

ST THERESE'S PRIMARY SCHOOL

School Information Booklet



To bring Christ and His message, in all its richness, into the hearts and lives of all.

Think, Grow, Shine.



Principal's Welcome



Greetings and welcome to St Therese's Catholic School at New Lambton. The Sisters of Mercy in conjunction with the Parish of St Therese's founded our school in 1925. We are proud of our history and heritage and value the strong bond that continues with our community.

At St Therese's we develop in children a passion for learning and thinking through quality teaching and a diverse range of learning opportunities. Our Catholicism is expressed through the students, teachers and wider school community living and teaching Gospel Values.

We have an extremely talented and professional team of staff members, and a committed parent community. Our school is a fantastic place for children and teachers to come and learn together. It is our collective aim to provide the very best learning opportunities for all on our lifelong educational journey.

We welcome you and your family to St Therese's and warmly invite you to visit or call for further information.



Duilio Rufo

Duilio Rufo

Principal

St Therese's Primary School is an integral part of Holy Trinity Parish, Blackbutt North with St Therese's Church our place of worship. May you find your association with our combined community both happy and rewarding.

Vision for Catholic Schools Diocese of Maitland – Newcastle

*At the heart of everything, there is always Jesus Christ.
From and for the community of Faith. From and for excellence in
Learning. In a rigorous, creative and critical pursuit of Truth.*

School Vision Statement

*To bring Christ and His message, in all its richness,
into the hearts and lives of all.*

Mission Statement

St Therese's Catholic Parish School's Mission is:

*Through partnership with parents and the wider community,
to provide holistic education which guides students to grow
in their relationship with Christ.*

This will be achieved through:

- Living Christ each day – witnessing the Gospel
- Ensuring that students have opportunities to succeed
- Challenging and assisting each child to develop to their full potential
- Assisting parents and the Parish in the faith and formation of the children
- Providing opportunities for community involvement
- Encouraging parents to be as involved as possible with their child's growth and development
- Providing a happy, caring and safe school environment
- Showing respect for students, teachers, parents and our environment
- Providing open communication between school and home
- Providing excellent teaching and learning programs
- Encouraging each other to work as a team
- Providing opportunities for children to experience the beauty of service for others
- Accepting differences as strengths within our society

St Therese's School was founded by the Sisters of Mercy in 1925 and the charism of Mercy forms an intrinsic model for our Community- the qualities of welcome and compassion form part of our Core Values of Care and Compassion, Integrity, Respect and Inclusivity. The Sisters commitment to the community to provide Catholic Education to children has provided a rich

heritage of which we are justifiably proud. Even today, there is a Mercy sister providing service to the wider community. We have a close knit community that includes generations of families.

Our Patron Saint, Therese of Lisieux demonstrated a will to be one with God. St Therese's spirituality of, "My way is all confidence and love", continues to inspire us in our community. Her "little way" demonstrated commitment to the tasks and to the people she met in everyday life. St Therese is a patron of Missions and we continue her legacy by supporting missions in our Social Justice initiatives within our community and globally.

The school has strong connections with the Parish and, as our Parish Church, St Therese's is close by, students can readily attend weekday Masses when available. Our Catholic Identity is evident in the daily life of our school and in the teaching of the Catholic Curriculum documents and in all other curriculum documents. Our aim is to teach a worldwide view that invites and encourages students to think, to ponder and dialogue and connect with Jesus Christ. In this way, they will be led to realise and value the inherent goodness, sacredness and dignity of all creation. We provide a diverse and engaging curriculum, in which students receive a Catholic Education, which fulfils their spiritual, emotional, academic and physical needs. Our whole school community gathers weekly for Liturgy in our Assembly time. Catholic symbols and images are evident in classrooms as well as the Main Hall and our Office and Staff areas.

The school's motto, "Be True" is a constant reminder to be true to God, self and others. Our Mercy charism guides us to reach out to others and embraces the Catholic Schools Vision statement: "At the heart of everything there is always Jesus Christ."

“ At the heart of everything there is always Jesus Christ ”

School Prayer

Oh God, my Father in Heaven,
I offer you myself and all I do this day.
I join in the offering,
Your Son made to you on the cross.
Mary my Mother, help me to love God today.
St Therese pray for us,
St Mary of the Cross, pray for us.

