

Holy



Family

Catholic Primary School



Merewether Beach

Parent Handbook



2022

FROM THE STAFF

Dear Parents/Guardians,

Thank you for choosing Holy Family as the 'special place' to nurture your child's learning journey.

Holy Family is a wonderful place to live, work, learn and play. As a community of learners, we value that unique gift of knowing our full potential and applying that learning to a myriad of different situations.

We also know that the learning process can be challenging for some and a 'walk in the park' for others. As teachers, we find many ways to differentiate the curriculum to meet the individual needs of all our students regardless of whether or not they are in a standard or a composite class. We look at how they learn and how we can best support them in the classroom environment.

Schools are great places to learn which provide challenge whilst encouraging persistence and resilience. We have many opportunities at Holy Family to learn how to build positive relationships with others and in doing so, learn about acceptance, equality, tolerance and understanding. We know that it's not always easy and that those building blocks of resilience and self-belief will help us prepare for the challenges we'll face in life.

We want our Holy Family children to enjoy their childhood, value our community and grow in confidence as they learn. To do this, we work as a team with families to achieve the best possible outcome for our students.

You will feel the welcome in the school, smell that glorious sea breeze, make new and valued lifelong friends and will be made to feel a very special member of our Holy Family community.

Thank you for making 'our family', your family!



FROM THE PRINCIPAL

Welcome to Holy Family Catholic Primary School, Merewether Beach and to the story that dates back to its opening in 1961. As a Josephite School, founded in the tradition of Mary MacKillop, we belong to the Catholic community of the Maitland-Newcastle Catholic system of schools. Grounded in Josephite tradition, Holy Family has built a fine reputation in the community that nurtures the whole child, spiritually and academically.



Holy Family holds to its heart the core values of Courage, Compassion, Dignity and Humility which align with the personal characteristics of our House Patrons St Mary MacKillop, St Francis of Assisi, Caroline Chisholm and St Benedict respectively. The charism of the Holy Family, in addition to that of our House Patrons, serves to guide and nourish us in a faith that has the family at its centre and our core values at its heart.

'Welcome to all families seeking an authentic Catholic Education for their child here at Holy Family Catholic Primary School where, inspired by Jesus the teacher, we love, we learn, we serve.'

I welcome you to our community where the dignity of each of its members is respected and nourished, aligning with, and responding to, our sense of Gospel values. I look forward to partnering with you to ensure all children are celebrated and supported. Together, we will ensure that we maintain our tradition of spiritual immersion, educational excellence and community advocacy that makes Holy Family such a special place to live out our vision to love, to learn and to serve. As your family joins our family, I wish you well for all the years you spend with us here at Holy Family.

Ann Jackson
PRINCIPAL

SENDING YOUR CHILD TO A CATHOLIC SCHOOL



When you send your child to a Catholic school there is a sense of belonging: being in a community. Here at Holy Family, we value the tradition, scripture, religious education, celebration and sacrament that are part of being in a Catholic School. We are passionate in the mission of teaching the knowledge component of our faith, as well as being part of students', and their families', faith formation in today's social climate.

At Holy Family, we aim to educate the 'whole child'. Our school beautifully integrates spirituality into the everyday life of our students, and we do so in subtle ways across all areas of the curriculum: on the sporting fields, in our disciplinary policies, in our social justice programs, in school liturgies, and in daily prayers and meditation time. Children are given time and space to reflect on what Christ's message means to them in today's context. This culture in our school reinforces our values: compassion, respect, love, humility and forgiveness. Jesus' message of love is lived out in a Catholic school in many ways.

The sense of community that is evident in our school enriches our lives. Teachers, administrators, parents and students share a special bond and commitment. Each family within our school, experiences the love and support from our school community. Not everyone in our school community is Catholic, but the universal message of Christ's love binds us to each other.

What do Catholics Believe?

- ✚ A belief that begins with Jesus
- ✚ A belief that breaks bread together
- ✚ A belief that is based on a story
- ✚ A belief that understands the power of symbols
- ✚ A belief that to be human is to forgive
- ✚ A belief that prayer gives life
- ✚ A belief that trusts the world is graced
- ✚ A belief that works for justice for all
- ✚ A belief that includes all



SACRAMENTAL PROGRAMMES

The Sacramental Programme is parish based and is targeted at children in Year 4. Through this programme, they are able to celebrate their First Reconciliation, Confirmation and receive their First Eucharist. Children in all classes from Kinder to Year 6 learn about the Sacraments in accordance with the Diocesan Religious Education Policy. Contact details are listed below:

Parish Office: (02) 4979 1101

Parish Office Email: newcparish@mn.catholic.org.au

OUR SCHOOL VISION

Inspired by Jesus the teacher, we love, we learn, we serve

MISSION STATEMENT

At Holy Family Catholic Primary School, our mission is to:

LOVE love with justice, dignity and respect for all
love as disciples of Jesus
love through stewardship of creation

LEARN learn to be collaborative, life-long learners
learn to be resilient in the face of challenges
learn to be courageous citizens for a fair world

SERVE serve by sharing our gifts with humility
serve by caring for others with kindness and compassion
serve by helping others in need

SCHOOL AIMS

In choosing to be educators of the faith, we - parents, faith community and staff have been called to respond to the mission of Jesus in three ways:

- to proclaim the Gospel in word and witness to life
- to create and to promote Christian community
- to witness the Gospel through service

It is hoped that as members of the school family, you will experience a sense of belonging and friendship, not only within the school family, but also as a member of the wider faith community.

Within the school, we aim to create an environment which is seasoned with love, care, understanding, acceptance and forgiveness. This type of environment does not just happen; it must be created through the efforts of all its members. The school must be able to count on the unity and conviction of the staff team, parents and members of the wider faith community.

To reach full development as a person, the child's basic needs of love, belonging and growing with a life of service, must be cultivated alongside academic skills. Therefore, to allow each child to reach full potential as a person, we aim to provide structures and programmes which will develop each child spiritually, socially, emotionally and academically.

