

Maria Regina, Avalon

PARENT & CARER HANDBOOK 2024



'Making a Difference'

PRINCIPAL'S WELCOME

Welcome to Maria Regina, a school boasting a rich history of over 60 years of excellence in teaching and learning. Here, we strive to “Make a Difference” as a community by embracing and celebrating the uniqueness, creativity and achievements of each individual.

We are an inclusive, student-led primary school that encourages agile, collaborative thinkers with learning that extends beyond the classroom. Tailored learning enhances each student’s education and our class sizes allow teachers to know and understand each individual. Your student will gain a holistic education at Maria Regina, based on the Catholic values which underpin our curriculum and guide all our actions.

As a new Principal at Maria Regina, I have personally experienced the warmest of welcomes from this astonishing school community. Across the playground, I immediately witness students of all ages playing together – here you don’t only gain friends from your class, you gain friends from across the school. I’ve also been struck by how energetic and enthusiastic each member of our dedicated and talented staff are. Our teachers nurture, engage and challenge each student to achieve their personal best. As the saying goes, it takes a village to raise a student, and this village is bursting with loving and supportive friends, parents and teachers.

I invite you to meet me and to come explore our school by checking out our [virtual tour](#) on our website or visiting our [Facebook](#) page. Alternatively, if you would like a private tour or wish to speak to someone at the school, please contact the office on (02) 9918 2608 or email us at mra@dbb.catholic.edu.au.

Ms Kirsty Thorpe

Principal



HISTORY OF MARIA REGINA

Maria Regina Catholic Primary School is a single stream K to 6 co-educational school, located in the Broken Bay Diocese on Sydney's Northern Peninsula at Avalon Beach. Students are primarily drawn from the surrounding areas of Avalon, Bilgola, Whale Beach, Palm Beach, Clareville and Newport.

Maria Regina Parish School opened in 1959 with Sister Audrey McCabe, a Good Samaritan Sister, as its first Principal.

The Good Samaritans, an Australian Order was founded by Bishop Polding in 1857, had organised and staffed schools in the area since they moved into Manly in 1880. In 1957 the Sisters at Narrabeen were asked to extend their activities to set up a convent and primary school in the fledgling parish of Avalon.

The involvement of the Good Samaritan Sisters in the commencement and development of Maria Regina School has been invaluable. The Sisters have been traditionally recognised as community builders and evidence of their input can be seen in our strong school community today.

Our motto "Making a Difference" is lived out in the community by embracing and celebrating the uniqueness, creativity and achievements of each individual. Maria Regina is committed to the provision of quality learning experiences that are relevant, stimulating and developmental. At Maria Regina we have a team of dedicated, highly qualified professionals who bring with them a variety of educational and personal experiences. Our curriculum, instructional practices and intervention programs are all designed to enhance student success. The commitment of our staff to support each student is central to their achievement. We value working with the parents, parish and wider community to prepare our students for learning in the 21st century.

We welcome you to this Catholic community and invite you to join us in "Making a Difference".



CATHOLIC SCHOOLS BROKEN BAY

Maria Regina is proud to be part of an integrated system of forty-four schools in the Broken Bay Diocese that offers high quality learning opportunities in a thoroughly professional setting. Our teachers and staff are focussed on their students, and they take a “whole person” approach to ensure that all students not only achieve their academic best but also that their wellbeing and advancement in faith are nurtured.

The strong focus on community in our Broken Bay schools is reflected in the commitment of the teachers and staff and in the support that they give each other. This has been vital to the development of our schools’ culture of striving for continuous improvement. In our school system we evaluate our performance as educators so that we can continue to enhance student learning.

Maria Regina acts as an agent of the Catholic Church and we present the Church’s message to young people in our care. We are privileged to share our Catholic faith with our students, whether they are Catholic or not. This sharing is a “community effort”, undertaken in combination with the local parishes.

At Maria Regina there is a focus on hospitality, enthusiasm and genuine endeavour, and we would be very pleased to share these qualities with you as we welcome you into our community.



