

St John Vianney Catholic Primary School



School Information Book
2020

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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 Nicki Graham	
R E Coordinator:	Mrs Christine Hibbard	
Leading Teacher	Mrs Christine Hibbard	
Learning Support Teacher	Mrs Natalie Baker	
ELAD:	Mrs Maree Adams	
Pastoral Care:	Sr. Margaret McLeod RSM	
School Secretary:	Mrs Julia Stephens	
Aboriginal Education:	Mrs Jenny Merrick	
Parish Secretary:	Mrs Rosanna Suckling	(02) 4973 6859



Term Dates & Public Holidays

2020 Commencement Dates	
Staff	Tuesday, 28 th January, 2020.
Years 1 to 6	Wednesday, 29 th January, 2020.
Kindergarten	Thursday, 30 th January, 2020.

2020 NSW School Terms	
Term 1	Tuesday, 28 th January, to Thursday, 9 th April, 2020.
Term 2	Monday, 27 th April, to Friday, 3 rd July, 2020.
Term 3	Monday, 20 th July, to Friday, 25 th September, 2020.
Term 4	Monday, 12 th October, to Friday, 18 th December, 2020.

2020 NSW Public Holidays	
New Year's Day	Wednesday, 1 st January, 2020.
Australia Day	Monday, 27 th January, 2020.
Good Friday	Friday, 10 th April, 2020.
Easter Saturday	Saturday, 11 th April, 2020.
Easter Sunday	Sunday, 12 th April, 2020.
Easter Monday	Monday, 13 th April, 2020.
Anzac Day	Saturday, 25 th April, 2020.
Queen's Birthday	Monday, 8 th June, 2020.
Labour Day	Monday, 5 th October, 2020.
Christmas Day	Friday, 25 th December, 2020.
Boxing Day	Saturday, 26 th December, 2020.

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 190 children.



St John Vianney Catholic School Morisset



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.



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.

Routines

- SCHOOL TIMES are from 8.55am to 2.55pm, daily. Three to four times a term the school has an assembly on Thursday afternoons from 2pm to present awards and share the work they are doing in class.
- 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, Compass app or a written note.
- Students arriving late or leaving early must be signed in or out by a responsible adult 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 8.25am 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/contact details 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, the Compass App and emailed home.
- All clothing and school needs should be labelled to avoid lost property.
- The School Canteen operates on Wednesdays.
- Merit Awards reward students for keeping the school core values, KLA's and Making Jesus Real. These are presented at the School Assembly on Thursday afternoons 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.

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

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 Compass App under School Documents.

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.

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. Year 1 attend and Intensive Swimming Program in Term 4. Years 5 and 6 go to Canberra and Aussie Bush Camp on alternate years. In 2020, they will be going to Aussie Bush Camp.

Parents are sometimes invited to help on the excursions. Teachers will indicate this by a note sent home. If there is a large number of parents interested in attending, the names will be drawn out of a hat.

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 door' or while in the playground duty as the teacher's first responsibility is for the supervision of the children under his/her care. Please do not hesitate to make an appointment if you have a concern or wish to discuss a matter with a teacher. The school has an active website which is updated weekly with events at the school (www.morisset.catholic.edu.au).

The Newsletter is uploaded every 2nd Wednesday on the Compass 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 meeting room.

Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to enquire at the school regarding lost belongings. A lost property box is located in the foyer of the office. 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.





SHERPA KIDS ST JOHN VIANNEY MORISSET

Before and After School Care

A 'typical' Before and After School Care session

6:30 – 8:00 Children arrive, light breakfast offered

6.45 – 8:15: Children are offered a variety of activities from quiet reading to games and puzzles depending on each child's preference. The main aim of the morning session is to have the children ready for a full day of learning at school

8:15 – 8:30: Start tidying up play area and organise children in readiness for transitioning to school play ground

3:00 – 4:15: Roll call, afternoon tea and free play

3.45 – 4:15 : Homework or quiet activity

4:00-5.45: Activities for the day (i.e. Art, Sport)

5:45 – 6:00: Tidy up, quiet time

Weekly Themes

Monday: Art & Crafts

Tuesday: Music and/or Drama

Wednesday: Sports

Thursday: Technology

Friday: Fun Activities

Our Session Times (Monday - Friday)

Before school: 6:30 – 8:30am

After School 3:00 -6:00pm

Session Fees for 2020

Before School Care

Permanent: \$17.00

Casual: \$20.00

After School Care

Permanent: \$22.00

Casual: \$25.00

Enrolment Forms Parents Handbook are available at the school's office.

Permanent = bookings that reoccur on the same day every week

Casual = On the day or short term bookings

Sherpa kids is an approved service for Child Care Subsidy.

We are more than willing to discuss this with you and assist where necessary in confidence.



Please call our Director on 0410647153

or email: hunter@sherpa-kids.com.au

REACH ENGAGE CHALLENGE

www.sherpa-kids.com.au

Library – A Learning Hub

Teacher-Librarian: Mrs Kasey Gibbs

Library Technician: Mrs Maureen Nankivell

- The Library Learning Space is 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 NSW Education Standards Authority (NESA) 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, NESA 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.

NESA believes it is important that individual schools have the flexibility to respond to the particular needs throughout the primary years. Additionally, NESA 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 NESA and these are closely adhered to. The school has flexible timetabling always bearing in mind the statement by NESA in "Implementation of Curriculum Initiatives".

Assessment and Reporting

The focus in both curriculum and assessment is currently under review. NESA 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 in 2020 will be held at the end of Term 1. All parents are expected to attend these meetings.

Optional interviews will be made at the end of Term 2 and Term 4, in line with the children's reports.



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.
- Be aware of Sacramental Programs. Children are invited to receive Reconciliation, Confirmation, and Holy Communion through the Parish programs.

