



GALILEE CATHOLIC PRIMARY SCHOOL

PARENT HANDBOOK

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Welcome to Galilee Catholic Primary School

In 2002 Galilee Catholic School was established, following the amalgamation of St Patrick's and St Anne's schools. Galilee now serves the educational needs of the catholic children in the Bondi area.

Galilee is a small yet vibrant and growing school where most of the students come from the local community.

Active play is encouraged during recess times and there is a variety of sports equipment available.

The school's parent group, called '*Parents & Friends*' works closely with the staff to support the students in their total development.

The staff includes:

Principal:	Mrs Anna Novak
Assistant Principal:	Mr Brad Cummins
Religious Education Co-ordinator:	Ms Sue Togher

6 class teachers

1 support teacher

Teacher/Librarian

Reading Recovery

Special Needs

Executive Release

Learning Support Officer

Admin Staff:

Cleaner:

Bus Driver:

Mrs Stephanie Randich

Mr Joe Randich

Mick Tukukino

The information provided in this handbook should prove useful to new and continuing parents. Please contact the office if you need clarification or additional information.

We trust that your association with Galilee will be a rewarding and happy one.



OUR MOTTO

Rise to the Challenge

Our motto calls us to follow the example of Jesus by taking up the challenges that each day brings in a spirit of faith, hope, courage & generosity.

OUR MISSION

Inspired by the Galilee Gospel stories, where Jesus called others to join in His mission, we, at Galilee Catholic Primary School, respond to this call by:

CELEBRATING OUR FAITH

through understanding and valuing Catholic traditions

DEVELOPING LIFELONG SKILLS

through a contemporary learning environment that meets the needs of individual students

BUILDING RELATIONSHIPS

with the school, parish and wider community and:

MAKING A DIFFERENCE

by respecting the environment, keeping our school safe and appreciating our individuality

OUR VALUES

Our values guide us in the way we live our lives and work together.

FAITH

Believing and trusting in God and responding to His call

HOPE

Living with confidence and optimism

COURAGE

Overcoming difficulties with strength and determination

GENEROSITY

Reaching out to those in need

OUR SCHOOL SONG

Rise to the Challenge

As the sun starts to glow in the warm eastern sky,
and the gentle waves lap at the shore,
we remember a time long ago by a lake,
when two men heard the Master's first call

To the fishermen brave Jesus said, 'Follow me!
Leave your nets and your sail boats behind.'
So filled with trust and faith in the Lord,
they set out with God's mission in mind.

With the 'Light of the World' as their friend and their guide,
the apostles learned new ways to live.
With generous hearts they healed and brought peace,
with compassion they learned to forgive.

But when doubt took its hold and the journey was tough,
when the sea tossed and battered their way,
Jesus heard their poor cries and He calmed all their fears,
with a loving heart taught them to pray.

CHORUS

**We will rise to the challenge and follow our Lord.
We will serve him with faith and with love.
Working together and living his ways,
sure of God's help from above.**

**In Galilee Primary with Jesus as friend,
we will let our light shine out for all,
seeking and learning in a spirit of trust,
bringing hope as we answer the call.**

Our School Pledge

As a member of the Galilee community, I promise to:

- always look to Jesus as my guiding light
- do my best and work hard
- be a good friend to others and
- keep our school safe

Principal's Address

Dear Parents,

Welcome to the Galilee Catholic Primary School Bondi community. The purpose of this Parent Handbook is to provide you with a comprehensive overview of the aspects of school life, and the policies and procedures with which you will need to be familiar, whilst your child is a student at Galilee.

Our website also provides important information to assist you and you can find links to Sydney Catholic Schools' policies under the tab POLICIES - SCS POLICIES. Our school policies are also on the website under POLICIES.

I encourage you to take the time to become familiar with its contents. In this way we can work together in partnership, continuing the Vision and Mission of the Church, so that we may all *Rise to the Challenge* as we strive to live the Gospel.

Anna Novak
Principal

School Leadership

The School Leadership Team is made up of the Principal, the Assistant Principal and the Religious Education Coordinator, each playing an important role in the leadership of the school.

The Leadership Team is responsible for the religious and educational leadership of the school, including setting the overall direction for the provision of the effective care and education of all students.

This leadership and direction is consistent with the:

- Archdiocesan Vision and Mission Statement for Catholic Schools.
- Priorities contained in the Sydney Catholic Schools Strategic Plan, '*New Horizons – Inspiring Spirits and Minds*'.