MARIA REGINA SCHOOL PRAYER

*This is our school,
Let peace dwell here.
Let love abide here,
Love of God,
Love of self,
Love of others.
Let us remember,
That as many hands build a home,
So many hearts build a school*

MARIA REGINA VISION

Ignite, Connect and Excel

SCHOOL INFORMATION

MARIA REGINA CATHOLIC PRIMARY SCHOOL

42 Central Road, Avalon

PH: 9918 2608

Email: mra@dbb.catholic.edu.au

School Website: <https://www.mradbb.catholic.edu.au/>

Facebook: <https://facebook.com/mradbb>

Instagram: @maria_regina_avalon

BELIEFS ABOUT LEARNING

We acknowledge the need for agile minds and ingenuity in our rapidly changing world and we are committed to building a vibrant and creative learning community for all learners underpinned by our Catholic faith and values.

We believe: **Learning is a product of thinking**

Great learning occurs when learners are challenged by opportunities to think critically and creatively. For our students to be thinkers, our teachers and leaders must model their thinking and build a culture that values thinking.

We believe: **Collaboration enhances learning**

We acknowledge the fundamentally social nature of learning and believe we learn better as a community. Technology provides significant opportunities to expand our learning networks and increase our learning power.

We believe: **Learners must have agency in their learning**

When learners are aware of how thinking and learning occur, they increase their agency as learners. Providing learners choice and opportunities to co-construct their learning experiences also increases learner agency.

We believe: **Learning dispositions are as important as skills and knowledge**

Learning is profoundly influenced by our emotions. When learners are able to understand the affective domain they are better able to regulate their learning. While skills and knowledge are important, learners must be able to apply them.

We believe: **Learning is contextual**

Learning is most effective when it is embedded in authentic contexts and learners have opportunities to transfer and apply their learning to new situations in flexible and thought-provoking ways that highlight the ethical dimensions of learning.

We believe; **Learning happens at the point of challenge**

Individuals learn differently, but every student deserves to be challenged and supported to meet these challenges through a differentiated and rigorous curriculum.

EXPECTATIONS OF TEACHERS, STUDENTS, PARENTS

TEACHERS

- Understand the ethos of Catholic Schooling.
- Believe in each student and the importance of developing the whole student.
- Recognise the different rates of learning, different abilities, uniqueness and gifts.
- Know their students.
- Plan programs which follow current syllabuses in Key Learning Areas and meet students' needs.
- Assess pupil progress and evaluate teaching practices considering pupil progress.
- Plan for further learning.
- Provide opportunities for ALL students to be motivated, enthusiastic, independent learners through structural and organisational strategies that clarify meaning and purpose for their students and by providing a range of open-ended activities.
- Use resources well - within and outside the classroom including books and games, multi-media, visiting speakers eg school camps and excursions, storytellers, Caritas, and the Parish community.
- Carry out an open dialogue with parents/caregivers - 2 way communication- eg keeping P/T interview times, being available out of school hours for appointments.

STUDENTS

- Always do their best.
- Participate fully in the life of the school.
- Provide support to their peers and to younger students.
- Adhere to school policies eg discipline/home learning/internet use.
- Care for the resources of the school within and outside the classroom.
- Show respect for all staff permanent, temporary and relief staff in all positions.
- Always wear the full school uniform.
- Follow school rules and expectations.

PARENTS

- Demonstrate a high level of trust and respect for all school staff.
- Show support for school by reading the communications and responding as appropriate eg input for surveys, policies and programs including Sacramental and other parish programs.
- Make appropriate contact with class teachers re any concerns they have.
- Support their student with Positive Behaviours for Learning and support the PBL policy.
- Assist in class when requested by teachers, after any necessary training.
- Assist extra curricula activities eg excursions, sports carnivals.
- Financial support - firstly by paying fees when due and secondly through Parent Network fundraisers.