Making Jesus Real

At St John Vianney we incorporate the Making Jesus Real (MJR) way of life into our school. Making Jesus Real centres on the belief that we are the image of Jesus to all those around us. It brings Jesus from 2000 years ago into the here and now of today and makes it relevant to our students. As we are his representatives, our actions should reflect His values. Each fortnight there will be a particular MJR focus and information will be provided in the school newsletter, at assemblies and by teachers in the classroom. We endeavour to show students the importance of reflection and finding the Spirit of Jesus in ourselves, in others and in creation. Jesus is part of our lives and we can make Jesus real through our daily actions and words.



School Fees for 2020

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 2020 approved by the Bishop follow.

In 2020, the attracted family discount for each child of the Diocesan Tuition Fee full rate will be:

1 child family	0% - full rate applied
2 child family	10% each child
3 child family	20% each child
4 child family	40% each child
5+ child family	50% each child

In 2020, the Diocesan Tuition Fee full rates will be:

Kinder to Year 6	\$1,275
Years 7 to 10	\$1,698*
Years 11 to 12	\$2,559*

***Please Note:** this is the 2019 fee – the 2020 fee is yet to be advised by the Diocese of Maitland-Newcastle.

Diocesan Family & School Building Levy (DF&SBL) - \$1,250 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 2020 the levy will be \$990* per year per family.

School Based Fees

Resource & Activity Fee - \$384 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
- Athletics 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 - \$150 Per Family

This covers the cost of upgrading and maintaining computers, smartboards, data projectors and software licence.

Cleaning/Maintenance Fee - \$138 Per Family

This fee covers the cost of cleaning products, toilet paper, soap and garbage disposal.

Text Book Fee – \$20 for Kinder Children Only

This is per child and covers the cost of any text books needed by the class eg. maths, handwriting.

Diocesan Pastoral Contribution - Voluntary

A voluntary contribution of \$300 per family (\$100 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.

2020 Tuition Fee, DFSBL and Other Fees

Tuition Fee	Per Year
Per Child	\$1,275 (discounts apply for siblings)
DFSBL	
Per Family	\$1,250
Resource & Activities Fee	
Per Child	\$384
Technology Fee	
Per Family	\$150
Cleaning Fee	
Per Family	\$138
Text Book Fee	
Kinder Children Only	\$20
Voluntary Pastoral Contribution	
Per Family	\$300

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, Eftpos, 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.

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 or email to the school
- fill out absence form on the Compass App
- telephone the school, or
- visit the school.

All absences need to be reported to the school by 9.30am otherwise your child will be marked with an unexplained absence and a notification will be sent via sms.

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:
<http://www.schools.nsw.edu.au/gotoschool/a-z/attendance.phpp>

Further information about the new school leaving age:
<http://www.schools.nsw.edu.au/leavingschool/index.phpp>

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



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.

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/"Working Bee"
- LAP program

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.

All volunteers must have a WWC number and have completed the Volunteer Induction process.

Volunteer Induction

New regulations regarding the Child Protection Laws and the safety of the children in our school have come in to place. All parents volunteering at the school need to read the Volunteer Induction Handbook available from the school office. Along with this, they need to gain a Working With Children Check Number and complete the following forms:

- Registration Form
- Volunteer Declaration
- Code of Conduction Declaration
- Nationally Coordinated Criminal History Check
- Working With Children Check (WWC) Clearance

A WWC number can be obtained by following the process below:

1. Google – children’s guardianship or go to:
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
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 above four forms above from the handbook or from the school office.
6. 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 and return it to school with your 100 points

All Volunteers must follow the above procedures in order to undertake any face-to-face duties in the school.

It is very important for volunteers to read the Volunteer Induction Handbook and Declarations before signing, as it is an offence for a prohibited person to apply for, undertake, or remain in a child-related employment.

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



Child Protection

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW we can report certain information to Family and Community Services (FaCs). If we are concerned for one of more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our 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 we're uncertain, talk to a staff member at the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Zimmerman Services is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

The Child Protection (Working with Children) Act 2012

Under this legislation people who 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 from applying online at check@kidsguardian.nsw.gov.au.

As a parent, if we learn about a staff member or a volunteer working in the school without a Clearance, we should talk with the Principal or Assistant Principal as soon as possible. If we believe that nothing is being done about our concerns, we can contact Zimmerman Services directly (Ph. 4979 1390 Mon-Fri 08:30 to 5pm).

Diocese of Maitland-Newcastle Reporting Policy

As a parent we can report any concerns we have for a student, or group of students, to our Principal, Assistant Principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese's reporting policy and procedures are available to everyone on the Diocesan website:

[Diocese of Maitland-Newcastle Reporting Child Protection Concerns](#)

School Photography Guidelines for Parents and Carers

Information for Parents and Carers

We recognise that parents and carers enjoy photographing and recording the progress of their child at school and on school activities. We recognise that many of you like to share these personal memories online and on social media.

We ask for your cooperation and care concerning the use and distribution of photographs of other children at our school. Some families have very real legal and safety issues which could put a child at risk if an image is made public online. More generally, it is respectful of the privacy of other members of the school community to ask permission before posting an image online. Even if your social media settings are private, it is easy for images to become public, particularly if they are tagged or shared by others.

Best practice guidelines

The following best practice guidelines have been adopted by our school to keep our students and school community safe, and to ensure respectful practices concerning the use of social media. When taking photographs or recordings at school or at school events and your images include other identifiable persons, please follow these guidelines:

- Crop out other students or seek the permission of the student or (for students under 16) his or her parent/carer before posting online.
- Do not tag or name the person without permission.
- If a parent or carer requests that you do not circulate an image of their child to others, please comply with the request.
- Please seek the permission of our staff to photograph or record their activities at school. Photography of staff presenting or receiving awards is permitted.

The school will periodically review these best practice guidelines.