OUR CORE VALUES

At Holy Family Catholic Primary School, we acknowledge that our day to day interactions, following the leadership of Jesus our teacher, are acts of discipleship. Our four House teams of Red, Blue, Green and Gold, embrace our core values of Courage, Compassion, Humility and Dignity in the fashion of Mary MacKillop, St Francis of Assisi, Caroline Chisholm and St Benedict. We encourage our children to emulate the traits of our patrons through these values in all their interactions with their peers, teachers and everyone they meet and so realise the goals of our school's vision and mission.



OUR SCHOOL EXPECTATIONS

At Holy Family Catholic Primary School, we promote Positive Behaviour for Learning (PBL). PBL is an educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The PBL framework assists our school in improving the social, emotional, behavioural and academic outcomes for our children. In consultation with our community, we have established our PBL expectations:

At Holy Family, inspired by Jesus the teacher, we love, we learn, we serve. At all times and in all places we:			
H	F	M	B
HELP OTHERS <i>Chisholm</i> Dignity	FEEL SAFE <i>Benedict</i> Humility	MAKE GOOD CHOICES <i>Francis</i> Compassion	BOUNCE BACK <i>MacKillop</i> Courage
We are inclusive We care for each other We work together	We listen to our feelings and ask for help We stay in safe places We use safe hands and feet	We are kind and fair We think before we act We care for our environment	We accept challenges We try our best We forgive others

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 Holy Family Catholic School

and all who enter:

The teachers, children, parents and friends.

Help us to be happy, peaceful and caring Christians

and to do our best every day.



OUR SCHOOL

Holy Family Catholic Primary School prides itself on its co-operation, friendliness and integrity, where all in our community are invited to play an active role within the school, to work together, and to provide the best possible education for all children. Here we understand that, as parents, you are the first and primary educator of your child. We commit to working alongside you to help you develop your child spiritually, academically and physically.

By enrolling your child to be educated in this school, we ask you to read, abide by and commit to, the following:

- ✚ This school, above all else, is a Catholic School in which education in faith holds a privileged place along with the pursuit of excellence in academic and general education. All students take part in Religious Education Programs. This school also provides other opportunities for its students to express and deepen their faith, such as attendance at, and participation in, Masses, special celebrations, Parish Sacramental Programs, Prayer, and in Christian service and witness. We expect that the faith life of the school is supported by home.
- ✚ Politeness and respect for others are a necessary part of school life.
- ✚ While travelling, students are to be polite, well-mannered and responsible.
- ✚ Regular attendance at school and at all lessons is essential.
- ✚ Full school uniform is to be worn at all times.
- ✚ The school is a non-profit organisation where all parents share expenses, and so all pay fees. Concessions can be arranged with the Principal, particularly in difficult circumstances.

Parents are asked:

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

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

To observe various procedures which have been established for the common good within the school (e.g. notification of pupil absences, observance of quarantine periods for certain illnesses, etc.).

To demonstrate their belief that parents and teachers are in relationship with each other as partners supporting the proper authority of the Principal and staff.

A Statement of Common Belief: Catholic Schools of the Diocese of Maitland-Newcastle

This is a statement of our 'theology of education' which seeks to honour the dignity of each child, family and staff member. It is important that we maintain our commonly held beliefs that underpin our identity, decision making and practice as Catholic communities.

Catholic schools in the Diocese of Maitland-Newcastle believe that, 'At the heart of everything is Jesus Christ'. Because of this, we acknowledge the following:

The personhood and dignity of each child/young person, parent and staff member. Therefore...

- Firstly, we acknowledge with deep respect, the traditional custodians of this land.
- Every child/young person has the right to feel safe. Teachers and parents are encouraged to be aware of messages conveyed through general conversation and news items.
- Parents are valued for the advice and wisdom they respectfully share.
- Staff are acknowledged for their steadfast love of children/young people and families and the personal sacrifices required of them to serve the needs of society.

The Catholic social teaching principles of 'solidarity' and 'common good' guide our sense of togetherness and community. We act for the good of all. We are inclusive of the rights of each person and group. We have a duty to protect the vulnerable. Therefore...

- We recognise that the circumstances of our school communities are dynamic and respond with agility.
- The spiritual, emotional and physical wellbeing of our children/young people, families and staff must be considered above all else.
- Continuation of learning must be adaptable as situations change. Each teacher, family, student and school will do what is possible.
- We find creative ways to support and nurture our community through information and technology to reduce isolation when/if needed.

Parents/carers are the first and foremost educators of the child.

- Parents are trusted and empowered to make decisions about how children/young people learn at home.
- Parents are generally not trained teachers and are not expected to deliver a curriculum when assisting their child with preparation for their learning.
- Learning will be different in every home.

- The home environment is full of rich learning opportunities.
- Schools recognise that circumstances at home differ with each family situation and that these can have an impact on the social and emotional learning of children which in turn can be reflected in their academic learning and/or behaviour.

We believe that humans are relational and live best in community. Therefore...

- Compass will form the baseline communication between schools and parents.
- Established communications and approved technology platforms will be maintained where possible.
- Our teachers will find ways to remain in relationship with their children/young people and families, where possible.
- Communications will be respectful, collaborative and in partnership with all stakeholders.

We commit to engaging the whole student through head, heart and hands. Therefore...

- Schools will provide a variety of manageable learning experiences that differentiated according to individual needs.
- All experiences are opportunities for learning and reflection on learning.
- We acknowledge that parents will need different support depending on their circumstances.
- Catholic education is engaged in the context of the pursuit of truth. The truth is that none of us have walked in this landscape before. We need to be kind to each other.

We believe that children are true citizens who are connected and contribute to the world. Therefore...

- Learning is not simply "delivered" to children. The United Nations Convention on the Rights of the Child recognises that children/young people contribute meaningfully to their learning and wellbeing. More than ever, it is a time of listening to the voice of the child through their words, drawings, writings and behaviour.

We are a people of hope, who nurture a positive view of creation and all life. Therefore...

- Daily prayer is encouraged to connect children/young people, families and staff members to the global Christian community and God as a source of consolation and hope.
- Learning experiences foster a deep connection of wonder and awe at the beauty of God's creation.