2024 STAFF (1/2/2024)

Maria Regina Staff 2024 (1/1/24)

Principal Ms Kirsty Thorpe
Assistant Principal Mrs Monique Berlioz
REC Mrs Jane Labone

Kindy - Ms Isabelle Van Der Zee
Year 1 - Mrs Louise Mitchell
Year 2 - Mrs Jane Labone (Mon, Tue, Wed, Fri) and Mrs Peta Sutherland (Thurs)
Year 3 - Ms Hannah Dyball
Year 4 - Ms Susan McGrath
½ Ocean - Mrs Naomi Mico (Mon-Thurs) & Mrs Monique Berlioz (Fri)
½ Earth - Mrs Lynne Pike

Library Mrs Monique Berlioz (Wed)
Sport Ms Samantha Wilcox (Wed - Semester 1)
Music Mr Michael Warby (Tue)
Collaborative coaching Ms Zoe Hulme and Mrs Sue Neasmith (Tuesdays)

Learning support Mrs Peta Sutherland (Mon, Tue, Wed, Fri)

Learning support assistance:
Ms Anya Clinton (Mon-Fri)
Mrs Pauline Reynolds (Thurs/Fri)
Mrs Jane Russell (Mon-Fri)
Mrs Virginia Ingram (Mon-Wed 9-12pm)

LSA allocation may change throughout the year as funding alters based on student needs

Canteen Mrs Cassandra McAleer (Mon/Thurs/Fri)
SAO Julia Duke (Mon-Thurs), Chrissy Brunson (Fri) & Virginia Ingram (Mon 12-3pm)
Counsellor Mrs Angela Stewart (Wednesday)
Marketing and Promotions Mrs Miranda Gulla (Wednesday and Thursday)

OOSH Catholic Care
Vacation Care Catholic Care
Band Evergreen Music (Monday and Tuesday morning; Years 3-6)
Keyboard VIP Music (Thursday lunch; All grades)
Coding code4fun (Wednesday morning; Years 2-6)
Chess Sydney Academic of Chess (Friday lunch time; All grades)
Mindfulness & Wellbeing Shining Little Stars (Starting Term 2)
Guitar lessons Cesar de Rurange

GENERAL INFORMATION A-Z

ABSENCES AND ATTENDANCE

It is vital for a student's academic, social and emotional development and wellbeing that they attend school every day. We promote consistent attendance throughout the school term K – 6. At Maria Regina we are committed to ensuring every student gets the best educational opportunities possible. Therefore, our pastoral care and wellbeing goal for 2023 will focus on student attendance. If your student's attendance falls below 90% parents will receive a letter from the Principal informing them of these statistics. If attendance does not improve, a meeting will be held to create a plan to ensure every student is able to attend school each day and the partnership between home and school is strengthened.

Non-attendance has a variety of effects on students, both academically and socially. Absenteeism can increase social isolation, including alienation and lack of engagement with the school community and peers, leading to emotional and behavioural difficulties (Carroll, 2013; Gottfried, 2014). It is also associated with an increased likelihood of drop-out (Keppens & Spruyt, 2017; London, Sanchez, Castrechini, & Castrechini, 2016).

"The level of respect the family has for education is seen as a role model for students" (Demir & Karabeyoglu, 2016). Parental attitudes can shape a student's attitudes to attendance. Family involvement, in the form of support with homework and academic progress, active monitoring of attendance and participation in the school community, can increase a student's engagement and achievement at school. (AITSL Spotlight on Attendance Matters Report 2019)

LATE ARRIVALS - WHEN A STUDENT ARRIVES AFTER 8.45 AM

School commences at 8.45am sharp. If your student arrives after 8.45am, an adult must walk the student/ren up to the office and sign them in as 'late in the Compass kiosk – this can not be done at home or on your own device. Your student will receive a 'Late Note' which is given to the class teacher.

EARLY PICK UPS – WHEN A STUDENT IS PICKED UP BEFORE 2.55PM

If you are collecting your student early, please come to the office and sign them out of the school Compass kiosk – this can not be done at home or on your own device.