Mandatory policies:

The school may from time to time determine that photography or recording at school events or on school grounds, is restricted. Where restriction is notified, failure to comply may result in your exclusion from school premises or activities. There may also be consequences as set out in the enrolment agreement.

Under no circumstances may you photograph or record in private areas such as change-rooms, or in school offices or staffrooms, or at meetings without express permission.

Queries and further resources

The following resources provide further information about safety online, privacy and avenues for complaints about privacy online. If you wish to discuss an issue further with the school, please contact the Principal.

Further Resources

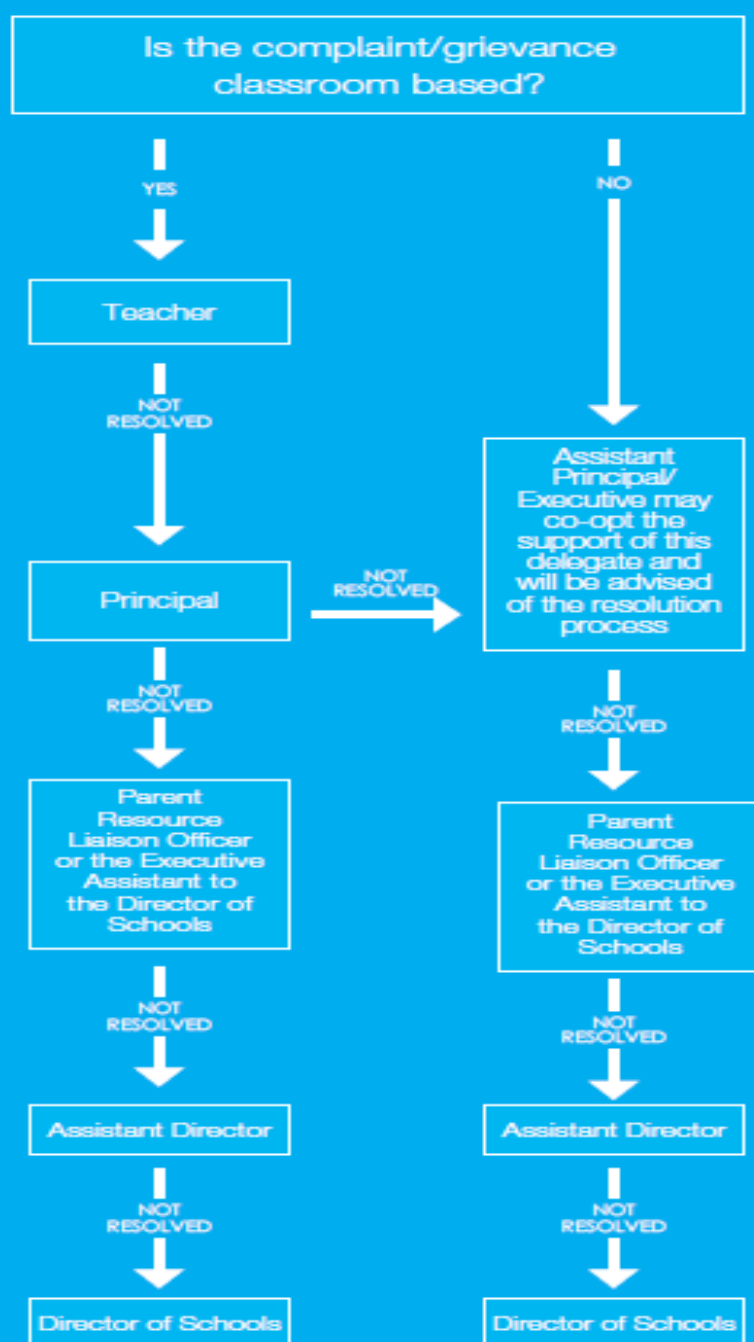
Office of the Children's eSafety Commissioner
<http://esafety.gov.au>

Office of the Australian Information Commissioner, FAQs about social media
<https://www.oaic.gov.au/individuals/faqs-for-individuals/social-media-ict-identify-security/social-media>

Complaints Handling

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.



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.

Conversations About Catholics

Conversation about Catholics is an invitation to anyone in our school community who may wish to learn about belonging in a Catholic Community. The school recognises many of our families have had few experiences of a Catholic School/Church. This is an opportunity to gain insight as to what happens in a Catholic school and our local Catholic Church as well as developing a sense of belonging.

Conversations about Catholics involves attending a workshop visit to the church. Date and details will be communicated through the school.

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:

Dress:	Navy & White Check		\$56.95
Sloppy Joe:	Navy V-Neck with Crest	from	\$32.95
Socks:	White Ankle Style		\$ 5.95
Shoes:	Black Leather	from	\$39.99
Bag:	<i>Navy with Sky Print (not compulsory)</i>		\$48.95
Book Bag:	<i>Navy with Sky Print (not compulsory)</i>		\$16.95

Girls Winter Uniform

Tunic:	Navy & Sky Tartan		\$59.95
Blouse:	Sky Blue L/Sleeve Peter Pan Collar	from	\$34.95
Tie:	Navy & Sky Stripes		\$19.95
Sloppy Joe:	Navy V-Neck with Crest	from	\$32.95
Jacket:	Navy Micro-Fibre with Crest	from	\$54.95
Tights:	Navy "Becky" Style		\$12.95
Socks:	White Ankle Style		\$ 5.95
Shoes:	Black Leather		\$39.99

Boys Summer Uniform

Shirt:	Sky Layback with Crest	from	\$29.95
Shorts:	Grey 'Blockers'	from	\$22.95
Sloppy Joe:	Navy V-Neck with Crest	from	\$32.95
Socks:	Grey Ankle Style		\$ 5.95
Shoes:	Black Leather	from	\$39.99
Bag:	<i>Navy with Sky Print (not compulsory)</i>		\$48.95
Book Bag:	<i>Navy with Sky Print (not compulsory)</i>		\$16.95