SCHOOL CONTACTS

Phone	(02) 4963 3009
Address	19 Janet Street Merewether PO Box 153 Merewether NSW 2291
Email	admin@merewetherbeach.catholic.edu.au
Website	www.merewetherbeach.catholic.edu.au
Principal	Mrs Ann Jackson
Assistant Principal	Mrs Kylie Griffiths
Religious Education Coordinator	Mrs Bernadette Mitchell
Primary Coordinator	Mr Joe Hamilton
Clerical Assistant	Mrs Phillipa Dobinson
Parish Priest	Fr John Lovell

OFFICE MANAGER

Our Office Manager, Phillipa Dobinson, works in our school office Monday - Friday 8:30am-3:15pm.

SCHOOL HOURS

Morning supervision: 8.20am

Classes commence: 8:50am

Lunch: 10.55am -11.45am

Recess: 1.25pm-1.50pm

End of day: 2.50pm



COMMENCEMENT DATES 2022

Staff: Friday 28th January

Years 1- 6: Tuesday 1st February

Kindergarten's first day of school: Thursday 3rd February

SCHOOL TERMS 2022

Dates subject to change

	Start	Finish
Term 1	Tuesday 1 st February	Friday 8 th April
School Holidays	Saturday 9 th April	Monday 25 th April
Term 2	Tuesday 26 th April	Friday 1 st July
School Holidays	Saturday 2 nd July	Sunday 17 th July
Term 3	Monday 18 th July	Friday 23 rd September
School Holidays	Saturday 24 th September	Sunday 9 th October
Term 4	Monday 10 th October	Monday 20 th December

PUBLIC HOLIDAYS 2022

Australia Day	Wednesday 26 th January
Good Friday	Friday, 15 th April
Easter Saturday	Saturday, 16 th April
Easter Sunday	Sunday, 17 th April
Easter Monday	Monday, 18 th April
ANZAC Day	Monday, 25 th April
Queen's Birthday	Monday, 13 th June
Labour Day	Monday, 3 rd October



INFORMATION FOR PARENTS

UNIFORM

The wearing of correct school uniform is an outward sign to others of the pride and respect one has in oneself and pride in their school. Children are expected to wear full school uniform Monday – Thursday. Sport uniform is worn on Fridays only. Uniforms can be purchased on the school site from the Uniform Shop.

As well as wearing the correct school uniform, children are to be neatly groomed and wear polished shoes (**black leather only: no boots or joggers**). Socks must cover the ankle.

Jewellery must be kept to an absolute minimum e.g. 1 pair of ear studs (studs only, for safety). Neck chains and bracelets are not part of the school uniform although a small cross may be worn under the uniform.

Hair must be neat and tidy. In keeping with the school tone, hairstyles should not be outlandish. Extremes of style and colour are not appropriate. Children with long hair should have their hair tied back. (Hair falling below the collar is deemed long).

The summer uniform is worn in Terms 1 and 4 and the winter uniform is worn in Terms 2 and 3. Occasionally, depending on the length of term and weather conditions, this requirement is adjusted. If this occurs, you will be informed via the school newsletter, Compass or our official Facebook page <https://www.facebook.com/holyfamilyprimaryschoolmerewetherbeach>

NOTE: Please ensure all clothing/shoes/hats and bags are clearly marked with your child's name. It is a good idea to also write your child's name on the inside fabric.

School Hat/Library Bag

There is one style of hat and library bag available and these are only available for purchase from the school. School hats are to be worn whenever children are outside. If they do not have their hat, they will be required to play in the shade.

Summer Uniform – Girls

TUNIC	Green & white check summer dress
TOP	Green and gold short-sleeve polo with school logo
SHORTS	Bottle green shorts with school logo
SHOES	Black Shoes with short white socks (not ankle, tennis or long socks)



Summer Sport Uniform – Girls

TOP	Green and gold short-sleeve polo with school logo
SHORTS	Bottle green shorts with school logo
SHOES	White joggers with short white socks (not ankle, tennis or long socks)

Winter Uniform - Girls

TUNIC	Winter tunic with long sleeve, white, peter pan collared shirt Tunic may be worn with short white socks (not ankle, tennis or long socks) or bottle green tights
PANTS	Long grey pants available from school, grey socks, and black leather shoes
TOP	Long sleeve polo with school logo
JACKET	A bottle green bomber jacket with school logo.

Winter Sport Uniform – Girls

TOP	Green and gold short-sleeve or long-sleeve polo with school logo
PANTS	Track suit pants
JACKET	Track suit jacket

SHOES	White joggers with short white socks (not ankle, tennis or long socks)
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Summer Uniform – Boys

TOP	Green and gold short-sleeve polo with school logo
SHORTS	Bottle green shorts with school logo
SHOES	Black Shoes with short white socks (not ankle, tennis or long socks)

Summer Sport Uniform – Boys

TOP	Green and gold short-sleeve polo with school logo
SHORTS	Bottle green shorts with school logo
SHOES	White joggers with short white socks (not ankle, tennis or long socks)

Winter Uniform - Boys

TOP	Long sleeve polo with school logo
PANTS	Long grey pants available from school, grey socks, black leather shoes
JACKET	Bottle green bomber jacket with school logo



Winter Sport Uniform - Boys

TOP	Green and gold long or short-sleeve polo with school logo
PANTS	Track suit pants
JACKET	Track suit jacket
SHOES	White joggers. Short white socks (not ankle, tennis or long socks)

KINDERGARTEN TRANSITION PROGRAM

At Holy Family, our Kindergarten transition program is progressive to ensure a smooth transition to starting school. Applications for enrolment are open during Catholic Schools Week at the start of the year. During Term 3, we hold a Kindergarten information evening for parents who are sending their child to Holy Family. Following our information evening, our transition sessions are held during Term 4 of each year. Both parents and children have an opportunity to come to the transition sessions to meet the class teacher and their Year 6 buddy, as well as other students starting kindergarten. Together we engage in a variety of play-based activities and stories while becoming more familiar with our school environment here at Holy Family.

Children in Year 5 are trained to be "buddies" to the incoming Kindergarten class. Children help their special friend settle into school life. The incoming Kindergarten children are introduced to their "buddy" during our transition sessions.



