave the grounds for these activities are covered separately with a signed *Local Excursion Note* that is completed when students commence at St John Vianney.

For duty of care and child protection issues, students are asked to:

- Wait with the teacher on duty.
- Notify the school of any change to their afternoon arrangements.

GENERAL SCHOOL INFORMATION

ABORIGINAL EDUCATION

Aboriginal Education support is provided for applicable students. Cultural activities are provided for all students to increase awareness in Aboriginal culture, history and customs.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD) TEACHER

An EALD teacher is provided by Catholic Schools (CS) to assist students who need assistance in language acquisition of English.

KINDERGARTEN TRANSITION PROGRAM

At St John Vianney, our Kindergarten transition program is progressive to ensure a smooth start to school. During Term 4, enrolling Kindergarten students are invited to three transition mornings throughout the term. On one of these days Kindergarten students will meet their buddies.

SUCCESSFUL FOUNDATIONS

In recent years, the Maitland-Newcastle Diocese has made a commitment to early learning with the development of an Early learning Policy and the appointment of an Early Learning Education Officer to assist staff to build their capacity in Early Learning Pedagogy throughout our diocesan schools. In 2019, Successful Foundations was introduced to support the positive transition of children to school in Kindergarten and beyond. Successful Foundations runs for the first five weeks of school and acknowledges the importance of play in formal schooling. Learning provocations are used to help collect data on children's strengths interests, learning dispositions and needs.

HOUSE TEAMS

For the purpose of competition on carnival days and for other school activities, children are placed in one of three House Teams:

BLUE

GREEN

RED

All the children from one family are placed in the same team and as far as practicable, will remain in this team for the whole of their schooling at St John Vianney.

CRUNCH AND SIP

St John Vianney is a 'Crunch and Sip' school, children are encouraged to bring a piece of fresh fruit or a vegetable to eat during crunch and sip. It is highly recommended that all students' food is brought to school in reusable containers that are labelled with their name.

NUT AWARE SCHOOL

Due to the increased number of students with anaphylaxis, St John Vianney is a nut aware school. Therefore, please be considerate when packing lunch boxes.

SUN SMART

St John Vianney is a Sun Smart school. As such, students are asked to wear sunscreen to school.

ASSESSMENT PROCEDURES

Under education legislation set down by the Federal Government, schools are required to report in writing to parents twice per year. Reports will be sent home via COMPASS at the end of Terms 2 and 4.

The staff of St John Vianney believe that it is in the best interest of everyone to make contact early regarding a child's progress. Therefore, in Term 1, an interview is offered to discuss how your child has settled into the new academic year.



LEARNING HUB

A teacher librarian facilitates a lesson each week to each class. These lessons integrate the use of technology to locate, organise and present information linked to units taught in the classroom. Programs running in the Learning Hub to promote the love of reading are the PRC (Premier's Reading Challenge) and Book Week in Term 3.

All students have the opportunity to borrow on a weekly basis.

INTERNET ACCESS

Please be vigilant supervising your child when on the internet or any other social media. Careful and continued monitoring at home of how online platforms are used will minimise issues such as online bullying and cyber safety concerns. Please take the time to sit with your child and discuss the importance of cyber safety. An internet user agreement is included at the time of enrolment.

At times, students may wish to email an assignment or a link to themselves at school. Students can only access their emails via Webmail. Their email addresses are:

firstname.lastname@mnstu.catholic.edu.au

Throughout their time at St John Vianney students will engage in a variety of programs and lessons regarding how to use the internet safely.

We offer the following advice regarding your children and the internet:

- Never let your child go online without your permission.
- Tell your child never to put online their real name, address, phone number or school name without your permission.
- Make sure your home computer has filtering software.
- Tell your child to never open an email from somebody they do not know.
- Tell your child that they cannot go onto chat rooms without your permission and that they must never agree to meet someone they have met on a chat room.
- Give serious consideration to whether your child should be alone in their room with a smart phone or computer with internet access.
- Make it plain to your children that if they post something online that is unkind, or inappropriate, to another person, serious consequences will occur.