TABLE OF CONTENTS

8. Absences Accidents Accountability Acknowledgements After School Care	Chess Club 11. Collection of Children Communication Competitions Computers	14. Mandarin Medication Parent Charter Parental Involvement Personal Grooming
9. Annual Plans Annual School Report Appointments Assemblies Assessment Attendance Awards Behaviour Management Bell times	12. Curricula Debating Discipline Duty of Care Excursions / Incursions External Examinations Extracurricular Activities Facilities Family Mass	15. Playground Policies Principal's Advisory Council Professional Development Reporting to Parents Sacraments School Hat School Photos
10. Birthdays Bus Service Bus Passes Carnivals Catholic Identity Celebrations Change of Details Charities	13. Fees Food - Crunch&Sip Fundraising Gifted Education Graduation Health Issues Homework Lost Property	16. Special Needs Sport Staff Meetings Staff Reviews Strategic Improvement Plan Student Leadership Supervision Uniforms Visitors Workplace Health & Safety

GUIDING PRINCIPLES

The Catholic school is a key instrument for education in faith and for the integration of faith and culture in the development of each child. The Australian Catholic community has contributed to the establishment and maintenance of its schools with the specific intention that they promote the continuance of that community and the development of each child through an active process of catechesis.

The Archdiocese of Sydney, within its saving mission, develops Catholic schools which are founded on the person of Jesus Christ and enlivened by gospel values in order to highlight the relevance of our faith to life and contemporary culture.

The Archdiocese of Sydney, through the Sydney Archdiocesan Catholic Schools (SACS) board, encourages parish communities to establish Catholic schools which are committed to the development of the whole person; are embedded within the community of believers and share in the evangelising mission of the Church.

The SACS Board acknowledges the Church's exhortation to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a concomitant responsibility on the part of Catholic education authorities to ensure that quality Catholic education, which caters for all enrolled students, is provided in each school.

The responsibility of admitting children to a systemic Catholic school is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to individual school communities, their decisions must be:

- a) informed by the Gospel values of inclusiveness and equity
- b) in accord with Archdiocesan policy as well as Commonwealth and State legislation
- c) subject to an appeals procedure

The Catholic Systemic School strives to cater for the needs of all students of each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources. Catholic Systemic Schools recognise the right of all students to educational opportunities which expand life choices.

The SACS Board acknowledges that circumstances may arise subsequent to enrolment (such as a student suffering deterioration in health or behaviour) which compromise a school's ability to provide an education that meets the changing needs of such a student. In such cases, placement may be reconsidered in consultation with the Principal, parents and relevant parties from Sydney Catholic School (SCS).

General Information

ABSENCES

In the event of your child being absent from school, it is necessary that a reason is given via **Compass** before or on the day of your child's return to school. This is a legal requirement. The explanation need only be brief. Simply follow the prompts on Compass stating the reason for the absence, the date of absence etc. It is only necessary to notify the school office by email if the absence is in advance e.g. holiday.

Families are encouraged to holiday or travel during school vacations. For leave less than 10 days, the school still needs to be advised via email or note accordingly. Leave of 10 or more school days will require the completion of an Application for Leave Form. This form can be obtained from the school office.

Late and Early Leave Registers Punctuality: A role of the school is to promote in children attitudes and habits associated with responsible citizenship. Punctuality is one such habit. Lateness in arriving at school means a poor start to the day and disrupts the class, teacher and lesson. We seek the support of all parents in ensuring their child arrives at school by 8.50 am in time for the first bell. Arrival after this point is marked as Late, and parents are required to sign your children in at the school office.

Early Leave: No child is permitted to leave the school grounds during school hours unless collected by a parent or other authorised person. In the case of children leaving early to attend medical or dental appointments, a form needs to be filled in at the school office noting date, time and purpose of the appointment and handed to the office staff. The child/children will then be called to the office. Parents are requested to make medical or dental appointments outside school hours where possible, rather than disrupt your child's school routine.

ACCIDENTS

First aid is administered in the sick bay. All minor injuries are recorded on an injury report through Compass. Parents are notified if there has been a serious accident. In cases of emergency, every effort will be made to notify parents, and an ambulance will be called.

ACCOUNTABILITY

The school is accountable to Sydney Catholic Schools Office for its core business of teaching and learning. The school is mandated to report matters outlined in Child Protection documentation.

ACKNOWLEDGEMENTS

As an 'inclusive community', we value the opportunity to communicate relevant information with each other. Items of special interest, eg births, bereavements and special accomplishments are included in the weekly newsletter.