Amen



School Information

St Therese's Catholic Primary School

Burke Street, New Lambton

PO Box 321, New Lambton 2305

Telephone Number	4957 4922 or 4956 2156
Facsimile Number	4952 1637
E-mail	admin@newlambton.catholic.edu.au
Website	newlambton.catholic.edu.au
School Principal	Mr Duilio Rufo
Secretarial Staff	Mrs Vicki McSpadden, Mrs Louise Dawson and Mrs Jenny Hurst
Office Hours	8.00am – 3.30pm Monday to Friday

School Hours:	
Morning Session	9:15am – 11:15am
Lunch	11:15am – 12:00pm
Middle Session	12:00pm – 2:00pm
Recess	2:00pm – 2:30pm
Afternoon Session	2:30pm – 3:15pm

Years of Schooling Offered Kindergarten to Year 6 Co-educational

SCHOOL PROFILE

St Therese's is a three-stream school of more than 600 students. The school, working with the Parish, strives to develop an understanding and a commitment to the Catholic faith. The academic curriculum is in line with the NSW Board of Studies K – 6.

Our school complies with the Catholic Schools Office's policies and procedures on the resolution of Complaints and Grievances. Should you wish to view our Complaints and Grievances procedures brochure, please see the office staff or log onto our website www.newlambton.catholic.edu.au.



SCHOOL ETHOS

Catholic education at St Therese's aims to recognise individual worth and is based on Gospel values. The school is committed to fostering living by these Gospel values, which emphasise the spiritual, intellectual, emotional, social and physical development of the individual.

The school recognises the role of the family in education and promotes a partnership among home, parish and the school. This partnership is acknowledged and encouraged at all times.

St Therese's holds a strong sense of social justice and acceptance, catering where possible for children with special needs within an inclusive framework.

RELIGIOUS EDUCATION

The faith development of the children is of paramount importance at St Therese's. Classroom teachers work in partnership with parents in nurturing this, through quality religious education programs.

The school works closely with the Parish Sacramental Team in ensuring that enriching sacramental programs are delivered. Children are prepared for the reception of the Sacraments of Confirmation, Eucharist and Reconciliation. All Sacramental preparations are parish based and children are prepared in small family groups. Classroom lessons back up what is done in these groups. All families are encouraged to join one of these groups. Parents are kept fully informed of dates and times relating to Sacramental preparation.

Children have opportunities to be involved in:

- School and class liturgies
- Masses
- Special community days
- Youth St Vincent de Paul Society
- Lotus Foundation.

CORE CURRICULUM

At St Therese's the teaching of the core curriculum areas of English and Mathematics occurs in a systematic, strategic way. Teachers meet regularly in Professional Learning Communities to analyse student results, group them accordingly and plan a sequence of learning that addresses the needs of each of these students identified.

Our guiding principles and core beliefs in core curriculum at St Therese's aim to:

- Focus on developing 21st Century pedagogical skills in teachers on the teaching of core skills.
- Focus strategic support to all students, including those with learning needs, EAL/D and special talents.
- Provide differentiated, quality assessment that ensures learning is strategic and relevant.
- Facilitate the transfer of special education programs, strategies and assessments into the classroom.

ENGLISH

"Language shapes our understanding of ourselves and our world. It is the primary means by which we relate to others and is central to the intellectual, social and emotional development of all students" (page 13, NSW Syllabus for the Australian Curriculum in English K-6).

English is one of the seven Key Learning Areas (KLAs) taught as mandated by the NSW Education Standards Authority (NESA).

English covers the following strands, which are all taught simultaneously:

- Reading and Viewing
- Speaking and Listening
- Writing and Representing

The English KLA occupies the largest amount of time in the Primary School teaching and learning program. As the national language, English is a mandatory subject from Kindergarten to Year 12 in the NSW Curriculum. This study should develop a love of literature as well as offer challenge and enjoyment to learners, giving them skills to become active, independent and lifelong learners. The NSW Syllabus for the Australian Curriculum in English addresses the knowledge, understanding, skills, values and attitudes which students need to be confident communicators, creative and imaginative thinkers, lifelong learners and informed, active participants in Australian society. (Page 13, NSW Syllabus for the Australian Curriculum in English K-6).