PARENTAL INVOLVEMENT

There are many ways you could offer your help.

- FACE
- Fundraising
- Canteen
- Sport Carnivals
- Social Gatherings
- Sacramental Preparation/Celebration.

We welcome your contribution and extend an invitation to you to participate in your child's education.

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

To become a volunteer within a diocesan school you are required to complete the online *Volunteer Registration Form*. This may mean you will be required to obtain a *Working with Children Check* and/or *National Police Check*. The school must receive the volunteer clearance from the diocese prior to volunteering. Please see the below link to the *Volunteer Registration Form*:

mn.catholic.org.au/people/volunteer

CANTEEN VOLUNTEERS

If you would like to volunteer in the canteen, in addition to the above, you will also need a Food Handling Certificate. This is available through:

foodauthority.nsw.gov.au/training/food-handler-basics-training

THE CHILDREN AND YOUNG PERSON'S (CARE AND PROTECTION) ACT 1998

As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, assistant principal or principal. You can report your concerns to the DCJ Child Protection Helpline (Ph 132 111, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

Part 4 of the Children's Guardian Act defines diocesan schools as a 'schedule 1 entity' and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

All volunteers who hold a Working with Children Check for the purpose of their role within a diocesan school fall within the scope of Part 4 and may be investigated for alleged 'reportable conduct', which includes sexual offences, misconduct, assault, ill-treatment, neglect, and behaviour that causes psychological harm to children.

As a volunteer 'working' at a diocesan school, any alleged reportable conduct will be investigated. It does not matter if the conduct is alleged to have happened outside school and in your private lives.

The Office of Safeguarding is the Diocese's specialist safeguarding and child protection service that works with the Children's Guardian to ensure the Diocese meets its obligations under Part 4. As volunteers you should co-operate with any investigation conducted by the Office of Safeguarding.

THE CHILD PROTECTION (WORKING WITH CHILDREN) ACT 2012

Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a *Working with Children Check Clearance*. This 'clearance' can be obtained by applying online at ocg.nsw.gov.au

Volunteers receive a clearance for free, and it lasts up to five years.

Exemptions apply for volunteers who are a close relative of a student enrolled at the school. There is a 'Statutory Screening Selection Tool' included in the online registration process to assist you with this.

SCHOOL CANTEEN

St John Vianney provides an efficient and effective school canteen to meet the needs of the school community. Open every Wednesday and Friday, the canteen provides a selection of fresh and healthy food choices at an affordable price. The diverse range of food offered and an efficient service are only possible due to voluntary help from parents, friends and relatives of students.

The canteen follows the NSW Healthy School Canteen Strategy. This government initiative labels three groups of foods:

- **Red** – Occasional – do not serve these foods more than twice each term
- **Amber** – Select Carefully – these foods are not to dominate the menu
- **Green** – fill the menu with these foods.

If you are able to assist by working in the canteen, please contact the school office.

We use the *MySchoolConnect* app for canteen ordering.

PARENT GROUPS

Contact between the school and the parent is of the utmost importance. Functions, which enable parents to meet each other as well as teachers, occur throughout the year.

The school's FACE exists to coordinate interest in St John Vianney to collaborate with the Principal and staff of the school and to help provide resources beneficial to the school and students.





SUPPORTING YOUR CHILDREN

We have support staff who work with classes, groups or individuals on a regular basis.

- Learning Support Teacher (LST)
- Learning Support Assistants (LSA)
- English as an Additional Language / Dialect (EAL/D) teachers
- Pastoral Care Worker
- School Psychologist
- Gifted Education Mentor
- Aboriginal Education Teacher (AbEd).

Teachers can refer students to the Learning Support Team. The Learning Support Team meet regularly to discuss how to best support your child. This may include strategies and support such as:

- A list of strategies to support in class learning, play time or when at home
- Further assessment completed by the Learning Support Team
- An intervention program to support additional needs or build skills, e.g. literacy, numeracy, social skills
- Referral to the school Psychologist for specialist advice
- Referral to the Pastoral Care Worker for social and emotional well-being or family support
- Referral to a Learning Support Education Officer from the Catholic Schools Office for specialist advice in particular areas of difficulty, e.g. Speech and Language, mobility, behaviour
- Liaising with external providers or medical practitioners.