FULL DAY ABSENCE

If your student is absent from school, it is a legal requirement that parents note the full day absence and reason for this absence on COMPASS, within 7 days on your own device. If this information isn't recorded within 7 days, the absence will be recorded as 'unjustified'.

EXTENDED LEAVE - 10 OR MORE SCHOOL DAYS

If your student is going to be absent from school for 10 days or more for reasons other than illness, you are required to complete a written application form requesting leave from the Principal. The Principal has the right to deny leave, if it is in the best interest of the student's education. Form A1 Application for Extended Leave can be found on the school website

Learning Every Day Counts

✓ MON ✓ TUE ✓ WED ✓ THU ✓ FRI

Absences add up!

Being **10 minutes** late per day can lead to **6 days missed** per year.

Missing **2 days** of school a month means over **1 entire year** of missed learning in a child's school life.

Missing **2 days** of school a month = Missing more than **1 year** of learning over 13 years

Good habits begin early

Be on time each and every day.

Good attendance starts in Kindergarten and sets your child up for success in school life.

What parents can do

- Be firm. Send your child to school every day unless they are sick
- Develop good sleep and morning routines
- Schedule appointments after school
- Avoid taking holidays during term time
- Limit screen time

Schools are there to help

If you're having attendance issues with your child, speak to your school about ways to address it.

Additional resources
www.csodbb.catholic.edu.au/schools/attendance

Community of Catholic Schools
Diocese of Broken Bay

**ATTEND MORE,
LEARN MORE,
BE MORE...**

ACCIDENT / ILLNESS/ SERIOUS INJURY

In the event of a serious accident or illness, the Principal or Office staff will attempt to contact the parents immediately. If necessary, the student may be transported to hospital by ambulance, accompanied by a staff member if the parent is not available.

It is of vital importance that the office is notified as soon as possible of ANY CHANGE in address, phone number, emergency number and work details of both parents. Nomination of an emergency contact is required in the case of parents being unavailable or unreachable. Please keep this information up-to-date.

ALLERGIES

There are a number of students enrolled at Maria Regina who have severe life threatening allergic reactions to nut, egg and goat products. Students are encouraged not to bring peanut, egg or goat products to school in the interest of the safety and wellbeing of these students.

ANAPHYLAXIS

This is a severe allergic reaction to different foods/insect bites etc. e.g. **eggs** and **nuts**. This is a medical emergency and requires immediate first aid. Epipen's are stored in the sick bay. We educate all of our students to take particular care with management of their food, washing their hands and disposing of containers and wrappers as we work towards ensuring a safe environment for all our students.

APPOINTMENTS (STUDENTS)

We ask that general appointments are made outside of school hours so minimal disruption occurs in the learning environment.

ASSEMBLIES

Assemblies are held on Friday mornings at 8:45am in the school hall. The Year 6 students are responsible for co-ordinating and running the assembly. Merit and PBL awards are presented each week as well as other items of interest. Parents and friends are welcome to attend the Friday assembly.

ASTHMA

All students who have asthma are expected to keep medication as per their asthma plan in the sick bay. The puffer will be administered under supervision. It is the responsibility of the parents to inform the school of a student's medical condition and clarify the actions necessary to relieve the symptoms experienced by the student.

AWARDS

- Merit awards are presented at Friday morning assembly. These are awarded at teachers' and specialist teachers' discretion.
- Positive Behaviour for Learning Awards (Blue, Bronze, Silver and Gold) are presented each week at the Friday Assembly to students who follow school rules. PBL awards are achieved by earning PBL tokens.
 - 10 tokens = Blue Award
 - 30 tokens = Bronze award
 - 40 tokens = Silver Award
 - 50 tokens = Gold Award

BEHAVIOUR MANAGEMENT

Our school Behaviour Management Policy follows the **Diocesan Pastoral Care Policy**, and **Student Discipline Policy for Diocesan Systemic Schools**.