MATHEMATICS

Mathematics is a dynamic and rewarding area of study that is taught:

1. explicitly through modelled and guided activities
2. by allowing students to work independently in individual and small group settings
3. using "hands on" activities using concrete materials
4. through real-life examples
5. with a focus on patterns
6. with opportunities for intervention and extension depending on student need

The three knowledge strands of Mathematics:

1. Number and Algebra
2. Measurement and Geometry
3. Statistics and Probability

The knowledge strands of Mathematics:

1. Working Mathematically where students develop understanding and fluency by reasoning, communicating and problem solving

CRITICAL & CREATIVE THINKING

The Australian Curriculum organises the key ideas for Critical and Creative Thinking into four interrelated elements:

- Inquiring – identifying, exploring and organising information and ideas
- Generating ideas, possibilities and actions
- Analysing, synthesising and evaluating reasoning and procedures
- Reflecting on thinking and processes

At St Therese's we provide opportunities for students to develop skills across all 4 areas, including:

- Project based inquiry learning within classrooms, supported by research time with a qualified Teacher Librarian.
- STEM and coding activities (K-6)
- Play-based learning in Infants
- Code Club opportunities during recess and before school

Our school has a focus on 'Visible Thinking' - a Harvard project that assists students in developing thinking habits via activities known as thinking routines. You can read more about 'Visible Thinking' at <http://www.pz.harvard.edu/projects/visible-thinking>

All teachers shepherd and steward curiosity and creativity – enabling students to develop their gifts and focus on their strengths.



WELL BEING

St Therese’s is committed to creating quality learning opportunities for children and young people. This includes strengthening their physical, social, emotional and spiritual development. We operate under the Kids Matter framework. **Kids Matter is an Australian mental health and well-being initiative that assists schools to:**

- create positive school communities
- teach children skills for good social and emotional development
- work together with families
- recognise and get help for children with mental health problems

An integrated approach to Social Emotional Learning (SEL) will be used throughout the school. At times, standalone lessons will be implemented to ensure that the skills are explicitly taught. A variety of resources and programs are used to support student wellbeing.

Physical Activity (PA) and the health of our students is a priority at St. Therese’s. Children are encouraged to participate in daily classroom energisers to promote concentration, gross motor skills and healthy living. Students learn a range of sporting skills and have many opportunities to represent at many levels. The school participates in annual swimming and athletics carnivals and a cross-country event. **Students will belong to one of the four colour houses:**

Red - Wright House – Named after Jimmy Wright a prominent local Awabakal Aboriginal.

Blue – Casey House – Named after Monsignor Vincent Casey, founder and first parish priest of St Therese’s.

Green – Walsh House – Named after the respected Father Brian Walsh, educator and theologian, a former priest of St Therese’s.

Gold – Cyril House – Named after Sister Cyril, a Mercy Sister and the first Principal of St. Therese’s.

External providers are utilised to further develop student’s physical skills. It is our belief that positive well-being and physical activity go hand in hand.

LEARNING SUPPORT

St Therese’s has a dynamic transdisciplinary team to address the learning and social needs of students with disabilities. This includes an Occupational Therapist, Learning Support teachers and Learning Support Assistants. We follow evidenced based practice for the teaching of literacy and numeracy, which is explicit, direct, cumulative, and intensive and focused on the structure of language. We incorporate multisensory learning, which involves the use of visual, auditory, and kinaesthetic – tactile pathways simultaneously to enhance memory, and learning of written language. A number of programs run throughout the year within classes and in withdrawal groups, these include Play and Learn Socially (PALS), What’s the Buzz, Zones of Regulation, Write Start and Clicker.

“ We value the assistance given by so many parents, grandparents and friends in the school. ”

EXTRA CURRICULA ACTIVITIES

The following are available to students attending St Therese’s:

- Band Tuition
- Choir
- Guitar and Piano Tuition
- Drama Classes
- Debating
- Code Club
- Chess
- A wide variety of sporting opportunities



PARENT PARTICIPATION

Parents are encouraged to take an active role in their children’s education. There are opportunities for parents to be involved in numerous ways. **These include:**

- Sacramental Programs
- Family Masses
- Reading Groups
- Canteen
- Excursions
- Class Helpers
- Craft Groups
- Student Banking
- Working bees
- Swimming & Athletics Carnivals

We value the assistance given by so many parents, grandparents and friends in the school. These people assist in the canteen, reading, computers, art and craft, sport, dance, ground maintenance and many more. If you would like to volunteer your

assistance, we would love to hear from you. The relevant form is available from the office.