AFTER SCHOOL CARE

Galilee has after school care run by Sydney Catholic Early Childhood Services (SCECS) each afternoon in the Parish Hall. It also runs **before** school care. To enrol please contact the scecs management team on 95688628 or download a form from www.scecs.nsw.edu.au

ANNUAL PLANS

Following an evaluation process at the end of each year, an annual plan is developed and made available to parents.

ANNUAL SCHOOL REPORT

At the end of each year the Principal issues a comprehensive formal written report of the school's activities. The report is also available on the school website.

APPOINTMENTS

At times, parents may wish to speak with the teacher or Principal about specific issues or concerns. So that adequate preparation can be made to assist parents, we ask that an interview time is made via the school office. The secretary will inquire about the nature of the meeting eg class or other matter. This will ensure the most appropriate people are present at the meeting.

ASSEMBLIES

Each fortnight the school holds a general assembly. This includes singing the national anthem, issuing awards and giving general information. Parents are welcome to attend assemblies.

ASSESSMENT

The teachers, throughout the term, carry out ongoing formal and informal assessments. The purpose is to guide the teachers in their planning and to test the students' progress. Results of assessments are made available to parents during individual conferences.

ATTENDANCE

It is important for children to attend school every day. Long or frequent absences can mean that a child misses out on vital instruction. Parents are requested to arrange holidays outside the school term. Parents will be contacted if there is continual absence or late arrival to school.

AWARDS

We believe it is important to reward children for their efforts in class, on the playground, and in the other activities associated with school life. Teachers usually develop their own methods of acknowledgment for their students' efforts. The school has a number of other systems in place including, the Student of the Week, gold, silver and bronze awards, appreciation tokens and graduation certificates.

BEHAVIOUR MANAGEMENT

The school's 'Pastoral Care & Student Management Policy' outlines the procedures that are followed to encourage character development and resilience. At times students who need to change a particular behaviour may be placed on a daily monitoring system. Parental involvement in the management of student behaviour is imperative.

BELL TIMES

There are **two 40 minute recess/lunch breaks** when children eat their food and play with equipment. Children are expected to be at school before the bell. A teacher is on duty at 8:30 am each day. Children are not expected to be at school before this time. Parents are asked to be prompt in collecting their children each afternoon after school.

Daily Timetable	
8:30 - 8:50	Teacher on morning Duty
8:45	Morning Bell for children to line up
8:50 - 10:50	Session 1 Learning Time
10:50 - 11:30	Recess
11:30 - 1:30	Session 2 Learning Time
1:30 - 2:10	Lunch
2:10 - 3:10	Session 3 Learning Time
3:10 - 3:30	Teacher on Duty - Blair St and Bus Duty

BIRTHDAYS

Birthdays are acknowledged at the morning assembly. Parents may provide their child's class with cup cakes or donuts for the occasion. These may be left at the school office. Please ensure that nuts are not included in the ingredients. We are a nut free school.

BUS SERVICE

The school has its own private 20 seat Toyota Coaster bus for drop off to home each day. Parents need to register for this service on info@galileebondi.syd.catholic.edu.au. The bus is also used for some excursions and other school activities. The cost is \$4 per trip.

BUS PASSES

Application forms are available at the school office for children who travel to and from school by public transport.

CARNIVALS

Each year the school holds a swimming and sports carnival. Selected students take part in the Regional Cluster Sports such as athletics, swimming and cross country.

CATHOLIC IDENTITY

As a Catholic School we are committed to working with parents in developing the Spiritual lives of the students. Through the school's Religion lessons, prayer and sacramental life, charitable works and social justice activities, we are confident of living the Gospel message of Jesus.

CELEBRATIONS

Each year a number of important events are included in the yearly calendar. These are celebrated on a formal basis and often include the attendance of important dignitaries.

CHANGE OF DETAILS

Parents are requested to promptly notify the office if there are changes of address, phone numbers or other personal details so that our files can be updated.

CHARITIES

The school support the St Vincent De Paul Society, Caritas and other Catholic charitable works.

CHESS CLUB

As well as being fun to play, university research has shown that playing chess can strengthen problem-solving skills, enhance reading, memory, language and mathematical abilities, and foster critical, creative and original thinking. Galilee Chess caters for students from Kindergarten to Year 6. Players are progressed through the coaching groups as their skills improve, starting at Beginners and moving through Rookies and Intermediates to Champs level.