SUCCESSFUL FOUNDATIONS

What is Successful Foundations?

Successful Foundations supports the positive transition to school of Kindergarten children. It is based on six declarations which are the foundation of the Early Learning Policy for all primary schools in the Diocese of Maitland-Newcastle.

We provide a series of open-ended play experiences for learning and wellbeing in the first hour of the day over the first five weeks of Kindergarten. During Successful Foundations, the learning environment of the classroom and outdoor setting is intentionally and thoughtfully designed to invite children to play and to provoke deep knowledge and understanding. These intentional spaces are called

“provocations.” The five specific provocations include: Dramatic Play, Blocks and Boxes, Maps in My World, Sharing Stories and Being Friends Outdoors. It provides a continuum between prior to school environments and school.

How will Successful Foundations benefit my child?

Successful Foundations provides children with the opportunity to actively demonstrate their knowledge, build relationships and become familiar with the context of the school. It also provides teachers with the time and opportunity to develop meaningful relationships as they can observe and interact with the competent, creative and capable child. There is growing evidence, both nationally and internationally, that the first years of life, play, and the transition to school have significant impact on education, wellbeing and subsequent life trajectories (Dockett & Perry, 2014). Play allows the Early Learner (birth to 8 years) to explore, identify, negotiate, take risks and create meaning. Children who engage in quality play experiences are more likely to have well-developed memory skills and language development, and are able to regulate their behaviour, leading to enhanced school adjustment and academic learning (Bodrova & Leong, 2005).



Telecommunication @ Holy Family

All children are taught computer skills from Kindergarten in accordance with NSW Education Standards Authority (NESA) syllabuses. Each child has access to headphones however, we strongly encourage students to bring their own. Both the library and the K – 3 classrooms have banks of computers that the students are able to access for their learning.

Students in Years 4 to Year 6 utilise a Bring Your Own Device (BYOD) program and employ Office 365 and OneNote to present work

completed on this same platform. We specify a Windows 10 based laptop or tablet in Years 4-6 as this is most compatible with our network. The school has device specifications and recommendations which can be requested at the front office. The devices specified for use at our school are also appropriate for use at St. Pius X High School, thus making the transition into secondary education easier for our students.

All classrooms have either a Smartboard (Interactive Whiteboard) or Smart TV. The library also has a Smart TV and video conferencing capabilities which allows students to undertake virtual excursions at various offsite locations such as the National Portrait Gallery, National Maritime Museum, Australian War Memorial and the Powerhouse Museum, to name a few.



LIBRARY

The school has a specialist teacher-librarian, Mrs Janet Carmichael, who works Thursdays, Fridays and every second week on a Monday. We also have a library assistant, Mrs Tracey Newcombe, who works three days per week. The library is open daily during class time and the second half of lunchtime for Games Club. Formal library lessons are given, and children have the opportunity to borrow at least once per week.



EXTRA CURRICULAR ACTIVITIES

These include choir, public speaking, debating, sporting events, coding classes (IT), and a wide variety of competitions (both academic and cultural). In addition, the school celebrates world events through a variety of learning opportunities.

EXCURSIONS/INCURSIONS

Various excursions and incursions are organised during the year to complement class activities and enhance learning. Classes may go on minor excursions once a term e.g. to Newcastle Foreshore, Art Gallery, Conservatorium and Blackbutt Reserve. Specific permission to attend organised excursions is required. Children also go on excursions by foot, around the local area. Our Stage Three classes (Year 5 & Year 6) attend a major excursion (overnight) every year and our Year 5 children attend a Student Leadership day in preparation for their leadership of the school for the following year.



SPORT

Students at Holy Family have sport lessons on a Friday throughout the school year. Children wear their full sport uniform, including predominantly white joggers on Fridays only with full school uniform, including correct footwear, on every other day.

All children are encouraged to become involved in sport: the emphasis being development of gross motor and social skills. Primary children compete in swimming, athletics, cross country, rugby league, rugby union, soccer and netball championships at school, regional, diocesan and inter-diocesan level. Children identified as being gifted within any of these sports, have pathways to compete from Regional to State level.



SUN SMART

Children are highly encouraged to develop a responsible attitude in protecting themselves from the sun. Children must wear the school hat all year: to school, at lunch and recess, during any outdoor activities and when travelling home. Children may bring roll-on sunscreen to apply during the day.

The school has a policy of NO HAT: NO PLAYING IN OPEN AREAS. Children not wearing a school hat, are requested to play under the COLA area, in the shade.



PLAYGROUND SUPERVISION

Children are supervised on the playground during the following periods:

Morning	8:20am – 8:50am
Lunch	10:55am – 11:45am
Recess	1:25pm – 1:50pm
Dismissal	2:50pm

Parents are advised that the school gate will not open until 8:20am. We ask that you are prompt in collecting your children of an afternoon. Please utilise our OOSH facilities if you need care before and/or after school supervision times.

Children are supervised by class teachers for any activities that may take place outside of the classroom. No child is permitted to leave the school grounds without permission from the principal and only then, with prior written permission from parents. Children cannot accompany other families home of an afternoon unless there is written permission from the child's parents.

MORNING ASSEMBLY



Morning Prayer assembly is held at 8:50am each Monday morning where we come together as a community to pray for our week ahead. Every Monday afternoon of even weeks, at 2:00pm, we hold an Awards Assembly where class and special awards are presented and sporting achievements acknowledged. Parents are

encouraged to attend these assemblies wherever possible. All children are expected to be on time for morning assembly and every school day.

AFTERNOON DISMISSAL

Each afternoon, students line up under the Covered Outdoor Learning Area (COLA) in their appropriate dismissal lines: Outside of School Hours (OOSH), Buses, Pick Up and Go, Janet St, Pell St and Ridge St. Teachers supervise children from their lines to their respective areas and cross both Pell and Ridge streets with walkers and cyclists. Parents are requested to wait across the road when children are leaving from both Pell St or Ridge St and to not enter school grounds of an afternoon. This enables a smoother and faster dismissal for all.