All adults working on a voluntary basis must now provide a Working With Children Clearance (WWCC) number (as issued by the Office of the Children’s Guardian) and a Volunteer Induction Handbook.

<http://www.kidsguardian.nsw.gov.au/check>

See more details on page 18.



General Information

ABSENCE FROM SCHOOL

If your child is sick, or absent for any reason, please contact the school within 7 days of the absence. This can be done via the Compass App, sending an email to admin@newlambton.catholic.edu.au or phoning the school on 4957 4922.

If your child arrives late to school, or needs to leave early, please call at the school office and use the kiosk available at the front counter to sign your child in or out.

If you are planning a holiday, and will be away for 10 school days or more, written permission must be obtained from the Principal prior to commencing the holiday. Forms are available from the front office or on the school website under 'School Information'.

BEFORE & AFTER SCHOOL CARE/VACATION CARE

The YMCA provides a before and after school care service on the school premises, as well as vacation care for children at St Therese's on a casual and permanent basis. For details phone 4957 4144 or 0402 165 617.

ANAPHYLAXIS

Any student enrolled at St Therese's who is at risk of an anaphylactic reaction must complete an Anaphylaxis Action Plan, supplied and signed by a doctor, so an individual action plan for treatment can be developed. This assists the school in providing a safe environment for students who suffer severe reactions when exposed to allergens, e.g. food, bee stings, drugs, etc.

BANKING

The Catholic Development Fund (CDF) offers a student account for children at Catholic primary schools. As a part of their ongoing education, students may begin a regular savings pattern through their school each week. Banking day is Wednesday. The CDF will send home with your child the information required to start a Student Account within the first few weeks of school in Term 1 next year.

CANTEEN

The school canteen operates each day for the benefit of the children. Mrs. Belinda Palmer is the canteen supervisor. Parents and friends staff the canteen on a roster basis. Children can order lunches by having a lunch bag with NAME, CLASS and ORDER written on the outside. Money should be placed inside the bag. These orders are taken to the canteen each morning in a special class box. Orders can also be placed online through Flexischools. Go to www.flexischools.com.au or call 1300 361 769 to register.

CLOTHING POOL

The clothing pool is provided to assist families with uniform requirements and is located in the Admin building. Families are encouraged to donate outgrown uniforms and use the pool when necessary. Prices range from \$2 - \$15.

Lost property items are stored in a classroom before being placed in the clothing pool. Every effort is made to locate the owner of lost clothing. It is advisable to have all clothing marked clearly with the child's name.

COMPASS APP

Compass is a comprehensive student information system that enables the school to effectively manage all information relating to your child/children and their school journey. The system forms part of a broader implementation for the Diocese of Maitland - Newcastle. This solution will offer a secure, yet easy, connection to communicate with the school and receive information about your child's journey at St Therese's.

The Compass Parent App is available for you to download. This is our primary source of information distribution. We encourage parents to familiarise themselves with Compass and how Compass works.

The types of information you will find from Compass includes:

- Monitor your child's attendance, and enter in explanations for absences
- View 'My News', a news feed of school announcements, newsletters, alerts and updates
- View your child's schedule and the school calendar
- Download and view your child's semester report

You can log into the Parent Portal by using the URL <https://newlambton-nsw.compass.education/> or download the Compass School Manager App from your App store (iPhones) or the Play Store (Android).

You will receive a letter from the school with a unique code that is relevant to you as an individual guardian. Upon your first log-on attempt, you will be prompted to create an individual password. Please be mindful of the importance of protecting this password and user name. A parent guide to Compass will also be sent home with this letter. Using the parent guide, follow

the instructions to log-into the system and access key information relating to your child. Also, use the opportunity to download the Compass School Manager App on your smartphone. The log in process on the App will be identical to the school log-on. Please ensure you have downloaded the App and allowed push notifications, as well as regularly checking the portal for key information relating to your child/children. This will ensure effective communication between school and home.

The phone App is useful for adding attendance notes. We recommend using the App on a PC or iPad for all other use of Compass.