Should you have any concerns about your child's well-being or academic progress, do not hesitate to contact the class teacher.



APPOINTMENTS

PRINCIPAL

If you have any concerns regarding your child's development, or if you need to discuss any matter with the Principal, please do not hesitate to phone/email for an appointment.

TEACHER

If at any time, you wish to speak to your child's class teacher, please email or phone the office and they will let the teacher know.

PARENT/TEACHER COMMUNICATION

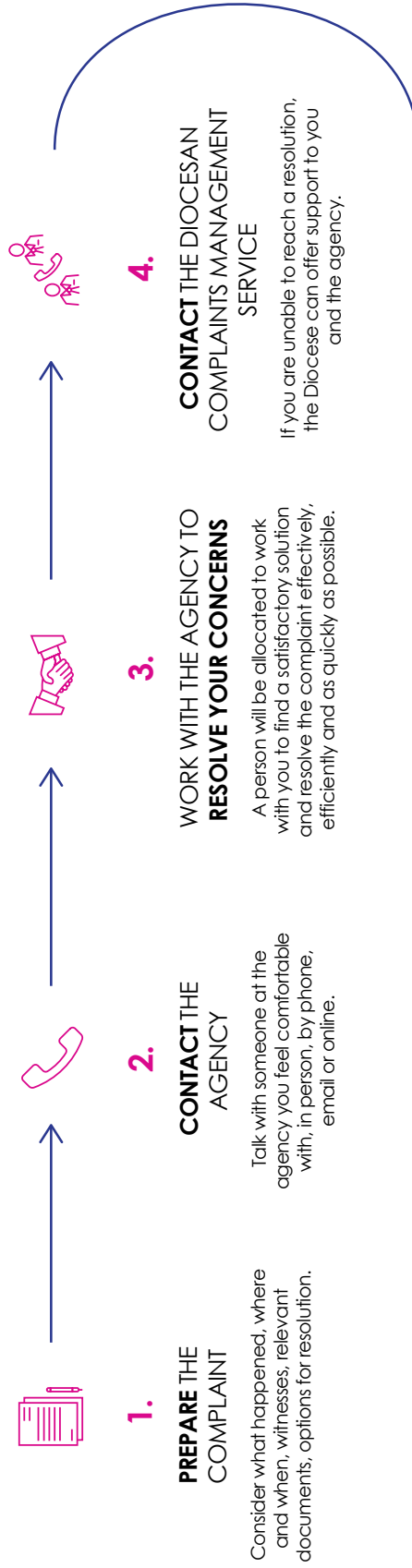
Communication between class and home may take the form of individual meetings, called by either teacher or parent, or be whole class oriented. Parent/Teacher Conferences are held in early Term 1 and interviews are offered to parents after each semester progress report.

COMPLAINTS RESOLUTION FOR PARENTS AND CARERS

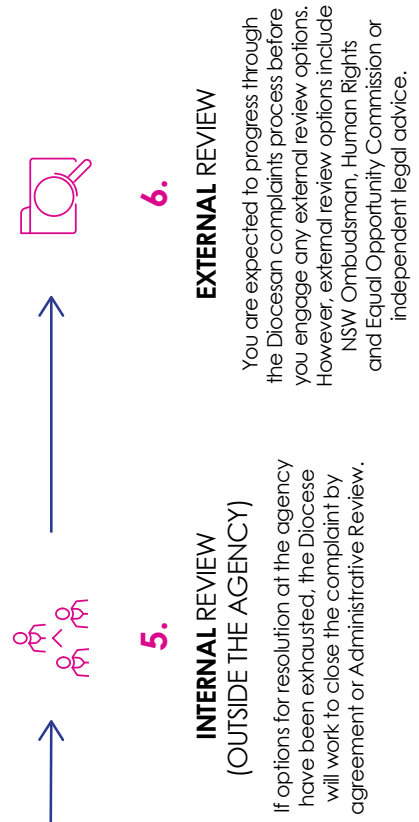
St John Vianney Primary School is committed to providing a positive, safe environment for all staff and students. There are occasions, however, when members of our school and wider community are concerned about something that is happening that appears to be unsatisfactory or unreasonable.