Parents using Pick Up and Go should request a family name tag to place on the underside of their passenger sun visor so that teachers are able to call children to cars efficiently and safely. Parents are asked not to get out of their cars and should only use this dismissal area once their children are confident in getting themselves into the car and buckled in. As a matter of safety, children should not be encouraged to walk to the back of the car to access car boots. This puts them at risk of injury. ~~from rolling cars from behind.~~



ST NICHOLAS AFTER SCHOOL CARE (OOSH)

Holy Family OOSH provide before and after school care in our grounds from 6:30am – 8:50am and 3:00pm – 6:00pm. Please contact OOSH if you wish to use their services.

CYCLING TO AND FROM SCHOOL

Transport for NSW – Centre for Road Safety recommends that children under 10 years of age (<https://roadsafety.transport.nsw.gov.au/downloads/safety-on-wheels.pdf>) do not have the capabilities to ride safely in traffic and should avoid taking a bicycle on the road without direct supervision. Students are encouraged to lock their bicycle and helmet to the rack. A bike rack is available on the school grounds for storage of bicycles. Children are to dismount and walk their bicycle across the playground to the bike rack. Bicycles are not to be ridden on school grounds.

BUS TRAVEL

There are buses that service the local area of Merewether, Merewether Heights, Cooks Hill and The Junction. Please check with the local Newcastle buses to confirm routes. [link](#)

Children are responsible for their behaviour whilst travelling on the bus. They must be seated properly and behave in a sensible and responsible manner, not causing concern for the driver or other passengers. Children from Holy Family are to behave in a manner, which does not discredit the school.

To obtain an Opal card, you must apply online via www.transportnsw.info/school-students

Please see the administration office for further information. An Opal card must be shown on boarding the bus. If an Opal card is lost, children are to request a replacement online via the above link. To retain an Opal card, children must abide by the State Transit's Code of Behaviour. Unacceptable behaviour can result in the confiscation of a card.



COMPASS

Holy Family has a student information system called Compass. This is a comprehensive system that enables the school to effectively manage all information relating to your child/children. This forms part of a broader implementation of a student information system for the Diocese of

Maitland-Newcastle. Compass provides a secure, yet easy connection to essential information you need in relation to your child. It is our official communication channel between home and school.

SCHOOL ATTENDANCE

The Education Amendment (School Attendance Bill) 2009 requires that daily attendances be recorded in the class roll. This includes partial absences. Reasons for absences from school or any variation from normal travel arrangements should be conveyed to the class teacher in writing. The 2009 Amendment Bill requires parents/guardians to provide details of the child's absence. If the declaration has not been furnished within seven days of the absence, then the child is deemed absent without sufficient reason. This is recorded in the class roll, which is a legal document. Each morning, teachers mark the roll prior to 9:30am. Chronic absenteeism is required to be reported to the appropriate authorities.

If your child is absent and you have not already informed the class teacher or admin, you will receive an alert from COMPASS. Excursions and sports carnivals are part of the school's planned learning activities and are not considered valid reasons for a child's absence. A medical certificate is required for prolonged absences explaining to the school the absences of their children promptly and within seven days. In diocesan schools, parents/carers have the option to explain absences through the Compass platform

Applications for exemption from school e.g. overseas trip, elite sporting camp, must be made in writing using the prescribed form prior to the date and cannot be granted retrospectively.

Why is regular attendance at school important?

Regular school attendance will help your child to succeed in later life where they will be required to turn up to work on time. 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 difficulties in later years.

Children are required by law to attend school every day. 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 must:

- go to a special religious ceremony
- is required to attend to a serious and/or urgent family situation (e.g. a funeral)
- is too sick to go to school or has an infectious illness.

ABSENCES (PARTIAL)

Partial absences (arriving late/leaving early) must be recorded on the Compass Portal in the front office. This will require the parent/guardian to be present in the office to sign their child in/out. Please be on time for school as students miss crucial information when late. Mornings are like prime real estate for learning. The first part of the day is where crucial learning and instruction occurs which is required for other learning tasks throughout the day. Missing those early minutes of the day puts your child at a distinct disadvantage when it comes to learning and then needs to 'play catch up' for the remainder of the day. Please send your child to school on time. This image shows the significance of chronic lateness. Where possible, schedule appointments outside of school hours. **Parents may not sign another student in or out without the written permission of the parent or guardian of that student.**



SAFEGUARDING IN DIOCESAN SCHOOLS

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

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

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

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

-the safety, welfare or wellbeing of one or more children in the school

-the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

... you are able to:

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

Office of Safeguarding: <https://mncatholic.sharepoint.com/sites/OOSG>

CHILD PROTECTION/MANDATORY REPORTING

The mission of Catholic schools unequivocally commits each school community to foster the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is an essential element of this; to ensure that each student entrusted to the care of our school is to be affirmed in his or her dignity and worth as a person. As employees of a Catholic school, the staff of Holy Family are mandatory reporters, endorsing the principles of child protection as their fundamental responsibility. Mandatory reporting legislation in New South Wales requires teachers, where they have reasonable grounds to suspect that a child (under 16 years of age) is at risk of significant harm, to report to Community Services as soon as practicable, the name, or a description of the child and the grounds for suspecting that the child is at risk of significant harm.

VOLUNTEERS

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

Becoming a volunteer

To be able to volunteer within a diocesan school you are required to visit the Diocesan Volunteer webpage and read the Volunteer Policy and Code of Conduct (<https://www.mn.catholic.org.au/people/volunteer/>). Depending upon your volunteer role you may be required to hold a Working with Children Check (WWCC) or undergo a National Police check. Please contact the School Office to check screening requirements for the role prior to completing the online registration form. All registration and safeguarding screening are to be completed and verified before you can commence in your role. A Work Health

and Safety (WHS) induction will be conducted when you commence your role. Safeguarding training must occur within six months of your commencement as a volunteer.

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

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

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

Part 4 of the Children's Guardian Act

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

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

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

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

The Child Protection (Working with Children) Act 2012

Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This "clearance" can be obtained by applying online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

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

Please note some exemptions apply for volunteers who are a close relative of a student enrolled at the school. Please contact the school office for further details if interested in volunteering.