“ The school is a Kids Matter School and we use a comprehensive Positive Behaviour Support Policy. ”

DISCIPLINE AND PASTORAL CARE

The school is a Kids Matter School and we use a comprehensive Positive Behaviour Support Policy, incorporating Restorative Practices, an expected behaviour matrix and a Behaviour Management Plan that outlines rights, responsibilities, rules and consequences. These are available for parents on request.

No corporal punishment is administered at St Therese's, nor do we approve of any corporal punishment being administered by adults whether at home or in any setting.

ASSESSMENT & REPORTING

The Board of Studies has made it compulsory for all schools in 2006 to provide parents with a student report twice a year, at the end of Terms Two and Four. The report must show assessment of achievement ranging from A to E based on a statistical standard as set by the NSW Education Standards (NESA); and effort in each learning area ranging from High to Emerging. St Therese's will give parents detailed information about what their child knows and can do as they progress in each key learning area.

Parent/Teacher Interviews are held in Term One and Term Three. If at any time teachers are concerned about the progress of a child, parents will be notified so that the matter can be discussed. Parents also have the option of making an appointment with their child's teacher if they have any concerns.

COMMUNICATION & APPOINTMENTS WITH TEACHER

The school newsletter is published every Tuesday. This will keep you notified of school activities and any school information you may require.

If you are concerned as to your child's progress or wish to talk to the teacher, please inform us by note, email or a phone call and we will be most willing to make an appointment before or after school. Unfortunately, we cannot see parents 'at the door' or while in the playground on 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 (www.newlambton.catholic.edu.au). Also, you can

download the Compass App, which is regularly updated with notifications and events.

EXCURSIONS/INCURSIONS

Various excursions and incursions are organised during the year to complement class activities and enhance student learning. Specific permission is required for students to attend incursions and excursions. Teachers will notify you well in advance of such events.

FIRST AID

A well-equipped first aid kit is stored in the sick bay. Teachers treat minor injuries while on duty. More serious injuries are taken to sick bay and parents are notified if necessary. When in doubt we call the ambulance.

GOVERNMENT TRANSPORT

State Transit buses transport the children to and from the school. In the afternoon children awaiting buses are supervised by teachers and placed on the correct buses. Children in the Infant classes and children living outside the 1.6km radius are entitled to free travel. You can apply online at transportnsw.info/school-students. A strict code of conduct is laid down for all children using public transport.



INFECTIOUS DISEASES

The NSW Health Department has issued information on infectious diseases. Further information can be obtained by contacting the school or the Hunter Area Health Service on 4929 1292.

INSERVICE DAYS (STAFF) /RFF DAYS (RELEASE FROM FACE TO FACE)



The first day of the school year is a pupil free day. This is used by staff to prepare for the start of the year's program. The final two days of the school year are also pupil free days. Other staff in-service days occur throughout the year and are used by teachers to update on the curriculum and for professional development. You will be notified at least one month prior to each of these days. As part of teachers' professional development they are given release from face-to-face teaching for professional development, programming, assessing and marking. During this release time, specialist teachers will work with students in the areas of Library and Digital Technology, Music and Physical Education (PE).



LIBRARY

The school has a teacher-librarian and a library assistant. The library is open daily during class time and most lunch and recess times. Formal library lessons are given and students have an opportunity to borrow from the library on a weekly basis. Children must have a library bag to borrow so as to protect our books.

MASSES AND PARALITURGIES

Masses or liturgies are celebrated on a regular basis. Parents are most welcome at these celebrations.

MEDICATION

If you wish the school to administer medication to your child, you must notify the class teacher as well as provide to the office a note indicating child's name, class, dosage and time. Any medications given to children will be stored in a secured area. For ongoing medication parents must fill in the necessary form, available from the office.

NEWSLETTER

A weekly newsletter is available on our school App (Compass) each Tuesday. The news bulletin is also available on the school website by going to <http://newlambton.catholic.edu.au>. If you do not have access to the internet or App then please let the office know and your child will be given a paper copy.

PARENTS AND FRIENDS ASSOCIATION

The school Parents and Friends Association is a voluntary body of parents and interested friends of the school and operates under the patronage of the Parish Priest.

Meetings are held on the first Tuesday of each month at 7.00pm in the administration block. All parents are invited to attend meetings and take an active part in the association's decision making and helping with projects initiated by the association.