The Complaint Process

IF YOU HAVE CONCERNS, TALK WITH SOMEONE AT THE AGENCY OR THEIR MANAGER SO THEY CAN RESOLVE IT AT FIRST CONTACT.



Review Options





Our commitment



As the Bishop of Maitland-Newcastle I expect us all to be attentive to the safety, welfare and wellbeing of every child and vulnerable adult in everything we do in the name of the Church. Each one of us is responsible to ensure we are aware of the signs of abuse, that we know how to respond to a disclosure of abuse and we know how to report our concerns. Most importantly, I require every worker in the Diocese to be prepared, should the situation ever arise, to call out the unsafe or abusive behaviour of colleagues and workmates. The conduct we walk past is the conduct we condone.

– MOST REV BISHOP MICHAEL KENNEDY

THE DIOCESE IS COMMITTED TO:

- ▶ Fostering communities of safeguarding, including open and respectful communication about issues of safeguarding with individuals, families and groups
- ▶ Upholding the dignity and rights of all children and vulnerable adults and empowering them to have their voices heard
- ▶ Training all workers in safeguarding knowledge and skills including indicators of abuse, supporting people to disclose and report abuse
- ▶ Working with statutory authorities to notify alleged abuse and actively support them to investigate those allegations
- ▶ Developing our risk assessment and management systems for all diocesan activities and personnel
- ▶ Developing the breadth and depth of our auditing and compliance regimes
- ▶ Improving our compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards.



SAFEGUARDING IN OUR SCHOOLS

The Diocese of Maitland-Newcastle represents the Catholic Church in a region extending from Lake Macquarie to Taree and as far inland as Merriwa and Murrurundi. The Diocese supports and oversees almost 60 schools employing thousands of staff, engaging with many thousands of volunteers and educating over 20,000 students.

The schools of Maitland-Newcastle strive to be supportive environments where every student has an opportunity to grow academically, spiritually, physically and emotionally. Catholic schools are committed to being safe places for all children and vulnerable persons. Staff and volunteers undergo the appropriate screening checks, safeguarding training, other induction processes and ongoing formation and training to maximise child safe practices across our schools.

Diocesan schools display safeguarding material, including poster sized commitment statements (set out over the page), child-friendly safeguarding information, contact details for reporting abuse as well as brochures providing specific safeguarding information and guidance.

Many schools in Maitland-Newcastle have one or more dedicated '*promoters of safeguarding*' who support the local school community to address the ongoing issues of compliance to the safeguarding standards set by both Church and the NSW government.

The Office of Safeguarding supports diocesan schools:

- ▶ with the provision of an intake service that analyses concerns for children and vulnerable persons, providing advice and support to school staff and parents, ensuring statutory reporting obligations are met and ensuring appropriate follow up to complaints, when warranted
- ▶ with the provision of direct support and advice to school personnel and the provision of templates, tools and other resources for schools to use to promote compliance with the National Catholic Safeguarding Standards and NSW Child Safe Standards
- ▶ by coordinating the diocesan wide *Promoters of Safeguarding* Network for school promoters
- ▶ by providing both face-to-face and online safeguarding training for all school personnel
- ▶ by conducting investigations of school staff who are alleged to have abused a child or vulnerable person, or breached their professional standards
- ▶ by undertaking risk assessments and helping develop risk management plans for individual students or other members of the school community assessed as posing a *real and appreciable risk* to children or vulnerable persons in the school.

CHILD PROTECTION

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our Bishop, Bill Wright, articulated his expectations of all those who work for the Diocese. "I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our Church," he said.

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop's Office and is charged to oversee the whole of the Diocese's safeguarding of children, including the students in our system of schools.

As a parent sending your child to a diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it's important that you have the best information available to you. The [Office of Safeguarding website](#) offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school.
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school.

