



# Parent Handbook 2025

**37 Kincumber Street Kincumber 2251**  
02 7256 2129 | [hck@dbb.catholic.edu.au](mailto:hck@dbb.catholic.edu.au)  
[facebook.com/holycrosskincumber](https://facebook.com/holycrosskincumber)  
[instagram.com/holycrossprimarykincumber](https://instagram.com/holycrossprimarykincumber)







Handwritten notes in a notebook, including the words "pizza", "zinc", "sneezed", and "sneeze". There are also some diagrams and numbers written on the page.



Handwritten notes in a notebook, including the words "boxes", "explain", "except", and "exclamation". There are also some diagrams and numbers written on the page.



# Our school

## School Hours 9am to 3:18pm

Playground Supervision: 8:30am  
Starts: 9am  
Recess: 11-11:40am  
Lunch: 1:20-2pm  
Ends: 3:18pm

## Office Hours 8:30am to 3:30pm

For the safety of your children, we ask that students are not on the premises outside the hours of 8:30am and 3:30pm. Catholic Care provides a before and after school service if required. Our school and office is only open during weekdays, during school terms.



# Our parish

## Holy Spirit Church

Parish Priest- Father Bogdan Skupien  
T. (02) 4369 1211 F. (02) 4369 7211  
Father Patrick Croke Circle, Kincumber.

## Mass Times

### Holy Spirit Church - Kincumber

Saturday 9:30am (First Sat of the month)  
Saturday Vigil 5:00pm  
Sunday 9:00am and 5:00pm  
Monday and Tuesday 9:30am  
Thursday 8:30am  
Friday at 6pm

### Holy Cross Church - South Kincumber

Saturday 9:30am (First Sat of the month)  
Wednesdays 9:30am









# Our beliefs about learning

As a staff, we believe that everyone has the right to learn; the ability to learn; and the potential to become a life-long learner.

## We also believe that

### Learning is a process:

- that is individual – learners have different styles of learning and learn at different rates
- that takes place through discovery and manipulation – concrete materials and open-ended tasks assist learning
- that is more effective when the material is relevant to the experience of the student
- enhanced by reflection and feedback – by both the student and the teacher
- enhanced by focused teaching and engagement.
- that is more effective when they set clear and achievable goals.

### Learning is affected by emotions:

- learning takes place more effectively when the learner feels comfortable and confident when challenged – students learn from taking risks and from reflecting on mistakes
- learning is effective when the learner feels motivated and excited about his or her learning
- learning is effective when students are praised and given positive, specific feedback
- learning is enhanced by the teacher's high expectations of the student
- students learn more effectively when they are able to take on some responsibility for their own learning and are able to make decisions about their learning
- Learning happens when student's social emotional learning skills are taught and developed which enables them to manage their emotions.







### **Learning is related to the environment:**

- learning is effective when it takes place in a safe, stimulating, functional and aesthetically pleasing environment
- learning needs adequate, accessible and appropriate resources

### **Learning takes place in the context of partnerships:**

- parents are the first educators of children and need to be included in decisions about their learning
- teachers play a key role in providing direction and feedback on learning
- students need to work collaboratively with others in the learning process
- the Parish and wider community can be involved in supporting the students' learning.



## **NUTURING A LOVE OF LEARNING TOGETHER**







## Curriculum

The primary school curriculum at Holy Cross consists of seven Key Learning Areas (KLAs): Religious Education; English; Mathematics; Human Society and Its Environment; Science and Technology; Creative Arts; and Personal Development, Health and Physical Education (PDHPE).

There are four stages of learning across the school:

Early Stage One:	Kindergarten
Stage One:	Years One and Two
Stage Two:	Years Three and Four
Stage Three:	Years Five and Six

Topics to be covered in each area have been planned for each Stage, so that all areas are sequenced developmentally throughout the school. The outcomes in each Key Learning Area are documented and are re-evaluated constantly. Teachers are responsible for programming in all Key Learning Areas and these programmes demonstrate differentiation according to the needs of a given class.

The students at Holy Cross School access specialist teachers in the areas of:

- Creative Arts (Music, Dance & Drama)
- Library
- PE

For further information regarding the curriculum [available here](https://educationstandards.nsw.edu.au/wps/portal/nesa/home)

## Assessment

Assessment of, as and for learning is an integral component of a child's schooling K-6. At Holy Cross student assessment consists of collecting, analysing data and providing feedback to increase learning gains. Teachers are regularly collecting and analysing data to support and plan for learning needs of our students. Assessments include set class assessments as well as whole school assessments.