PARENT INFORMATION NIGHTS

Parent information is shared at the start of each year. This may be via a parent information evening or an information note. Parents will be informed at the beginning of the school year of the meeting times. The teachers will inform you of expectations for the class and the various programs that will be in operation.

PARKING

Parking is always scarce around any school. Please take notice of the parking zones and assist in ensuring the safety of your children by sticking strictly to parking zone restrictions. Parents are asked not to enter the school car park to drop off or pick up children.

SCHOOL ASSEMBLIES

A whole school assembly is held each week on a Monday from 2:30 – 3:15pm. The assembly begins with the school prayer, and the children are then recognised for their various achievements both inside and outside the school. Other assemblies are held as the need arises. These are published in the school news bulletin.

SCHOOL DAY

School commences at 9.15am and concludes at 3.15pm. Teacher supervision commences at 8.45am each morning. No child is to be in the school ground prior to this time. Please see the St Nicholas OOSH staff if you need to drop off your child to school before school hours, so the necessary forms can be completed. At dismissal time, children are supervised by teachers until they leave the school or are collected. Parents, if you know that you will be running more than 15 minutes late please ring and inform the school.

SCHOOL FEES

The Diocese of Maitland-Newcastle School Board determines the set fees for each year. These vary slightly from year to year.

- See Catholic School Office website

The school fee is the parents' contribution towards the recurrent cost of educating their child in a Catholic school.

A percentage of school fees is sent directly to our Catholic Schools Office to assist with the payment of teachers' salaries. The remainder is used for the day-to-day running of the school.

In the case of unusual hardship the Principal has the authority to grant concessions beyond those built into the scale of primary school fees.

Additional Fees (ALL fees are billed over 3 terms)

A Family School Building Levy per family per year is in place which is set by the Bishop. The money collected is used to repay the school debt and carry out maintenance on the school.

Resource, Technology and Cleaning/Maintenance Fees are also applicable. These fees will be set at the commencement of each year.

An account for all fees is sent home early each term in Terms 1, 2 and 3. This may be paid in instalments (e.g. weekly, fortnightly and monthly) or in full. We accept cash, cheque, BPAY or direct debit (forms available from the office). EFTPOS is now available. Please endeavour to pay all fees and charges as the school relies on each family for its financial support. We rely solely on your fees and the other charges to run the school.

SCHOOL UNIFORM

Our school uniform is gazetted in this booklet. We ask all parents to ensure that their children leave home each day wearing full school uniform which includes our school hat. Uniforms may be purchased from Lowes Westfield Kotara.



“ Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. ”

SUN PROTECTION POLICY

The school has a Sun Safe Policy whereby children must wear hats during play periods. Children without hats must play in the shade. Hats are available from the school office at a reasonable price. A school hat is part of our school uniform and should be worn when leaving for school each morning.



CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Therese's we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Therese's, relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1998

- Commission for Children and Young People Act, 1998.

Catholic Schools Office documents include:

- Child Protection – Identifying and Notifying Abuse
- Guidelines for the Implementation of the Ombudsman Amendment Act
- Child Protection – Procedures for Schools
- Code of Professional Standards for Catholic School Employees.

Children and Young Persons (Care and Protection) Act

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Therese's are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

Child Protection and Volunteers

Being a volunteer in a school is an important task. St Therese's would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

The legislation that applies specifically to volunteers includes:

- Commission for Children and Young People Act 1998
- NSW Ombudsman Act 1974.

**COMMISSION FOR CHILDREN
AND YOUNG PEOPLE ACT 1998**

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, 'employees' include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of the following:

- serious sex offence;
- child-related personal violence;
- murder of a child;
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Example of 'employees' who perform a task for the school include, but are not limited to:

- volunteers assisting in classrooms, eg reading or library helpers;
- those attending a "working bee";
- persons providing transport on the request of the school
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Volunteer Induction Handbook which includes obtaining a Working with Children Check prior to commencing as a volunteer. Handbooks are available from the school office. Volunteers must read the Handbook, sign it and return it to the office.

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

Volunteers not willing to provide a Working with Children Check and complete the Handbook are not permitted to undertake any duties in the school.

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

NSW OMBUDSMAN ACT 1974

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

Once the allegation is received by the DCPPCU it is reported to the Ombudsman's Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from the DCPPCU, phone 4940 8091.