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 a 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 participate in school activities such as:

- Maintenance/Working Bees
- School Reading Groups
- Enrichment Workshops
- Swimming & Athletics Carnivals
- Liturgical Activities
- P&F Meetings
- Writing Groups
- Excursions
- Celebrations such as Anzac Day
- Canteen

PARENTS AND FRIENDS ASSOCIATION (P&F)

The P&F's purpose is to foster parent engagement with the school community and raise valuable funds for the educative purposes of our school. Recent P&F donations have included our new playground, air-conditioning in all classrooms, resourcing our school sport's sporting programmes and the upgrading of school laptops. We welcome you to attend our monthly meetings and support our school in this valuable way. The dates and times of each monthly meeting are communicated through the school's newsletter, Compass and/or official Facebook page. Children love to see their parents involved with the school and any kind deed, no matter how small, is always greatly appreciated.

CANTEEN

Canteen is operational only on Fridays for lunch. To order lunch, parents order and pay for their child's lunch online through the school's QKR! App. Our school utilises the QKR app which allows electronic payments made to the school and is the preferred payment system. For information regarding this app please see the school office.



A complete list of canteen items is distributed at the beginning of each term and renewed if there are price changes. Parent helpers assist in the canteen and new helpers are extremely welcome! Our canteen is organised and looked after by our Canteen Supervisor.

Please note, the canteen does not sell nut products due to serious allergies. As these are life threatening allergies, parents are requested not to bring cakes to share at school e.g. birthday cakes, nor are children to bring nut or egg products to school such as peanut butter sandwiches, Nutella, whole cooked egg, frittatas or quiches. We appreciate your support.

We are an Allergy Aware School

Here at Holy Family, there are several of our students with severe allergies to:

- Peanuts
- Tree nuts
- Raw egg

These allergic reactions can occur through ingesting and indirect contact (E.g. touching equipment or clothing) with the listed foods. To ensure our students are safe, we do not allow any products containing **peanuts, tree nuts or egg** at school. Our school, and the families of children with these severe allergies, are grateful for your support and awareness to ensuring the safety of our students. Education is the key here, so it is important that you talk with your child about the reasons why this is important and ensure they too understand. Tree nuts include: walnuts, almond, hazelnut, cashew, pistachio, brazil nuts, beechnut, chestnut, butternut, chinquapin nut, gianduja, ginko nut, hickory nut, lychee nut, macadamia nut, nangai nut, shea nut, pili nut, pine nut, and pecan.



MEDICATION

The school is to be informed in all cases of students who require medication during the school day. No medication can be administered without the correct documentation. Medication is only administered by an employee of School with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication

Short-term medication:

Parents are to fill out the consent form available from the school office e.g. antibiotics, Panadol.

Long-term medication:

The administering of medicines long term requires a letter of advice to the school from the child's doctor e.g. ADD medication, Epi-pens. Forms are available from the Administration office.

Asthmatics:

Parents of children who suffer from asthma are requested to fill out an asthma action plan, available from the school office. The school will administer analgesics, with written from the parent.

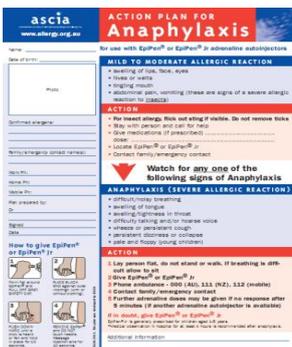


Anaphylaxis:

Special action plans/Epi-pens are required.

Parents of children who suffer from Anaphylaxis

are required to fill out an Action Plan for Anaphylaxis, available from their family Doctor. It is required that any student with anaphylaxis always has an *in-date* Epi-pen at the school.



INFECTIOUS DISEASES/IMMUNISATION

It is highly recommended that all children entering Kindergarten are fully immunised. A copy of your child's immunisation record must be provided and will be placed in your child's file. If your child is not fully immunised and an outbreak occurs (such as measles), your child will be asked to remain at home for a period. Some infectious diseases have exclusion periods. If your child is diagnosed with any of the following, please adhere to the accompanying guidelines

for the relevant diagnosis and time away from school. Further information may be sought from the Department of Health website.

CONDITION	EXCLUSION PERIOD
Chicken Pox	Exclude until fully recovered or at least five days until at least five days after onset of the rash and all the blisters have dried.
Conjunctivitis	Exclude until discharge from the eyes has ceased
Diarrhoea	Exclude until the diarrhoea has ceased
Hepatitis A	Exclusion not necessary
Hepatitis B	Exclusion not necessary
Hepatitis C	Exclusion not necessary
HIV	Exclusion not necessary
Impetigo	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing
Influenza	Children should be excluded until they are well again
Jaundice	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice
Lice	Exclude until the day after treatment
Measles	Exclude for at least 4 days from the appearance of the rash
Meningitis	Exclude until well
Mumps	Exclude for at least 9 days after the onset of symptoms (swelling)
Ringworm	Exclude until the day after anti-fungal treatment has commenced
Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash
Scabies	Exclude until the day after the appropriate treatment has commenced
Scarlet Fever	Exclude until the day after appropriate antibiotics have been started and the child feels better.
Whooping Cough	If your doctor diagnoses whooping cough in your school-aged child, please let the school know and keep your child at home until they have taken 5 days of antibiotics. Keep coughing children away from babies. Exclude for 5 days after starting antibiotic treatment

Information sourced from the NSW Department of Health Website [link](#)

ACCIDENTS AND SICKNESS

If your child is sick or injured at school, the school will administer First Aid and contact you if required. If you are not available, your nominated emergency contact will be notified. It is therefore important to have up to date emergency phone numbers on record. Please contact the office if your address or phone numbers change, or that of your emergency contact. Please note that, whilst we take all good care of a sick or injured child, we are not medical professionals and will always act on the side of caution.

LOST PROPERTY

All items of clothing, bags, drink bottles and lunch boxes **must be clearly labelled**. All unclaimed property is held for a time in the lost property box on the deck area. Access is always available to students prior to and during the school day. Any unclaimed lost property is laundered and offered to the second hand uniform shop.