Maria Regina Catholic School has adopted a Whole School Approach to bring about positive behaviour; **Positive Behaviour Learning [PBL]**. This approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of support to bring about these positive behaviours. Our school aims to provide a safe and supportive environment in which learning takes place. We (staff, students and parents) recognise that we all share the responsibility for Behaviour Management, with a positive and pastoral outlook for all. ***Corporal punishment is expressly prohibited in all diocesan schools. This applies to all staff and non-school persons, including parents.***

BIKES/ SKATEBOARDS/ SCOOTERS

Bikes and other wheeled devices may be ridden to school by students if they wear a helmet and abide by safe riding regulations. Bikes are to be stored in the bike rack and they may **NOT** be ridden inside the school grounds. Please note that any student who rides a bicycle or wheeled device must fill in a permission note signed by the student and the parent. (See Appendix 2)

BIRTHDAYS

If you wish to send something to school to celebrate your student's birthday, please only send in lemonade ice blocks to share with their classmates – no other food can be handed out at school due to serious food allergies. The school Canteen can also organise ice blocks on a Monday, Thursday or Friday (purchase through QKR).

BUDDY SYSTEM

Students starting Kindergarten are teamed with a Year 6 buddy. Each buddy takes special care of their Kindergarten buddy for the first year of school. There are opportunities for the buddies to work together in computer time, paired writing and reading.

BUS PASSES

Opal Card; Visit <https://transportnsw.info/school-students>

To be eligible for a School Opal Card, students may need to live a minimum distance from their school:

Year's K – 2: there's no minimum distance

Year's 3 – 6: 1.6km straight line distance or 2.3km walking

CALENDAR

The calendar is available on the school website: <https://www.mradbb.catholic.edu.au/news-events/calendar/>

CANTEEN

The Canteen is open every Monday, Thursday and Friday for recess and lunch. Order online via Qkr by 8.30am on the day of canteen (see section Qkr for more information)

CHANGE OF CIRCUMSTANCES

If there is a change in your family's circumstance, it is important you notify the teacher or Principal as soon as possible. Confidentiality is always maintained.

The school office needs to be notified of any change of address or phone number in the case of an emergency. It is important the school can contact parents/guardians at any time during the day.

STUDENT PROTECTION

We take our responsibility to protect students seriously. All staff are expected to promote student safety by having a clear understanding of their legal student protection responsibilities and act in accordance with those responsibilities.

The school will:

1. Maintain professionalism in our interactions with students 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 students.
3. Ensure all people working in our school who are required to undertake a Working with Students Check have a valid clearance.

Respond appropriately when we suspect a student is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult

For more information regarding Student Protection see Appendix 1.

CO-CURRICULAR OPPORTUNITIES

There are a range of co-curricular activities offered at Maria Regina to provide the students optimal holistic development. Below are the extra classes students can attend before school, during lunch time or after school.

Band	Evergreen Music (Monday and Tuesday morning; Years 3-6)
Keyboard	VIP Music (Thursday lunch; All grades)
Coding	code4fun (Wednesday morning; Years 2-6)
Chess	Sydney Academic of Chess (Friday lunch time; All grades)
Mindfulness & Wellbeing	Shining Little Stars (Starting Term 2)
Guitar Lessons	Cesar de Rurange

Each term the school staff will also offer a variety of lunchtime clubs for the students. These clubs will alter and change depending on the teacher's availabilities.

COMMUNICATING WITH STAFF

Parents are welcome to request a meeting with their classroom teacher throughout the year. The classroom teacher is the first port of call for all concerns, questions or meetings. Emails to individual teachers are to be sent to the school email address (see 'Email protocol') and they will be sent onto the teacher. Teachers are available to return emails or phone calls before or after school hours, during a lunch break (if they do not have a playground duty) and during specialist lessons. Teachers are unable to respond to parent communication during school time – if you have an urgent matter please ring the school office.