The Club is run by parent volunteers, and employs specialist professional coaches to teach chess in the library after school on a Monday.

COLLECTION OF CHILDREN

The school will be responsible for the care and safety of children between 8.30am and 3.30pm. If parents need to take their child during school hours, they should notify the school by letter or phone. At the time of collection, parents need to sign the appropriate form at the school office. The secretary will then call the child to the office. Parents need to notify the school office if a different adult will be collecting their child/ren either during or after school.

COMMUNICATION WITH THE SCHOOL

The school communicates to parents via the weekly Newsletter, the Parent Notice Board, by letter, phone, child's message book, website, Skoolbag, My Internet and e-mail.

Compass – Parent Portal

Compass is an online parent portal that provides parents with access to their child's academic reports. This web based system is accessible on any modern browser and can also be downloaded as an application on your smartphone <https://goo.gl/9FHGg6> Parents are provided with a unique username and password to access Compass and this information is distributed to new parents at the start of the year.

Communication with your child

At Galilee we fully understand that there will be last minute matters of urgency that require a change of plans, but to develop independence and memory, it would help if you could discuss the plans for the upcoming day with your children in the morning so that they know what is happening for the day. This would hopefully reduce the volume of calls to the office and messages that need to be written out. We acknowledge that there are last minute changes in family situations and we allow for this but mostly a reminder in the morning or a note in your child's bag for them, will remind them what to do, especially for the afternoon.

Communication with Teachers

Teachers are not available to take telephone calls during class time or whilst on supervision duty, and may not be contacted on their home or mobile phone. Please advise your child's teacher in writing if you wish for an appointment time with them to discuss any matters relating to classroom issues and procedures and they will get back

to you to arrange the best possible time to meet. Alternatively, you could email the office on **info@galileebondi.syd.catholic.edu.au** or phone the school office on **91307082**.

Teachers are not free to check emails during the day so all urgent communication needs to go through the school office. All emails to the school are to be sent to: **info@galileebondi.catholic.edu.au**

COMPETITIONS

Throughout the year students are invited to enter a number of competitions including: International Competitions and Assessments for Schools (ICAS), Waverley Library Book Week and other appropriate competitions.

COMPUTERS

The school has computers in every classroom. Students have regular access to these resources. The school also has sets of iPads and chromebooks that are used by all students. Bring your own device (BYOD) is established in Stage 3 and is encourage in Stage 2.

CURRICULA

As well as Religious Education the school is mandated to teach the courses of study from NSW Education Standards Authority (NESA). These include English, Mathematics, History, Geography, Science and Technology, Creative and Practical Arts, Physical Education, Health and Sport. The major part of the day is devoted to English and Mathematics.

DEBATING

Students in Years 5 and 6 are invited to join the interschool debating competition held each year. Debates are held on Tuesday evenings in the latter half of the year and in various schools in the region.

DISCIPLINE

The school uses the Restorative Practices policy when dealing with student management issues. The Restorative Practices method along with all procedures regarding discipline can be found in our Pastoral Care policy which can be obtained from the school office or our school website. Our Anti Bullying policy is also included in this policy.

DUTY OF CARE

The policies and procedures at the school reflect the duty of care owed to the students by the staff.

EXCURSIONS / INCURSIONS

Planned school excursions / incursions compliment the school curriculum and are an important part of school life. Each class usually goes on one major excursion in the year.

EXTERNAL EXAMINATIONS

Students in Years 3 and 5 sit the National Assessment Program in Literacy and Numeracy (NAPLAN) each year. Students in Year 6 sit the Archdiocesan Religious Education test.

EXTRA CURRICULAR ACTIVITIES

Students have access to a variety of extracurricular activities such as piano lessons, chess, active after school sport and netball.

FACILITIES

The school boasts 6 classroom spaces, an art room, library and music/science room. The administration is situated on the ground floor. There is an infants and primary wing for the students on the first floor. Every effort is made to keep the facilities well maintained.

FAMILY MASS

A Family Mass is held in St Anne's Church or at St Patrick's Bondi at least once a term at 5.00pm on Saturday evenings. Children and families are encouraged to participate in various parts of the Mass.

FEES

Sydney Catholic Schools Office sets school fees each year. The school sets other compulsory fees and charges. Fee accounts are sent to parents in the 1st, 2nd and 3rd Terms. Fee reductions are made in cases of genuine hardship and applications are available at the office. Parents may also pay by fortnight, monthly, 3 term instalments or annually.