NEWSLETTERS

The school newsletter informs parents of school events, class happenings and P&F news. It is one of the main avenues of communication between school and home. The newsletter is published weekly, sent home electronically by being uploaded to Compass (please ensure the school has your current email address) and some elements shared on the official school Facebook page.

SCHOOL FEES (Based on time of printing 2021)

The school is responsible for meeting all its recurrent expenses: insurance, electricity, rates, cleaner's wages, telephone, photocopying, replacement of furniture, copyright licence, library, ground maintenance, teacher and pupil resources and other administrative costs. The school is also responsible for minor maintenance of the school buildings. School fees are our major source of income. The commitment from parents in paying fees is greatly appreciated.

Tuition Fee Per Child	Per Year \$1275 (discounts apply for siblings)
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DFSBL Per Family	\$1250
Resource Fee Per Child	\$360
Technology Fee Per Child	\$135
Cleaning Fee Per Child	\$135
Voluntary Diocesan Contribution	\$300

The Diocese of Maitland-Newcastle is highly conscious of the financial challenges for Catholic school parents. Therefore, there is now 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. For example, if you have a child in a Primary School and a Secondary Catholic 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.

In 2021, the attracted family discount for each child of the Diocesan Tuition Fee full rate was:

1 child family	0% - full rate applied
2 child family	15% each child
3 child family	25% each child
4 + child family	50% each child

ASSESSMENT AND REPORTING

The NSW Education Standards Authority (NESA) has made it compulsory for all schools from 2006 to provide parents with a student report twice a year, in Term 2 and Term 4. The report must show assessment of achievement ranging from A to E based on statistical standards as set by NESA, and effort in each learning area. Holy Family gives parents detailed information about what their child knows and can do, as well as their learning dispositions, in the student reports sent home at the end of Term Two and Term Four.

At the beginning of the school year, parents are invited to a 10 minute 'Meet the Teacher' interview which is an opportunity for parents to share in what they see as their child's gifts and talents or areas where they feel they may struggle. The meetings provide the class teacher with valuable insights into your child.

Parent/teacher learning interviews are held during Term One with an optional meeting made available in Term 4 on request. If, at any time teachers are concerned about the progress of a child, parents will be notified so that the matter can be discussed and addressed together. Parents also have the option of making an appointment with their child's teacher if they have any concerns or would like to 'touch base'.

Kindergarten (Early Stage 1)

Students in Kindergarten receive a report *without* an A-E grade. A report is developed to provide parents of Kindergarten children with information about their child in the first year of school (Early Stage 1), in relation to his/her progress, learning habits and social development. The achievement grading scale for Kindergarten includes working below stage level, working at stage level and working above stage level.

Years 1 – 6 Common Grading Scale

A	The student has extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.

COMMUNICATION AND APPOINTMENTS WITH TEACHER

If you are concerned about your child's progress or wish to talk to the teacher, please inform them by email. They will be most willing to make an appointment before or after school when possible. Unfortunately, we cannot see parents 'at the door' or while on 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 a *Complaints, Concerns and Resolution Procedure* available

from the school office. The school also has an active website which is updated with news and events.

School website: www.merewetherbeach.catholic.edu.au

COMPLAINTS HANDLING

Schools are extremely busy places and occasionally an issue may arise in our school which needs our attention. Holy Family Merewether Beach has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation. The school has a Complaints Resolution Procedure (which follows the Maitland-Newcastle Diocese policy & procedure) available from the school office and on our website.

Step by Step

There is a 5-step process to help you and the school reach an outcome that is in the best interests of your child. You must go through each step before progressing to the next. The five steps are:

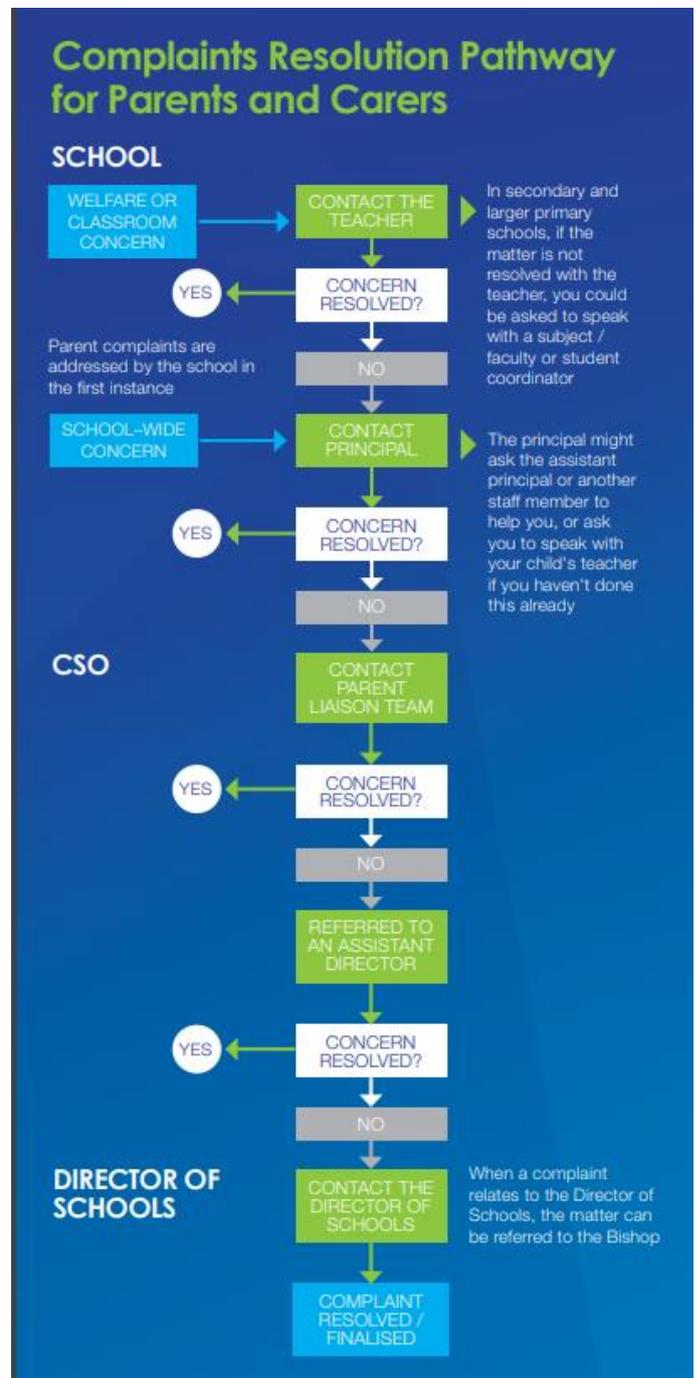
1. Discuss your complaint with the class teacher*
2. Discuss your complaint with the principal or their delegate
3. Contact the CSO Parent Liaison Team
4. Contact the Director of Schools
5. Request an independent review

*You should speak directly to the principal if your complaint relates to general school matters or school policy. You should speak to the Parent Liaison Team if your complaint is about a school principal.