Boys Winter Uniform

Shirt:	Sky Deluxe Long Sleeve	from	\$37.95
Trousers:	Grey Blocker Longs	from	\$29.95
Tie:	Navy & Sky Stripes		\$19.95
Sloppy Joe:	Navy V-Neck with Crest	from	\$32.95
Jacket:	Navy Micro-Fibre with Crest	from	\$54.95
Socks:	Grey Ankle Style		\$ 5.95
Shoes:	Black Leather	from	\$39.99

Sports Uniform

Polo Top:	Navy/Sky/Red with Crest	from \$34.95
Shorts:	Navy with Embroidery – SJV	from \$33.95
Jacket:	Navy Micro-Fibre with Crest	from \$54.95
Trackpants:	Navy Micro-Fibre	from \$27.95
Socks:	White Ankle Style (Sports)	\$ 4.95
Shoes:	Predominantly White	

School Caps are compulsory throughout the year. A flap cap is available from school for \$10.00.

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

All About Uniforms, Shop 3, Morisset Square, Yambo St, Morisset. Ph. 0414 355 165

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.

Chicken Pox

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

Conjunctivitis

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

German Measles (Rubella)

Exposure Time:	2 to 3 weeks
Symptoms:	Often mild or no symptoms, mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.
Do I need to keep my child home?	Yes, for at least 4 days after the rash appears.
How can I help prevent the spread?	Immunisation (MMR) at 12 months and 4 years of age.

Influenza

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

Impetigo

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

Measles

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

Meningococcal Disease

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

Mumps

Exposure Time:	14 to 25 days
Symptoms:	Fever, swollen and tender glands around the jaw.
Do I need to keep my child home?	Yes, for 9 days after the onset of swelling.
How can I help prevent the spread?	Immunisation (MMR) at 12 months and 4 years of age.

Glandular Fever

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

Gastroenteritis

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

Hand, Foot and Mouth Disease

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

Head Lice

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

Hepatitis A

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

Ringworm

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

Scabies

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

Scarlet Fever

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

Slapped Cheek (Erythema Infectiosum, Fifth Disease, Parvovirus B19)

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

Whooping Cough (Pertussis)

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



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 blue 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

Increased penalties for School Zones. Current as at 1 July 2016

	Means that in the area in the direction of the arrow, you must NOT STOP your vehicle at any point on the road or kerb, unless there is a medical or other emergency.	Maximum Penalty \$433 + 2 Demerit Points
	Means that you have no more than 2 minutes for drop-offs or pick-ups of passengers or goods and the driver must stay within 3 metres of your vehicle.	Penalty \$180 + 2 Demerit Points
	Means that in the direction of the arrow or arrows you are not allowed to stop your vehicle unless you are driving a bus.	Penalty \$325 + 2 Demerit Points
	DOUBLE PARKING You are NOT PERMITTED to stop or park your vehicle alongside another vehicle that is already parked parallel to the kerb.	Penalty \$325 + 2 Demerit Points

- STOP in a NO STOPPING zone: \$325 + 2 Demerit Points, or STOP on or near a Children's or Pedestrian Crossing: \$433 + 2 Demerit Points
- STOP on path/strip in built up area: \$180 + 2 Demerit Points
- STOP or Park in a Disabled Marked Area without a permit: \$541

Please Note: fines subject to change without notice. Current to 30 June 2017. These penalties apply to offences in school zones during posted school hours.

Buses - 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.

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.



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 fares and other Opal benefits.

How do parents/students get a School Opal card?

Students with school travel passes this year will 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

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

Shift	Route	Time	Bus Route
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> Bungary, R> Maitland, R> Soldiers Point, L> Bungary, 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> Koolera, L> Boikonumba, L> Bukkai, L> Darlingup, L> Koivog, 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, Duffie, R> Cessnock, 7:48 Neath, L> Hall, R> First, Northcote, R> Alexandra, 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, L> Doyalson, L> Yambo, to School
2	6652	7:20	Gwandalan to St John Vianney Via Dora, L> Wyee, L> Ruttleys, L> Pacific Hwy, L> Kanagra, turnaround 7:46 Gwandalan Public School, via Kanagra, R> Pacific Hwy, R> Ruttleys, 8:04 Mannering Park, R> Vales, L> Waverley, R> Kenilworth, R> Scott, R> Marmion, Vales, R> Ruttleys, 8:15 Wyee Point, R> Government, L> Bay, L> Bath, L> High, R> Government, R> Ruttleys, 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> Manhire, to turnaround at Schofields, Via Manhire, 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, turnaround at Marshall, via Currans, 8:10 Cooranbong, L> Newport, L> Freemans, R> Alton, R> Myers, L> Clifford, L> Harmon, L> Alton, L> Freemans, R> Newport, 8:26 Dora Creek, R> Coorumbung, 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