## Reporting to parents

A School Report is sent home via Compass in Term Two and Term Four. A 'meet the parents' interview is offered in term 1 to gather information from parents and a second interview will be offered in Term 2 to discuss student progress and the upcoming report.

## Awards

Awards are given weekly in stages throughout the week, for a variety of achievements in both the Academic and Positive Behaviour for Learning areas. They are a way of giving positive recognition to the children.

## Cyber Safety

Parents are asked to provide permission for their child to access work related email and internet sites. Students are constantly reminded of their responsibility to use electronic media in ways which demonstrate respect and dignity for all members of this community and beyond. Internet user agreement forms are sent out to parents at the start of the year to discuss with their child/ren.

## Before and After School Care

Outside hours school care is available on our premises. It is a convenient out of school hours service run by Catholic Care. For details, please call 0481 602 041, or visit our website.

## Community

At Holy Cross Catholic Primary School we ensure all members of our community are valued and nurtured. A sense of belonging is important and there are many ways in which this can be fostered. Please read the fortnightly newsletter and Compass news for further details.

## Fees

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due 21st of February and the last payment being 21 November. School fees may be paid more frequently (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21st of the month. Our preferred method of payment for fees is BPAY. Fees can also be paid by EFTPOS or Credit Card. The only exceptions to this are the Year 5 and Year 6 excursion fees.

Sibling discounts will apply on the Education fee. These discounts provide a 20% reduction for the second child, 50% for the third child and 100% for fourth and subsequent children. Sibling discounts are applicable across systemic secondary and primary schools.

## Buses

Children catching buses home assemble in the amphitheatre. [Click here](#) for further information on The School Student Transport Scheme and how to apply for an Opal Card.

## Buddies

Upon starting Kindergarten at HCK, students are paired-up with a Year 6 Buddy. This friend will be a constant support for them through their first year of big school.





## Parent Helpers and Volunteers

Parental involvement is vitally important to the life of our School. The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted for Safeguarding and WHS purposes once every three years (K-2 and 3-6) and get a visitors badge from the office as per school procedure. Although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that any complaints must be investigated.
- not engage in any inappropriate behaviour towards any children.
- in particular, although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.
- must keep observations about individual child, small groups of children or the whole class strictly confidential
- the purpose of the check is to exclude from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether NSW or elsewhere) is prohibited from working in a child-related role.
- volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working with Children Check.

Scan here for the induction form



Further information on the Working with Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>. If you would like further information regarding any of the above, please speak to your principal first or feel free to contact CSBB Child Protection Team on 9847 0618.

## School Communication

Working in partnership through clear communication is necessary to ensure children are provided with an optimum learning environment. All important dates and events are communicated to the parent body through Compass (available from the App Store or Google Play Store). Dates and events are also posted on the Compass calendar. Events or notable achievements are celebrated on the HCK Facebook page. The school also sends out a newsletter each month to update you on what is happening in the school.

## Communication with Teachers

If you wish to speak to a teacher about your child, please contact the School Office via phone or email ([hck@dbb.catholic.edu.au](mailto:hck@dbb.catholic.edu.au)). The office staff will endeavour share your email as soon as possible. Staff will reply to your email within a day or two.

## Whole School Assembly

These are held every Term, on Fridays at 2:30pm of Week 3, 6 and 9 (unless otherwise notified). All welcome. Awards are presented at Whole School Assembly. Parents/Carers will be notified in advance if their child is going to receive an award. Each assembly will be led by one HCK class, as a showcase of their learning.





## **Student Absences**

If there is a change to the usual time of arrival or departure at school, for example attending an appointment, the parent/guardian must report to the School Office and sign the student in or out using the Compass Kiosk in the Office Foyer. If your child is absent on any given day you will need to enter the reason for absence (this is a legal requirement) via Compass (app or online) before 9am.

If a child is absent from school due to illness or any other reason, parents are expected to record via the Compass App. If a reason is not stated within 7 days of the absence it will be recorded as an unjustified absence in accordance with Government regulations. If a student needs to be absent from school for non-medical reasons, leave may be granted where appropriate at the principal's discretion. An automatic message will be sent out if your child has been absent and it is unexplained after the 7 days.

## **Extended Absences**

Student leave of 10 or more consecutive days in a school year, excluding for medical reasons, requires an Exemption from Attendance. Forms can be collected from the Office or can be found under the Parent Resource section in Compass. All extended leave will need to be approved by the Principal before the absence is taken.

The Principal may record up to 15 days of leave per student each school year for reasons such as misadventure/unforeseen events, domestic necessity, participation in non-school special event, attendance at a funeral and recognised Religious Festival or ceremonial occasions. Where possible, requests for leave should be made in advance, but if circumstances genuinely prevent this, it may be granted retrospectively.