Notes

[illegible]

Jargon Buster

ACARA	Australian Curriculum Assessment and Reporting is the body responsible for writing the National Curriculum.
NESA	<p>NSW Education Standards Authority replaced Board of Studies, Teaching & Educational Standards NSW (BOSTES) on 1 January 17.</p> <p>NESA has increased focus on developing policy, risk-based monitoring of Teacher Accreditation as well as continuing as the authority for standards in curriculum, student assessment & teacher quality</p>
NAPLAN	National Assessment Program – Literacy and Numeracy
CSO	Catholic School Office of Maitland-Newcastle Diocese is responsible for the management of all Catholic Primary and Secondary Schools in the Diocese.
DOE	Department Of Education – oversees public education from early childhood (pre-school) through to Year 12
P & F	Parents and Friends Association. A parent group within the school which helps build community in schools.
KLA	Key Learning Areas are the different subject areas outlined by the Board of Studies. The seven KLA taught in our Catholic Schools are; English, Mathematics, Science, HSIE (Human Society and Its Environment), Creative Arts, PDHPE (personal Development, Health and Physical Education) and RE (Religious Education).
Syllabus	The documents developed by The Board of Studies in each Key Learning Area that guides teaching programs. The Religious Education syllabus is developed by the Catholic Schools Office not NESA



Curriculum	The term used to describe all of the subjects that are taught in schools.
Outcomes	These are the statements within the Syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage of development.
Learning	<p>The curriculum is currently organised into different stages of learning to correspond with school year classes. These stages cover two years of schooling.</p> <p>Early Stage 1 (ES1) – Kindergarten</p> <p>Stage 1 (S1) – Year 1 and Year 2 Stage 4 (S1) – Year 7 and Year 8</p> <p>Stage 2 (S2) – Year 3 and Year 4 Stage 5 (S1) – Year 9 and Year 10</p> <p>Stage 3 (S3) – Year 5 and Year 6 Stage 6 (S1) – Year 11 and Year 12</p>
Learning	Children learn differently and at a different pace. Some students need extra support due to a diagnosed disability or learning difficulty. Schools have Learning Support Teachers (LST) and Learning Support Assistants (LSA).
ELAD	English as an Additional Language of Dialect
GE	Gifted Education is a term sometimes used to refer to programs developed for those children who may have special needs with regards to extending their learning.





Girls Uniforms

GIRLS SUMMER UNIFORM

- Dress:** Blue with white check (Optional)
Blouse: SS sky blue blouse with crest
Culottes: Navy
Shorts: Navy
Socks: White ankle style 'Bonds'
Shoes: Black leather

GIRLS WINTER UNIFORM

- Tunic:** Navy Tartan (optional)
Slacks: Navy pants
Blouse: LS sky blue blouse with crest
Sloppy Joe: Navy with crest
Jacket: Navy microfibre jacket with crest
Tab tie: Tartan on elastic
Socks: White ankle style 'Bonds'
Tights: Navy
Shoes: Black leather

GIRLS SPORTS UNIFORM

- Top:** Polo shirt with school crest
OR
Shorts: Royal blue
OR
Skort: Royal blue
Sloppy Joe: Royal blue with crest
Trackpant: Royal blue
Socks: White
Shoes: Appropriate sports shoes

*Available from Lowes at Westfield Kotara

ACCESSORIES

- Hat:** Navy reversable slouch hat with crest

Boys Uniforms

BOYS SUMMER UNIFORM

- Shirt:** SS sky blue shirt with crest
Shorts: Navy 1/2 elastic
Socks: White ankle style 'Bonds'
Shoes: Black leather

BOYS WINTER UNIFORM

- Shirt:** LS sky blue with crest
Trousers: Navy
Sloppy Joe: Navy with crest
Jacket: Navy microfibre jacket with crest
Socks: White ankle style 'Bonds'
Tie: School stripes

BOYS SPORTS UNIFORM

- Top:** Polo shirt with school crest
Shorts: Royal blue
Trackpant: Royal blue
Sloppy Joe: Royal blue with crest
Socks: White
Shoes: Appropriate sports shoes

*Available from Lowes at Westfield Kotara

ACCESSORIES

- Hat:** Navy reversable slouch hat with crest



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To bring Christ and His message, in all its richness, into the hearts and lives of all.

Think, Grow, Shine.