Morisset School Advice – St John Vianney PS

12	6636	7:45	Martinsville to St John Vianney Trip starts from turning loop Cont Martinsville, Owens, 8:03 Martinsville , R> Wilkinson to turnaround, via Wilkinson, R> Martinsville, 8:18 Cooranbong , R> Mathews Valley, turnaround at Sylvester, via Mathews Valley, R> Martinsville, R> Government, turnaround at school, via Government, R> Martinsville, L> Freeman's, L> Avondale, turnaround at school, via Avondale, R> Freemans, L> Dora, L> Doyalson, L> Yambo, to School
3	6664	8:00	Morisset Hospital to St John Vianney Via Acacia, L> Silky Oak, L> Morisset Park, R> Fishery Point, L> Pearson, R> Grand, R> Regent, L> Kane, L> Morris, R> Regent, L> Brooks, 8:15 Bonnells Bay , R> Harbord, L> Station, R> Fishery Point, L> Macquarie, 8:25 Morisset , R> Station, L> Yambo to School
23	6648	8:05	Mirrabooka to St John Vianney Via Dandaraga (near Kimbul), L> Mirrabooka, L> Hillcrest, R> Fishery Point, 8:10 Silverwater , Silverwater, L> Talbot, L> Beach, Bay, R> Colban, L> Balclyn, L> Helena, 8:15 Balclyn , R> Bay, L> Yarrowonga, R> Fishery Point, L> Pulbah, R> Wyee, L> Macquarie, R> Station, L> Yambo to School
21	6628	8:02	Sunshine to St John Vianney Via Fishery Point, R> Cessnock, R> Sunshine, L> Waterside, R> Maitland, to turnaround, via Waterside, R> Sunshine, 8:07 Sunshine , L> Vista, L> Cessnock, L> Fishery Point, L> Macquarie, R> Station, L> Yambo to School
27	6678	8:13	Mirrabooka to St John Vianney Via Bay Vista, L> Bulgonia, L> Hall, L> Buttaba, R> Kimbul, 8:10 Mirrabooka , R> Dandaraga, Buttaba, Bulgonia, Pillapai 8:22 Windermere Park , R> Kallaroo, L> Bailey, R> Verdello, L> Shiraz Drive, L> Riesling, R> Grenache, 8:26 Bonnells Bay , L> Fishery Pt, L> Macquarie, R> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Yambo to School
25	6610	8:10	Yarrowonga Park to St John Vianney Via Yarrowonga Park, R> Bay, R> Queen, R> Lake, L> Yarrowonga Park, 8:15 Yarrowonga Park , R> Fishery Point, 8:25 Morisset , R> Campview, L> Macquarie, R> Doyalson, L> Yambo to School
26	6612	8:14	Bonnells Bay to St John Vianney Via Mather, R> Waikiki, via Loop, L> Kalani, L> Waikiki, R> Mather, L> Lakeside, L> Kane, 8:22 Bonnells Bay , R> Morris, R> Regent, R> Grand, 8:27 Bonnells Bay , L> Victoria, L> Station, R> Fishery Point, L> Macquarie, Dora, R> Station, L> Yambo to School
24	6616	8:12	Morisset Park to St John Vianney Via Morisset Pk, L> Trinity Pt, L> Lakeview, L> Macquarie, R> Chifley, L> Victoria 8:21 Windermere Park , R> Grant, R> Baldwin, Rhodes, L> Asquith, R> Baldwin, L> Fishery Pt, L> Macquarie, R> Station, L> Yambo to School
18	6676	8:25	Avondale to St John Vianney Via Avondale, L> Freemans, 8:25 Cooranbong , R> Newport, R> Curran's, turnaround at Marshall, via Curran's, L> Newport, L> Freemans, L> Stockton, Kahibah, R> Wyong, L> Doyalson, L> Yambo to School

Morisset School Advice – St John Vianney PS

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

Shift	Route	Time	Bus Route
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> Dandara, 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> Hannell, 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> Grand, L> Victoria, L> Station
3	6637	3:03	St John Vianney to Wyee Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Yambo, L> Doyalson, R> Dora, L> Wyee, L> Badjewoi, R> Baxter, R> Jiliby, L> Wyee, L> Summerhayes, turnaround at Tuggerah, L> Wyee, L> Darlingup, R> Koolera, L> Boikonumba, L> Bukkai, L> Darlingup, L> Koiyog, R> Boikonumba, R> Wyee, R> Dora
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> Jiliby, 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, L> 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> Coorumbung

Morisset School Advice – St John Vianney PS

8	6661	3:07	St John Vianney to Yarrawonga Park Via Doyalson, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Newcastle, R> Kahibah, Stockton, R> Freemans, L> Crawford, R> Deaves, L> Freemans, turnaround at Sandy Creek, via Freemans, R> Avondale, turnaround at School, via Avondale, R> Freemans, L> Stockton, Kahibah, R> Station, L> Dora, R> Fishery Point, via Bonnels Bay School, via Fishery Point, R> Baldwin, Rhodes, Pillapai, Brightwaters , Bulgonia, Buttaba, Dandaraga, Mirrabooka , L> Mirrabooka, L> Hillcrest, R> Fishery Point, R> Cessnock, Sunshine , R> Sunshine, R> Vista, L> Cessnock, R> Silverwater, Balcolyn , L> Beach, L> Bay, L> Yarrawonga Park
12	6651	3:03	St John Vianney to Martinsville Via Doyalson, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Newcastle, R> Kahibah, Stockton, R> Freemans, L> Avondale, turnaround at School, via Avondale, R> Freemans, R> Martinsville, L> Government via School, via Government, L> Martinsville, L> Mathews Valley, turnaround at Sylvester, via Mathews Valley, L> Wilkinson, to turnaround, via Wilkinson, L> Martinsville, Owens
21	6669	3:15	St John Vianney to Windermere Park Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, R> Fishery Point, Morisset Park, L> Trinity Point, L> Lakeview, L> Macquarie, R> Chifley, L> Victoria, R> Grant, R> Baldwin, Rhodes, L> Kallaroo L> Bailey, L> Doyle, R> Asquith, R> Baldwin, L> Fishery Point
10	6643	3:05	St John Vianney to Yarrawonga Park Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Dora, R> Wyee, L> Pulbah, R> Fishery Point, L> Yarrawonga Park, R> Queen, R> Lake
13	6665	3:07	St John Vianney to Cooranbong Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Newcastle, R> Kahibah, Stockton, R> Freemans (Bo-gas MBR 449) L> Avondale, turnaround School, via Avondale, R> Freemans, R> Crawford, L> Glenrose, R> Crawford, R> Freemans
2	6631	3:05	St John Vianney to Dora Creek Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, R> Newcastle, R> Kahibah, Stockton, R> Freeman, R> Newport, R> Currans, turnaround at Marshall, via Currans, L> Newport, L> Freeman, R> Avondale, turnaround at School trip operates as 6617 from this point via Avondale, L> Freemans R> Newport, L> Gradwells, R> Gardiners, Minnie, R> Watt, L> Newport, L> Wamsley, R> Dora, turnaround at end, via Dora, L> Wangi, L> Stingaree Point, turnaround at end, via Stingaree Point, R> Cowell, R> Baker turnaround at end
20	6603	3:10	St John Vianney to Sunshine Via Yambo, R> Stockton, R> Newcastle, L> Bridge, R> Awaba, R> Terrigal, L> Bridge, L> Dora, Fishery Point, R> Cessnock, R> Sunshine, L> Waterside, R> Maitland, to turnaround, via Maitland, L> Waterside, R> Sunshine, L> Vista, R> Cessnock, L> Fishery Point, L> Morisset Park, L> Chifley, L> Victoria, R> Grant, L> Baldwin, R> Fishery Point, R> Cessnock, R> Sunshine, L> Waterside, R> Maitland to turnaround, via Maitland, L> Waterside, R> Sunshine, Sunshine , L> Vista, L> Cessnock