CLASS PARENTS

Each class has one or two class parents. Their role is to act as a liaison between the school, the Parent Network and the students' parents. Class parents are responsible for;

- Distributing class information as required
- Organising class social events
- Coordinating annual events assigned by the Parent Network

COMPETITIONS

Each year, we provide an opportunity for the students in Years 3 to 6 to participate in the ICAS Competitions from UNSW. Students also can enter writing, poetry, art and various other competitions throughout the year.

COMPLAINTS

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

- If you or your student has a complaint about a student other than your own student you should raise it with your student's class teacher.
- If you or your student has a complaint 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 student has a complaint about the inappropriate behaviour of a staff member towards any student or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Student Protection).

See Student Protection Parent Information Sheet (Appendix 1)

- Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the Catholic Schools Office of Broken Bay website

<https://curianet.dbb.org.au/CatholicSchoolsoffice/dsresources>

COUNSELLING SERVICE

Maria Regina has a student counselling service provided by the Catholic Schools Broken Bay based on referral by the Principal with parental consent. Families wanting to access the Counsellor for their student should contact the class teacher or Principal.

CURRICULUM

The context in which classroom learning is pursued is called the 'curriculum'. In Catholic Primary Schools, the curriculum is divided into seven Key Learning Areas (KLAs).

1. Religious Education
2. English
3. Mathematics
4. Science and Technology

5. Human Society and Its Environment
6. Creative Arts (Music, Dance, Drama and Visual Arts)
7. Personal Development, Health and Physical Education

The Catholic Schools Broken Bay, our governing body, sets the Religious Education Syllabus. The NSW Education Standards Authority develops the other six.

RELIGIOUS EDUCATION

At Maria Regina religion permeates the culture of the school through the values we uphold and practise through prayer, liturgy and relationships. It underpins all Key Learning Areas. We encourage students to behave in a manner which reflects Gospel values, thus reflecting our school motto "*Making a Difference*".

ENGLISH

In English students develop knowledge, skills and understanding about English language and literature and the ability to talk, listen, read, view and write with purpose, effect and confidence. They develop knowledge of the ways in which language varies according to context and a sound grasp of language structures, spelling and grammar. The three broad strands of English are:

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

MATHEMATICS

Mathematics involves the development of students' thinking, understanding, competence and confidence in the application of Mathematics. The three broad strands of Mathematics are:

- Number and Algebra
 - Measurement and Geometry
 - Statistics and Probability
-

SCIENCE AND TECHNOLOGY

In Science and Technology students develop competence, confidence and responsibility, in their interactions with science and technology. There are 2 main strands: **Natural** and **Made** environment and within these content strands we focus on the skills of *Working Scientifically* and *Working Technologically*.

HUMAN SOCIETY AND ITS ENVIRONMENT

- In History students investigate their personal, family and community history.
- In Geography students investigate people, places and environments.

CREATIVE ARTS

Creative Arts enables students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance and to appreciate the meanings and values that each of the art forms offers personally, culturally and as a form of communication. The broad strands of Creative and Practical Arts are:

- Visual Arts
- Music
- Dance
- Drama

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

PDHPE develops the knowledge, skills, understanding, values and attitudes students need to lead healthy, active and fulfilling lives. The three broad strands of PDHPE are:

- Fundamental Movement and Physical Activity
- Healthy Choices
- Self and Relationships

(Taken from NSW Primary Curriculum Foundation Statements)

CUSTODY

In order to protect the rights of the student and the custodial parent in the event of a marriage separation or divorce, it is vital that the school has on file a copy of the custody and access award made by the court.

DIFFERENTIATED LEARNING

Each class teacher is highly trained in meeting the learning needs of each student. Teachers prepare differentiated learning programs in all Key Learning Areas and continually assess student learning gains. Maria Regina also provides whole school and stage programs to meet the individual needs of students, for optimal learning.

DIOCESAN

Diocesan describes any activity within our Diocese, which is Broken Bay, under the guidance of Bishop Anthony or his representative.