FOOD

In the interest of good health, parents are requested to provide nutritious meals for their children at school. Sandwiches, fruit and a fruit drink are best. Children are encouraged to take home food that is not eaten. Teachers regularly monitor the children's eating habits. Children are discouraged from sharing their food with others. Galilee is a '**nut free**' school.



Crunch&Sip is a set break for students to eat fruit or salad vegetables and drink water in the classroom. All the students at Galilee to participate in Crunch&Sip at around 10 am each day.

The goal is that all students and teachers should enjoy a Crunch&Sip break to eat fruit and vegetables and drink water everyday.

The objectives of Crunch&Sip are to:

1. Increase awareness of the importance of eating fruit and vegetables and drinking water everyday
2. Enable students and staff to eat fruit or vegetables during an allocated Crunch&Sip break in the classroom
3. Encourage students and staff to drink water regularly throughout the day
4. Encourage parents to provide students with fruit and vegetables everyday
5. Develop strategies to help students who don't have regular access to fruit and vegetables
6. Reinforce the healthy eating messages taught during Crunch&Sip break with nutrition education taught during PDHPE lessons

FUNDRAISING

The Parents & Friends Association supports the school financially through a number of fund-raising activities.

GIFTED EDUCATION

The school implements a number of strategies to cater for the differing needs of the children.

GRADUATION

Graduation ceremonies are held in the church for all students at the school. The Year 6 students hold a special graduation ceremony in the second last week of the school year. Students in other grades graduate in a day-time ceremony in the final week of the school year.

HEALTH ISSUES

Students entering Kindergarten must present a current immunisation certificate. The school follows the Department of Health's guidelines regarding infectious diseases. As a number of the students are allergic to nuts and nut products, we ask that parents adhere to the, 'Nut Free' school policy.

HIGH SCHOOL

Galilee is a 'feeder school' for the secondary Systemic Schools in our region; Brigidine College for girls, St Clare's College for girls and St Mary's Cathedral for boys.

HOMEWORK

A moderate amount of homework is set each week. Teachers follow the school's Homework Policy guidelines which were developed by parents and teachers.

LOST PROPERTY

Because we need all children's items to be clearly labelled, we store any items left unclaimed in the lost property bin. Parents and children are encouraged to support the school in this area of personal responsibility.

MANDARIN

The students from Kindergarten to Year 6 participate in Mandarin every Thursday.

MEDICATION

The school secretary administers medication to the students. Parents are required to complete the necessary documentation before any medication is given.

PARENT CHARTER

Every family receives a copy of the *Parent Charter for Sydney Catholic Schools* which outlines the partnership between parents and schools and the processes for communicating with your school. The classroom teacher is the first point of contact to discuss your child's learning or experiences at school. Parents are asked to make an appointment to meet with the appropriate teacher so any issues can be discussed constructively.

PARENTAL INVOLVEMENT

There are a number of ways that parents can be involved at Galilee including committees, in class support and excursions. The list is endless and depends on the expertise of parents, their interests and availability and the emerging needs of the school.

Class Parents

Each year, parents are asked to volunteer as class parents. These parents liaise with class teachers if additional help is needed in the class and they also co-ordinate social events. They also compile a list of parent names, phone numbers and emails (if parents agree to be on this list) so that contact can be made for social events such as Dad's nights out, Mum's dinners etc. It can also be useful for contacts for children's parties or for organising after school play times.

Class Parents' Committee and Role Descriptions

Purpose of Committee

The Class Parents' Committee has operated for many years in our school. The Committee currently operates in three main areas of the school: Fundraising, Social and Community.

- **Fundraising** – To identify and organise fundraising opportunities and events in our school. In past years this has included assisting with the annual school fete which has its own organising committee, book fair, school disco to name only a few.
- **Social** – To provide opportunities to meet and get to know other families. Social events which have been initiated by Class Parents within the school community in recent years include Mothers' Dinners, Fathers' events, morning tea for Kindergarten parents and morning tea after Family Class Masses on a Sunday.
- **Community** – To maintain and develop the sense of community within Galilee. The sense of community has long been a feature of our school. Class Parents have worked to foster this important aspect in the following areas: Night Patrol, assisting new parents and assisting and co-ordinating activities within the classroom.