Morisset School Advice – St John Vianney PS

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 Bonnell's 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 Via Yambo, L> Stockton, R> Dora, L> Wyee, L> Ruttleys, L> Government, L> Bay, L> Bath, L> High, R> Government, L> Ruttleys, L> Vales, Mannering Park, L> Waverley, R> Kenilworth, R> Scott, R> Marmion, Vales, L> Ruttleys, L> Pacific Hwy, L> Kanangra, turnaround at School, via Kanangra, R> Pacific Hwy, R> Ruttleys, R> Wyee, R> Dora
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 offence. (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 station, the FACS Helpline (Family and Community Services – Child Protection Helpline) or Zimmerman Services, 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 counselled, and any incidents are recorded on the behaviour register in Compass.

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.

Staff are responsible for the pastoral care of all 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.

BULLY ASSESSMENT AND ACTION FLOW CHART

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?

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.

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 textina. sextina.

NO

Not bullying

Consider disciplinary and Restorative Justice action according to the Pastoral Care and Discipline policy.

YES

Was there dominance?

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

NO

Not bullying

Consider disciplinary and Restorative Justice action according to the Pastoral Care and Discipline policy.

YES

Was there persistence?

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

NO

Not bullying

Consider disciplinary and Restorative Justice action according to the Pastoral Care and Discipline policy.

YES

YES

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.
3. Educate and counsel all students, including bystanders, about bullying.
4. Encourage the aggressor to apologise and state their intention to desist from the unwanted behaviour.
5. Ask all students, 'What could you do that would keep this from happening again?'
6. Ask all students, 'Would you let me know if anything like this happens again?'
7. Monitor and follow up to make sure that bullying does not recur.
8. Liaise regularly with Police Liaison Officer.

The Parent Portal – Compass

How to guide.

Overview

The Compass Parent Portal is an integrated, online portal that 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
- Communicate with your child's teachers
- Update your family contact information
- View your child's timetable and the school calendar
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass, which will be provided to you by the school.

Your school portal is

located on the following url: <https://morisset-nsw.compass.education/>



Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by the school.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Homepage

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.



Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu (cog icon) allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, absence notifications, surveys, student report availability and more.

- Outstanding absences or late arrivals that require a note or approval
- Parent/Student/Teacher Conferences that are available for booking
- Semester Reports or Progress Reports that are available to download.



Your Child/ren

This section provides you with a quick summary of available options, and highlights a summary of upcoming and overdue tasks. To access more information click on the relevant quick link or select 'Profile' to access details information about your child. Options here may include:

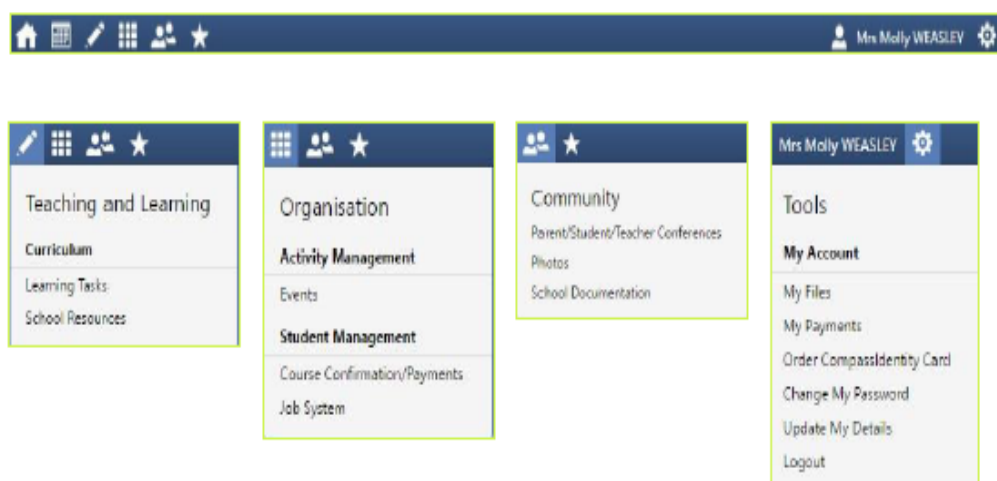
- Your child/ren's profile page
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings

News

Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

Menus and Functions

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The Home icon will take you back to the Home page.

The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.

The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources if these are available from your school.

The Grid icon will bring up the Organisation menu, from which you can access Events/excursions.