1. Discuss your complaint with the class teacher

Most complaints should be resolved at the local level. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Contact the school to make an appointment with your child's teacher.

2. Discuss your complaint with the principal or their delegate



If you can't resolve your concerns after speaking to your child's teacher, you can raise your complaint with the school principal. The principal, or their delegate, may also be able to help you and the teacher resolve the problem if you were not able to after your initial discussion. Complaints to the principal can be submitted in person, by telephone, in writing or via email.

3. Contact the CSO Parent Liaison Team

If you have not reached a resolution through steps 1 and 2, you should contact the Parent Liaison Team. You can lodge your complaint in person, by telephone, in writing, or online. Your complaint should outline the steps you have taken to resolve the issue and include your full name and address. You should also sign and date it, and it's a good idea to keep a copy of any correspondence for your own records.

Your name and the nature of your complaint will be sent to the principal of your school. A representative from the Parent Liaison Team will then work with you and your school to seek a resolution. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

4. Contact the Director of Schools

If your issue has not been resolved through the above process, or if you would like a review of the complaint outcome because you have information that the complaint outcome was incorrect, and/or the complaint handling process was unfair, you can lodge your request with the Director of Schools.

Your request must be in writing addressed to the Director of Schools and must be made within 10 working days from the initial complaint decision. Your request should outline the steps you have taken to resolve the issue, the reasons for the request for review, and include your full name and address. You should also sign and date it, and it's a good idea keep a copy of any correspondence for your own records.

If your complaint relates to the Director of Schools, you may submit a request for review of the complaint outcome to the Bishop.

5. Independent review

You may seek advice from an external agency where relevant. The Office of the Advocate for Children and Young people provides a useful guide:

<https://www.acyp.nsw.gov.au/info/making-a-complaint>

The CSO may cease dealing with the complaint while an external process is under way.

BEHAVIOUR MANAGEMENT

The establishment of clear expectations regarding behaviour is essential to:

- Provide an effective, safe and enjoyable learning environment
- Help children develop behaviours which will assist them in becoming independent, responsible, caring members of the school and wider community.

All students are expected to behave and follow the school expectations which are underpinned by the *Positive Behaviour for Learning* framework. They are to understand that all members of the school community (students, teachers, parents) have rights and with those rights, come responsibilities. Students are encouraged to develop self-discipline and take responsibility for their own actions. Any breach of school expectations carries with it moments of opportunity for restorative justice where our students are encouraged to restore the relationship and make amends. Some ways our students are able to do this is via community service (sweeping paths, etc.), walking with teacher on playground duty, having

some time out to think about their actions and also talking through what they could do next time.

Parents are notified if a serious offence occurs and may be called to the school to discuss the matter. Whilst we aim to inform parents of major infringements, day to day mistakes are handled at the school level and may not necessarily involve contact with home. By sending your child to Holy Family you put your trust in us to always do what is best for your child.

The Principal has the right to suspend and/or expel a student if the matter is very serious. Procedural Fairness principles apply. There is absolutely no form of corporal punishment. The school has a *Pastoral Care and Discipline Policy* and *Anti-Bullying Policy* and can be made available upon request.

We believe it is our role as educators to employ Restorative Justice principles with our students when resolving matters. This means our students engage in a reflective discussion about incidents that arise and the discussion centres on their actions and role in the incident, how we can ensure our actions would change if confronted with a similar situation in the future and how we can 'make things right' with all those involved. We need to always be espousing the Gospel values of compassion, forgiveness and empathy and it is through these restorative practice principles that we allow for such standards to be employed each day and for every student.



Safety Welfare Wellbeing

The Catholic Diocese of Maitland-Newcastle has a standing commitment to promote the safety, welfare and wellbeing of children and vulnerable adults – particularly those who participate in the life of the Diocese as part of our faith communities in parishes, in our diocesan systemic schools, early education centres and out-of-school hours care service, as part of our welfare and community services through CatholicCare and other diocesan ministries.

The office of the Director of Safeguarding has been established by decree, issued by the Bishop of Maitland-Newcastle.

The Office of Safeguarding is an integral part of the Diocese, reporting directly to the Bishop's Office. The Office of Safeguarding is placed outside the Diocese's services, programmes and parishes, overseeing their safeguarding standards in operation.

The Office of Safeguarding works with NSW Police, the Office of the Children's Guardian, the Department of Community and Justice and other statutory authorities and specialist authorities within the Catholic Church in Australia to fulfil its responsibilities and maximise the safeguarding of children and vulnerable adults.

The Office of Safeguarding supports the schools of the Diocese:

- ▶ in meeting compliance with statutory obligations and diocesan codes of conduct, policies, procedures and protocols relevant to safeguarding children
- ▶ with delivery of mandatory Safeguarding training to all school personnel
- ▶ with provision of a daily intake service that analyses concerns for children, provides advice and support to staff or parents, ensures statutory reporting obligations are met and ensures appropriate follow-up to complaints when warranted
- ▶ in conducting or overseeing investigations of diocesan personnel who are alleged to have committed criminal conduct, reportable conduct or a breach of professional standards against a child
- ▶ with provision of an alternative dispute resolution process for complaints between parents and staff that can't be resolved within the school
- ▶ in assisting in the management of individuals identified as posing an elevated risk.