## **Sickness and First Aid**

If children become sick while at school, the parents or person listed as the Emergency Contact will be notified to arrange for the child to be taken home from school. A member of staff trained in first aid will be responsible for the treatment of minor injuries.

In the event of a serious injury, the School will contact the parents (or emergency contact person) to arrange for the child to be taken home or seek medical attention.

In the event of a serious accident/illness an ambulance will be called. Parents will be notified immediately and will accompany the child to hospital if required. If the parents or the emergency contact cannot be notified, a staff member will accompany the child.

Please ensure that your emergency contact information is up-to-date, and any changes of phone numbers (home or work) are made known to the Office.

## **Medication**

Parents must follow the Diocesan Policy in relation to the administration of medication at school. Parents are required to complete the 'Request to Administer Medication Form' in the parent resource sections on Compass under School Documentation. Please note that this includes over the counter medication. See the office if you need one of these forms.





## Child Protection

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities. The school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

## Responding to Risk of Harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CSBB.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSBB's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## Complaints

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner. Please note:

- If you or your child has an issue about a student other than your own child, you should raise it with your child's teacher via email to the school's email address [hck@dbb.catholic.edu.au](mailto:hck@dbb.catholic.edu.au)
- If you or your child has an issue about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the Principal.
- If you or your child has a complaint about inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentially must be maintained (see Child Protection).

## Non-Smoking Policy

Holy Cross Catholic School has a non-smoking policy.

All areas within the school boundary are smoke-free zones.



## Road Safety around our School

In the interests of the safety of our children, families and staff, we ask that parents observe the safety rules in and around our school.

- For the safety of your children, we ask that you do not drive through the Staff Carpark at any time (including dropping off children for Before and After School Care or extra-curricular activities such as music lessons). Cars should be parked in Kincumber Street if you wish to exit your vehicle to drop off or pick up children from the school grounds. If you wish to use the Disabled Parking Bay outside the front entrance, please contact the school and we will ensure the gates are open
- You may wish to use the drive-through pick up service underneath Holy Spirit Church to collect your children in the afternoon. Please do not line up in Kincumber Street if there is a queue as this creates a dangerous situation where cars are forced to overtake and causes congestion for our neighbours. It is advised that you park in front of the High School or further down Kincumber Street until the line is clear if you cannot enter Father Patrick Croke Circle. Drive-through pickup is available from 3:20pm until 3:35pm
- All new families are provided with a yellow laminated sign with their Family name and child's name listed. This is displayed on the dashboard of their car when using drive thru to make it a smoother pick up for staff and parents. New families to HCK will be issued their drive thru sign in Week 1, 2025.
- Park legally at all times. Please be aware of the No Parking conditions outside Kincumber High School before 3:00pm
- For morning drop-off, there is a Kiss and Drop section in Fr. Patrick Croke Circle. Drivers are asked not to get out of the car and children should exit via the left-hand side of the vehicle. If you need to exit your vehicle or children need to exit from the right-side it is best to park in a legal zone in Kincumber Street where this can be done safely
- Please use paths provided to enter and exit School grounds, including the pathway marked in yellow in the top car park
- Children riding bikes to school should be age appropriate and must wear helmets.

## Pride in Appearance

Students are encouraged to dress neatly and take pride in their appearance at all times. All items of uniform should be in good condition and must be replaced immediately if damaged or worn out.

- Jewellery: Stud earrings and sleepers only to be worn in the ears, with only one earring in the lobe of each ear. Necklaces with crosses or religious symbols that hang inside the clothing are acceptable, all other necklaces should not be worn. Watches are permitted, but no other form of jewellery may be worn at school.
- Hair: The following rules apply to students of any gender: Hair should be neatly groomed and must be worn up or tied back if it is shoulder length or longer. Fringes should not be over the eyes. Hair ties and accessories are to be lemon, maroon, brown or black only. Hair colours and/or extreme hairstyles (e.g. spikes, mohawks and rattails) are not permitted
- Cosmetics: Make-up and nail polish may not be worn at school
- Hats: The only hat that is acceptable is the school hat. It must be worn at all times when outside.

The wearing of the correct uniform is important to the community of Holy Cross Catholic School. The school uniform can be purchased from Alinta Apparel Uniforms through our online platform or through our uniform shop in the hall (open Tuesday 8:30-10:30am and Thursday 2:15-4:15pm). There is also a clothing pool available to purchase second-hand items; contact the school Office for further details, as this shop is run by volunteers, times and days are subject to change.