PERSONAL GROOMING

We encourage the children to take pride in their personal appearance and in wearing the full school uniform. Parents are asked to assist in this matter by ensure that all items are clean and neat. The school *does not allow*:

- Nail polish
- Jewellery except a watch or religious item on a simple chain
- Drop or loop earrings; only studs for safety
- Long hair to be worn flowing; it must be tied well off the face
- Outlandish hairstyles or dyed hair
- Non-regulation shoes, jackets, ribbons or other items not part of the Galilee uniform

PLAYGROUND

The school has a large supply of playground equipment for use during recess and lunch times. These include: skipping ropes, quoits, hop scotch, balls, hoops and scoop ball. Children are encouraged to be active and include others in their games.

POLICIES

In addition to the Policies of the Department of Education, the NSW Education Standards Authority (NESA) and Sydney Catholic Schools, the school formulates a number of local Policies. Where appropriate parents are consulted on Policy issues. A copy of all School Policies is available to parents on request.

PRINCIPAL'S ADVISORY COUNCIL

The PAC assists the Principal in matters relating to school governance. The PAC comprises the Principal, the Assistant Principal, the Parish Priest and parent representatives. Meetings are held once a term.

PROFESSIONAL DEVELOPMENT OF STAFF

It is important for staff to keep up to date with current educational and related issues so a program of Professional Development activities is developed each year. Activities can take place during regular staff meetings, at off campus courses or on pupil free days. Each school is allocated five professional development days a year. Parents are notified well in advance when these days are scheduled.

REPORTING TO PARENTS

Parents are provided with two written reports on their child's progress each year; Semester 1 & 2. Two parent / teacher conferences are also throughout the year. During Terms 1 & 2 the teachers invite parents to attend parent/student/teacher conferences where students reflect on their learning goals and set new goals for the next term. Galilee school recognises that parents play a very important role in the learning cycle.

SACRAMENTS

Students in Year 2 receive the sacrament of First Reconciliation; Students in Year 3 receive First Eucharist and students in Years 5 and 6 receive Confirmation. Throughout the year students regularly receive the sacraments of Reconciliation and Eucharist.

SCHOOL HAT

The school hat is a mandatory part of the school uniform. The school enforces a '**NO HAT, NO PLAY**' policy.

SCHOOL PHOTOS

Each year the school engages a professional company to take group, family and individual photos of the children. Parents may order copies but there is no obligation.

SPECIAL NEEDS

A diverse learning teacher is employed part time to assist with the education of children with Special Needs. Support can be either in class or small group work.

SPORT

The school is committed to providing a comprehensive sports program and engages the services of an external provider for gymnastics, athletics and swimming lessons. Fitness lessons are also held during the week. Students also have the opportunity to enter Cluster sports competitions and the senior boys take part in the regional football games each Friday. Both girls and boys can play in the regional netball competition on Saturday mornings. We offer free after-school sports due to a Government sponsored initiative to improve the health and fitness of the children.

STAFF MEETINGS

Staff hold a meeting each week on Tuesday afternoons from 3.30 – 5 p.m.

STAFF PROFESSIONAL GROWTH

Each member of staff is involved in a process of a professional growth in action plan PGiA. Individual goals are set and monitored throughout the year. At the conclusion of the Principal's term a formal Contract Renewal process is undertaken.

STRATEGIC IMPROVEMENT PLAN

Every four years the school engages in the System Processes of School Review and Improvement. These are consultative processes that result in the development of a Four Year Plan for the school.

STUDENT LEADERSHIP

Each Year the primary children vote for the Student Leadership Team. This comprises a School Captains, Vice Captains and House Captains. The Leadership Team undertakes a variety of duties throughout the year such as representing the school at local functions and leading the weekly Assemblies.

SUPERVISION

Students are supervised by teachers between the hours of 8.30am and 3.30pm each day.

UNIFORMS

In accordance with the Uniform Policy, all uniform items can only be purchased online from Your Uniform Shop at www.youruniformshop.com.au

VISITORS

All visitors are to report to the office on arrival at the school. They will then be asked to sign in and receive a visitor's badge which they must wear at all times. They will return the badge to the office when they sign off. All visitors whether for work purposes or volunteers will be instructed as to access points, evacuation protocols, child protection and acceptable behaviour when working/visiting a Child Related Industry.

WORKPLACE HEALTH & SAFETY (WHS)

Each term practice drills are required for evacuation and lockdown. Students are prepared and notified of these practices and you will also be notified, where possible, ahead of time. There will be times when we have evacuation and lockdown practices without notification. Sometimes some children can find these practices distressing but we do need to be prepared for emergencies.