... you are able to:

- discuss your concerns with a teacher, assistant principal or principal.
- talk to an investigator at the Office of Safeguarding (ph **4979 1390**, during office hours).
- report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (ph **132 111**, 24 hrs/7 days) if your concerns constitute a risk of significant harm.
- report to NSW Police if you believe a crime has been committed.



**CATHOLIC SCHOOLS IN
THE DIOCESE OF MAITLAND-
NEWCASTLE ARE COMMITTED TO
PROVIDING SAFE ENVIRONMENTS
FOR STUDENTS.**

SAFE SCHOOL FRAMEWORK

At St John Vianney, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell the staff.



BULLYING

Whilst there is no definitive and universally accepted definition of bullying, the most influential research in the area of what constitutes bullying has been proposed by Olweus (1993):

"...bullying may be defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and intentionally excluding the student."

The National Safe Schools Framework (2011) defines bullying as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

It is important to note that cyberbullying has become a significant area of concern and action in recent years. Cyberbullying may be defined as:

"... any form of bullying that utilises technology such as instant messaging, online chat rooms, online bulletin boards and email. In many ways this is a more insidious form of bullying since it may reach into a victim's home." In other words, technology now allows the bully to inflict psychological harm on his or her victim anywhere and anytime without respite. (Schools and the Law – Des Butler and Ben Matthews p.46)

'Sexting' is an occurrence that may be considered bullying. Under present legislation, perpetrators place themselves in the serious position of making, viewing and or sending inappropriate and unlawful material.

The Commonwealth Code sets as an offence the use of a carriage service (such as a mobile or internet) in a way that is menacing, harassing or offensive. The maximum penalty for committing the offence is 3 years imprisonment.

Bullying may comprise the following:

- Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, any form of violence or intimidation. Physical bullying also involves the interference with another person's property. Examples include: damaging or stealing.
- Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumours or hurtful gossip.
- Emotional:** Emotional bullying involves behaviours that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology (e.g. cyberbullying using emails, instant messaging), chat rooms, tormenting threatening, humiliation or social embarrassment.
- Sexual:** Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behaviour. Examples include: sexual comments, abusive comments, unwanted physical contact.
- Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name calling, making fun of customs/skin colour/accent/food choices.

Isolated conflict or fights between students or single incidents are not usually defined as bullying.



LOST PROPERTY

Please assist your child to identify clothing, drink bottles and lunch boxes by marking them clearly.

EXCURSIONS / INCURSIONS

From time-to-time class excursions/camps and visiting speakers (incursions) are arranged to broaden the children's experience, complement current work being studied, and to make lessons and units of work more interesting. Parental consent is required before any excursion or camp beyond the immediate school locality.

ACCIDENTS & INSURANCE

We hope that your child will be happy at school and free from serious accident. When an accident does occur, however, we will try to do our best to render simple first aid, and, if it is thought serious enough let you, the parent, know.

In the case of the rare serious accident, we will call the ambulance first and try to contact you, in that order.

The school subscribes to the Ambulance Service so there is normally no charge for the service. A fully stocked First Aid Kit is in use at the school and all staff are trained in Emergency First Aid procedures.

Should the need arise, parents have access to insurance cover for injuries sustained during school activities. This is provided through Catholic Church Insurance.

Brochures and claim forms are available online.
www.ccinsurance.org.au

SCHOOL UNIFORM

St John Vianney takes pride in its students wearing the school uniform in a tidy manner that represents the school to the highest standard. Wearing the correct uniform well is one of the four cornerstones of the school. Minimum expected standards of grooming and uniform are set for students' safety, the enhancement of their appearance and the avoidance of excessive display.

School shoes must be black polishable leather. No suede or canvas shoes. If you are in doubt, please contact the school before purchasing.

The St John Vianney uniform is supplied by Lowes at Lake Haven, 4392 7610. You can visit the store or buy online.

Second-hand uniforms can be purchased through the school for a donation of a gold coin per item – excluding bags and jackets, which cost \$10.