Please ensure that all belongings, (hats, jackets, lunch boxes, drink bottles, library bags, pencil cases) are clearly marked with your child's name.





# School Uniform

## Girls

### Summer Uniform

- Maroon hat with School emblem
  - Holy Cross Catholic School Tunic
  - Lemon socks
  - Black school shoes (that take a polish)
  - Zip jacket / jumper with emblem
- Hair ties in lemon, maroon, brown or black, if required.

### Winter Uniform

- White long sleeve shirt with peak collar
  - Maroon tie (Plain)
  - Grey tunic
  - Grey tights or long grey socks
  - Zip jacket / jumper with emblem
  - Black school shoes (that take a polish)
  - Plain maroon parka may be worn in the winter months
  - Maroon hat/beanie/scarf (optional)
  - Hair ties in lemon, maroon, white, brown or black, if required
- Optional long maroon pants.

### Sports Uniform

- Maroon hat with School emblem
  - Maroon/lemon sport shirt with emblem (Year 6 students may wear their white sport polo)
  - Maroon netball skirt, shorts, skort or track pants
  - Plain white socks
  - Lemon / maroon skivvy optional if required
  - Sport shoes / joggers
- Hair ties in lemon, maroon, brown or black, if required.

### School Backpacks

- Maroon backpack with the school's emblem.

### Uniform Shops

Alinta is the schools uniform shop supplier. You can purchase items at the on-site uniform shop in the School Hall on Tuesdays 8:30-10:30am and Thursdays 2:15-4:15pm during school terms. The uniform shop is only open on select days during school holidays. You can also shop online at [www.alintaapparel.com.au](http://www.alintaapparel.com.au). For more information contact [holycrosskincumber@alinta.com.au](mailto:holycrosskincumber@alinta.com.au) or 0434 836 403.

The school also has a second hand uniform shop that is currently open twice a week during school terms. Please note the second hand uniform shop is run by parent volunteers, days and hour of operation vary term to term. Follow us on Facebook for the latest opening times, or contact the school office.

### Mobile Phones and other Electronic Devices at School

If you require your child to have a mobile phone or Smart Watch for school purposes, they are to be placed in the office bag in the morning and they will be held securely in the office until the end of the day when the office bag is returned to the classroom. Other electronic devices, such as iPods are not permitted at school.

### School Rules and Behavioural Expectations

Appropriate student behaviours enable our School to be a safe, nurturing and inclusive learning environment. The whole school approach is based on the Positive Behavioural Interventions and Supports (PBIS) Framework, also known as Positive Behaviour for Learning – PBL. It focuses on creating and sustaining a multi-tiered approach to prevention and intervention for behaviour. This approach ensures students are supported to make positive choices, including restorative justice processes.

## Boys

### Summer Uniform

- Maroon hat with School emblem
  - White short sleeve shirt with emblem
  - Grey school shorts
  - Grey socks with lemon and maroon stripes
  - Black school shoes (that take a polish)
  - Zip jacket / jumper with emblem
- Hair ties in lemon, maroon, brown or black, if required.

### Winter Uniform

- White long sleeve shirt with maroon stripe on pocket
  - Maroon tie (Plain)
  - Grey trousers
  - Grey socks with lemon and maroon stripe
  - Black school shoes (that take a polish)
  - Zip jacket / jumper with emblem
  - Plain maroon parka may be worn in the winter months
  - Maroon hat/beanie/scarf (optional)
- Hair ties in lemon, maroon, brown or black, if required.

### Sports Uniform

- Maroon hat with School emblem
  - Maroon/lemon polo shirt with emblem (Year 6 students may wear their white sport polo)
  - Maroon shorts or track pants
  - Plain white socks
  - Sport shoes/joggers
- Hair ties in lemon, maroon, brown or black, if required.



## School Values

Our school values of Cooperation, Respect, Learning and Being a Disciple of Jesus are the cornerstones of our school expectations.

You can view the complete **Holy Cross Behavioural Support Guidelines** on our website here:

[www.hckdbb.catholic.edu.au/parent-information/parent-handbook/](http://www.hckdbb.catholic.edu.au/parent-information/parent-handbook/)



## Behavioural Expectations

Our Holy Cross Behaviour Support Guidelines outline the behavioural expectations for students that contribute to a safe and supportive learning environment.



### Being Disciples of Jesus

- We are inclusive
- We help others
- We consider the feelings of others



### Respect

- We care for our property and appearance
- We make good choices
- We use kind words and actions



### Cooperation

- We play fairly
- We work in partnership with others
- We do what we are asked



### Learning

- We listen actively
- We engage in learning to the best of our ability
- We allow others to learn.