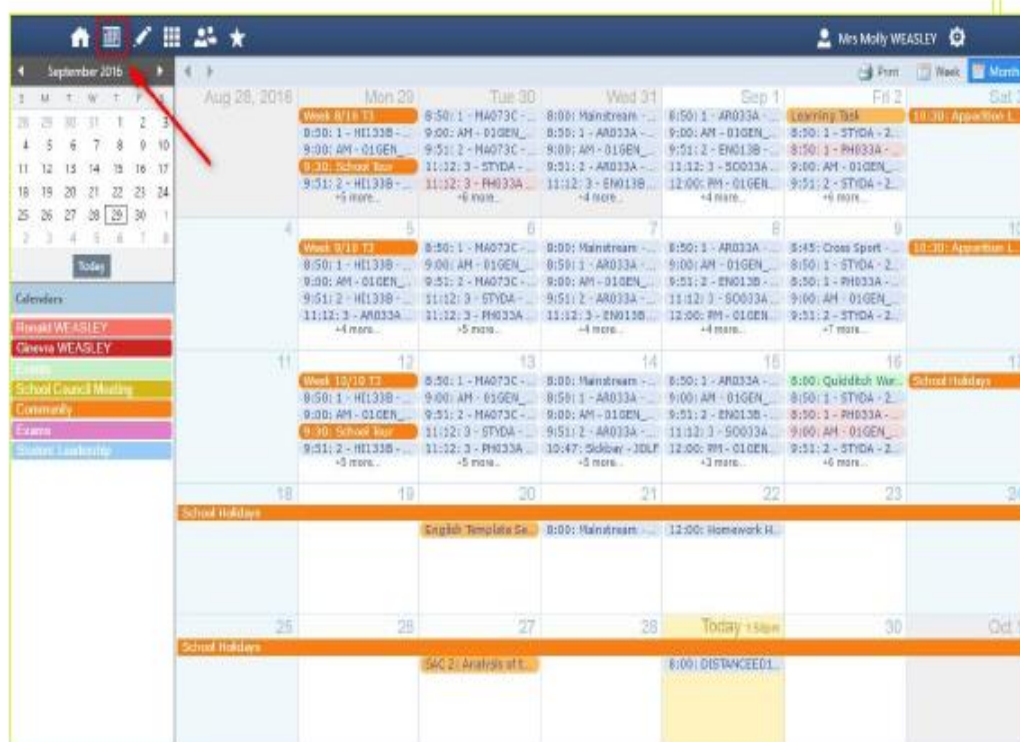
The Two People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences and School Documentation.

The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.

To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

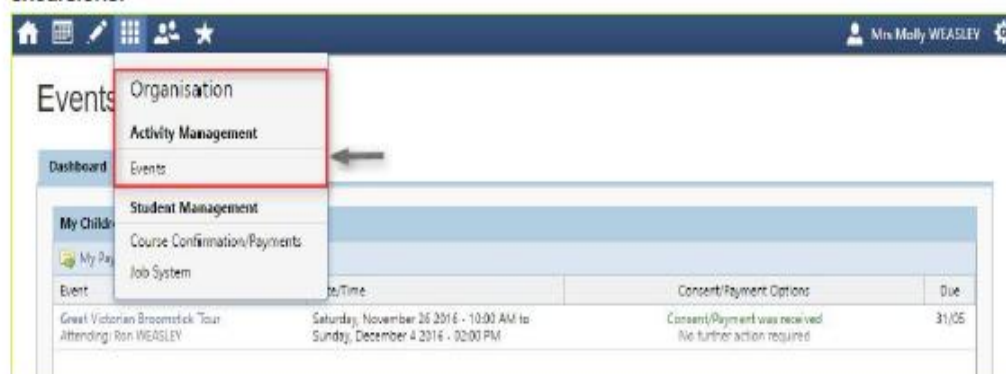
School Calendar

From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Community events and more.



Events

Displays any events that your child/ren are attendees for, for example, sports events or excursions.



Conferences

Allows you to book any meetings which are available for booking.

Community
Parent/Student/Teacher Conferences
Photos
School Documentation

Please select the event
Available events

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open for booking

Conference Bookings
Conference Bookings Home

By selecting a child, you can then view the teachers you can book in with, and select a time slot from the drop-down menu.

Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

My Bookings

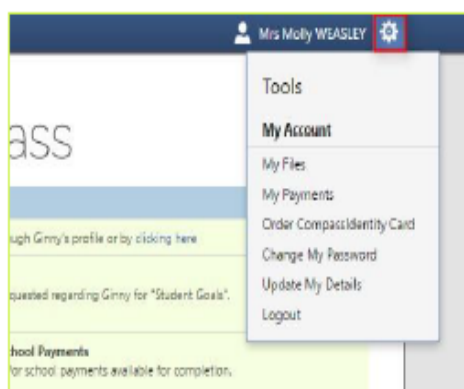
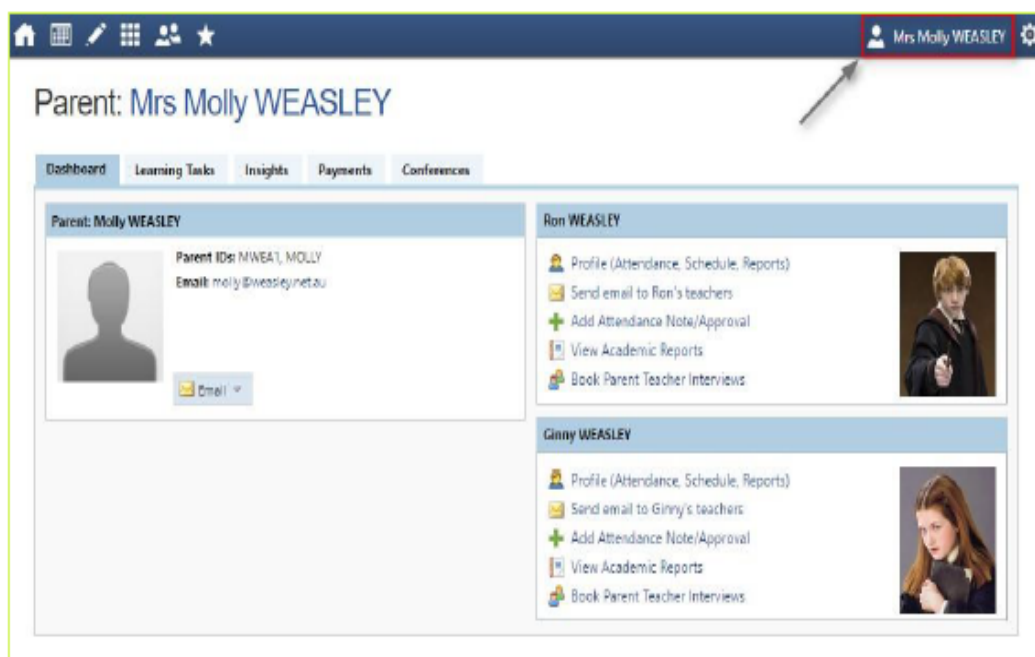
Print

Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Filius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McSODNAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3		<div> <div></div> <div>Clear</div> <div>01/09/2016 03:30 PM</div> <div>01/09/2016 03:40 PM</div> <div>01/09/2016 03:50 PM</div> <div>01/09/2016 04:00 PM</div> <div>01/09/2016 04:10 PM</div> <div>01/09/2016 04:20 PM</div> <div>01/09/2016 04:30 PM</div> <div>01/09/2016 04:40 PM</div> <div>01/09/2016 04:50 PM</div> <div>01/09/2016 05:00 PM</div> <div>01/09/2016 05:40 PM</div> <div>01/09/2016 06:30 PM</div> </div>	Free

Compass (100 / 1020280) : 09/10/21 / User:PS

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Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.



My Files - Allows you to store files.

Order CompassIdentity Card (Note this is not utilised at our school) - Allows you to order a new CompassIdentity card. Here you can also see the status of cards ordered.

Change My Password - Allows you to change your password.

Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account.

Adding a Note or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Absence notes must be provided within 7 days of the absence as per school policy. Please note that you will not be able to put a note into the system after 7 days.

Attendance: Attendance Note/Approval Required
 Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

Attendance Note Editor

Note Details

Person: Joshua STOKES

Reason: Enter a reason...

Details/Comment: **Medical - Illness**
Includes: Sickness, medical and dental treatment

Medical - Appointment
Includes: Appointments with medical professionals, dental practitioners

Important Notice

Holiday
Student does not attend school due to student/family holiday

Natural Disaster
Student is unable to attend school due to an extreme weather event or other natural disaster, Includes: Bushfire, flood, storm events

Start: 21/08/2017 09:00 AM Select a period...

Finish: 21/08/2017 01:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
06_6 Blue (Year 6 Cl...	21/08/2017 09:00 AM	21/08/2017 01:00 PM
06_6 Blue (Year 6 Cl...	21/08/2017 01:40 PM	21/08/2017 02:55 PM

Save Cancel

Please note that you cannot edit your notes or approvals after they've been created so please ensure all details, particularly the dates of the absence, are correct. If you do need to make any amendments please contact your school, as they can do this for you.

Adding a Note/Approval for a Future Absence

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).

To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.









This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

Please only enter full day absences. Do not enter times or part day absences as children must sign in and out through the office when they arrive at school.



JARGON

WHO'S WHO AND WHAT of SCHOOL EDUCATION

NESA 	The NSW Education Standards Authority (NESA) replaced the Board of Studies, Teaching and Educational Standards NSW (BOSTES) on 1 January 2017. NESA sets and monitors quality teaching, learning, assessment and school standards.														
DET 	Department of Education and Training – NSW department oversees public education from early childhood (pre-school) through to Higher School Certificate (Years 11 and 12). www.det.nsw.edu.au														
NAPLAN 	National Assessment Program – Literacy and Numeracy for children in Years 3, 5, 7 and 9. These examine basic literacy and numeracy skills. www.naplan.edu.au														
CSO 	Catholic Schools Office (CSO) of Maitland-Newcastle is responsible for overseeing the management of the 55 Catholic Schools (45 Primary and 11 Secondary) within the Diocese of Maitland-Newcastle.														
P & F or P & C	Parents and Friends Association (P & F) Catholic Schools, Parents and Citizens (State Schools). Parent group within the school which helps build community in schools.														
FPFA	Federation of Parents & Friends Association represents all parents of children attending Catholic schools in our diocese. For further information go to the CSO website.														
CCSP 	Catholic Council of School Parents is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in across the 11 Diocese of NSW and ACT. www.ccsp.catholic.edu.au														
CEC 	Catholic Education Commission is responsible to the Bishops of NSW for the coordination and representation of Catholic Education across NSW and ACT. http://www.cecnsw.catholic.edu.au/														
KLA	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).														
Outcomes	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.														
Learning Stages	The curriculum is currently organised into different stages of learning to correspond with school year classes. These stages cover two years of schooling. <table border="0"> <tr> <td>Early Stage 1 (ES1)</td> <td>Kindergarten</td> </tr> <tr> <td>Stage 1 (S1)</td> <td>Year 1 and Year 2</td> </tr> <tr> <td>Stage 2 (S2)</td> <td>Year 3 and Year 4</td> </tr> <tr> <td>Stage 3 (S3)</td> <td>Year 5 and Year 6</td> </tr> <tr> <td>Stage 4 (S4)</td> <td>Year 7 and year 8</td> </tr> <tr> <td>Stage 5 (S5)</td> <td>Year 9 and Year 10</td> </tr> <tr> <td>Stage 6 (S6)</td> <td>Year 11 and Year 12</td> </tr> </table>	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
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														
SDD	Staff Development Day (SDD) – Pupil Free Day. These days are professional learning/professional development days within the school term where the staff attend courses.														
Learning Support	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).														
ESL LBOTE	English as a Second Language Language Background other than English														
G&T	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.														

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***