For more information go to morisset.catholic.edu.au/enrolment/uniform





HAIR

Hair should always be neat and tidy. Long hair should be tied back for health and safety reasons. Navy/royal blue, red and/or white hair accessories (small) only should be worn.

JEWELLERY

Whilst jewellery is not part of the school uniform, the wearing of small studs or sleepers are permitted. A watch is permitted. As other items such as rings, bangles and necklaces pose potential safety risks, they are not to be worn. Exceptions include medical alert bracelets. The discretion of the School Executive will be called on when needed.

HATS

The school hat is to be worn during recess and lunch and for any outdoor activities, where practical.

Children who do not have their hat are required to stay in a designated shaded area. Children are also encouraged to wear their hats to and from school.

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ **Model positive behaviour to other students.**
- ▶ **Comply with and model school values.**
- ▶ **Behave in a safe and responsible manner.**
- ▶ **Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.**
- ▶ **Respect our school environment.**
- ▶ **Actively participate in our school community.**
- ▶ **Support the learning of others and make the most of our educational opportunities.**

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ **Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies**
- ▶ **Model positive behaviour to their child and all children in the school community.**
- ▶ **Ensure children attend school on time, every day the school is open for instruction.**
- ▶ **Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.**
- ▶ **Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.**
- ▶ **Work in a positive manner with the school to achieve the best outcomes for our child.**
- ▶ **Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.**
- ▶ **Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.**
- ▶ **Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.**
- ▶ **Support all school staff to maintain a safe learning environment for all students.**
- ▶ **Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.**
- ▶ **Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.**
- ▶ **Ensure any agreement made with the school is honoured.**

SCHOOL FEES

The School Tuition Fee is set by the Diocesan Board of Financial Administration and is your contribution towards the recurrent cost of educating your children in a Catholic School. School fees are charged and calculated over the first three terms of the year.

The Resource Fee covers many of the consumable items used by your children and is billed per grade. Often the Resource Fee does not cover all costs and some money from Tuition Fees is allocated to these items. Recent increases in the Resource Fee are reflective of increased stationery costs. The Resource Fee also includes all school activities such as excursion, incursions, sport, music activities. This has been introduced to save parents the inconvenience of finding cash for these events all throughout the year. This does not include selective sport costs, overnight excursions or end of Year 6 events.

The Diocesan Family School Building Levy (DFSBL) is an annual fee that is charged to the oldest child for each family. The levy is pooled to contribute towards past,

present and future costs for building projects across all existing and new catholic schools, and the acquisition of land for school purposes.

The DFSBL rate is determined by the Diocesan Offices. If you have an older child at a Catholic primary or high school in the Diocese, they will be billed by their school. The levies collected are used for building projects in all schools within the Diocese according to maintenance needs and building priorities developed by the DFSBL committee.

Expenditure of the School Building Levy is organised through the Catholic Schools Office after consultation at Parish, Regional and Diocesan levels.

Voluntary Diocesan Pastoral Contribution request for \$300.00 will be sent home with the eldest child. This fund enables the diocese to contribute generously to the social and spiritual capital of our community.

For further fee information, please visit our website www.mn.catholic.edu.au/enrolment/school-fees/



1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Compass is the diocese's centralised digital student information management system and CeD3 is our centralised digital storage system. Compass is owned and operated by a third-party service provider (JDLF International) and CeD3 is owned and operated by the Catholic Education Network (CENet). The personal information in the system is accessible by:
 - ▶ Compass, for the purpose of providing technical support; and
 - ▶ CENet, to provide support to the diocese. CENet has access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.
4. Laws governing or relating to the operation of a school require that certain information is collected. These include: Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - ▶ other schools and teachers at those schools
 - ▶ government departments
 - ▶ Catholic Schools NSW, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - ▶ medical practitioners
 - ▶ people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
 - ▶ providers of learning and assessment tools
 - ▶ assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The CSO and school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
9. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the CSO or school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why.







ST JOHN VIANNEY

PRIMARY SCHOOL MORISSET

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**'EVERYDAY
OUR BEST'**

morisset.catholic.edu.au