## **Procedures for Teaching and Communicating Behavioural Expectations**

Holy Cross implements a positive behaviour schoolwide system approach that includes proactive strategies for defining, teaching, and supporting appropriate student behaviour.

Our expectations are:

- ★ explicitly taught during class time
- ★ outlined during morning assemblies;
- ★ referred to during all aspects of school life;
- ★ promoted through our Kindness Ambassadors, allocated from each class;
- ★ displayed through our Random Acts of Kindness Nominations and Awards;
- ★ encouraged by our SRC and student leaders;
- ★ developed through the use of a variety of resources and programs
- ★ visually represented in the school context
- ★ whole school reward system implemented across the school based on our values.

## **Procedures for Encouraging Positive Behaviour**

The Holy Cross community is committed to acknowledging positive behaviour through the following strategies:

- ★ school and parents working in partnership in promoting and developing behavioural expectations
- ★ verbal acknowledgement
- ★ non-Verbal acknowledgement
- ★ each class teacher develops their own systems of acknowledgement and reinforcement within their class that are student focused.; both intrinsic or extrinsic methods can be implemented.
- ★ positive comments in student workbooks;
- ★ being chosen for responsibilities;
- ★ class visits sharing of work/achievements;
- ★ public acknowledging appropriate behaviours from groups of students at assemblies;
- ★ merit Awards.

## **Our Behavioural Management Guidelines are Communicated to the School Community**

- ★ Included in orientation information to students and families;
- ★ Displayed in the classroom, the playground, school website;

## **Procedures for Discouraging Inappropriate Behaviour**

Holy Cross Behaviour Support Guidelines are based on restorative principles that support students to restore right relationships and re-engage in learning. These procedures are respectful of the dignity, rights and fundamental freedoms of individual students, and at the same time are focused on the effective running of the school for the benefit of all.

Our focus is to take a proactive and positive approach to behaviour. Expected behaviours will be explicitly taught and reinforced throughout the year as required, based on data collected.

Strategies to assist students' positive behaviour include:

- ★ targeted social emotional learning instruction;
- ★ increased adult monitoring and positive attention;
- ★ specific/regular daily feedback;
- ★ progress monitoring of behavioural goals for students on behaviour plans.



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## Consequences

Consequences will be implemented, depending on the behaviour. The following provides an overview. Please note the consequence is also dependent on the context, intensity and frequency of the behaviour.

### Flow Chart of Consequences

1. Remind, reteach, redirect or remove to diffuse the situation.
2. Minor Think Sheet –completed at school and sent home for parent signature.  
Results in a Time Out at school.  
Parents and or Teacher may request phone call.
3. Major Think sheet completed with leadership members and sent home for parent signature.  
Results in a Time Out at school.  
Parents and or Leadership Team may request a phone call or meeting.
4. Behaviour Plan completed with class teacher, parent and members of the leadership team.
5. Diocesan Policy on suspension, expulsion or transfer implemented.

## How Parents/Carers can support the implementation of the HCK Behaviour Guidelines

- Support the CSBB [Behaviour Support Policy](#) and [Sustaining Strong Catholic School Communities Policy](#) and school Behaviour Support Guidelines
- Model expectations through our words and actions
- Treat all members of the school community with dignity and respect; even when outside school issues have occurred.
- Support their children to adopt positive pro-social behaviours (inclusive of online behaviour)
- Work collaboratively with the school to resolve behaviour matters

As a school community our approach aligns to the Diocesan framework and we endeavour to implement a positive behaviour school wide system approach that includes proactive strategies for defining, teaching, and supporting appropriate student behaviour.

NOTE: This parent handbook can be accessed in compass where you can access the embedded links if required.



## Safeguarding

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensure that all people working in our school who are required to undertake a Working with Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998.

## See also Appendix 1: Safeguarding Information

### PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

It is important that all volunteers and contractors are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

## See also Appendix 2: Working with Children Checks

### RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher, KLA coordinator or assistant principal.





- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

## **See also Appendix 3: Maintaining Professionalism**

### **Appendix 1:**

#### **SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our Diocesan Commitment to Safeguarding. We recognise the rights of children as outlined in the Diocesan Framework on the Rights of the Child and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The NSW Child Safe Standards (NSWCSS) and the National Catholic Safeguarding Standards (NCSS) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

#### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

### **Appendix 2:**

#### **WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school. The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian. Further information can be found in the SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK (January 2021).



## Appendix 3:

### MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people we are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation.

More information can be found in SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN (January 2021).



















Thank you