DIOCESAN PARENT COUNCIL OF BROKEN BAY DIOCESE

The Diocesan Parent Council (DPC) is the official parent body recognised by the Bishop and the Catholic Schools Broken Bay to represent the parents of all students attending Catholic schools in the three regions of the Diocese. The Diocesan Parent Council has significant access to and involvement in mainstream

education issues as well as input into policy and financial decisions. Membership of the Executive Committee of the Broken Bay Parent Council comes from representatives of the Parents and Friends Associations of the Catholic Schools in the Broken Bay Diocese.

The main aim of the Diocesan Parent Council is to:

- strengthen the participation of all parents in our Catholic schools by providing input into the diocesan level committees;
- actively encourage the flow of information from parents and to provide a voice for parent issues;
- promote the parent/parish/schools partnership via projects that embrace parents, students, the school church and the community;
- promote the Catholic school parents' views to the Bishop, the schools board, the Catholic Schools Broken Bay and school administrators; and

For further information, please contact the Diocesan Parent Council Administrative Coordinator via the Diocese website: <https://csbb.catholic.edu.au/>

DROPPING OFF AND PICKING UP STUDENTS

BEFORE SCHOOL: Students should make their way to their classrooms, place their bags outside the classroom and play in the supervised areas. Parents may accompany their students and stay in the grounds until the bell rings. Any student arriving after the bell must go to the office for a late pass. Students are permitted to play games with tennis balls only before school.

AFTER SCHOOL PICK UP:

We ask that all parents fill in the dismissal form handed out at the beginning of the year and inform the school of any changes throughout the year. We ask that your student is aware of their pick up arrangements each day, so they feel comfortable and confident at the end of the day.

If your student is being picked up by an adult that is not their parent, please email the school this arrangement for our duty of care for all students.

HALL PICK UP

Parents who are picking up their students are asked to wait for students *inside* the school gate. Teachers will accompany students down to the hall and supervise them until they are picked up. Any students who have not been picked up by 3:10pm will be taken to the office foyer. Students who catch the bus or walk home will meet the teacher on duty at the top of the driveway.

It is essential for everyone's safety that parents and carers follow the road rules and road safety regulations when picking up their student/ren – using the legal crossings, no illegal parking, no students to cross the road by themselves, no unsafe/illegal U-turns.

KISS AND DROP (CHURCH PICK UP)

The Kiss and Drop Zone is in front of the Maria Regina Church.

The Kiss and Drop Zone operates in the afternoons from **3:00pm – 3:10pm**. The teachers will supervise the students to the area in front of the church and assist them into the cars. Drivers are not permitted to get out of the car. Please ensure that bags etc are in the car as the driver is not to get out of the car to go to the boot. **All signs around the Kiss and Drop area must be obeyed, eg “No Stopping”, “Bus Stop”.** (Please be aware that if you are blocking the footpath you could be booked by the ranger.)

You will be unable to use ‘Kiss and Drop’ if your student is unable to get themselves into the car without adult assistance, buckle up their own seatbelt and close the door by themselves. Please use the name sign each time you use kiss and drop, to ensure this dismissal arrangement remains safe for all.

BUS / WALKING LINE

The Teacher on duty will walk the students to Barrenjoey Road lights and cross the students over. The teacher will wait with any students catching the bus. If students are using this dismissal arrangement, it is essential that parents inform the school.

OOSH

students who are booked into OOSH will be walked down to the hall by the teachers on the hall pick up line.

CHANGE OF AFTERNOON ARRANGEMENTS

Parents are to inform the school as soon as possible of any changes. If a change occurs in the afternoon, parents are to call the school to ensure the message reaches your student, please do not email changes after 2pm.

ENROLMENTS

Enrolment packages are available from the office. The school takes applications for enrolment on request throughout the school year. Kindergarten applications are accepted in Terms 1 and 2 the year prior to commencement. A student starting school must turn 5 before 31st July in the year he or she commences. All enrolments are considered by the enrolment committee. Enrolment priority is in accordance with the Broken Bay Diocesan Enrolment Policy.

EMAIL PROTOCOL

- All emails to staff of Maria Regina are to be sent via mra@dbb.catholic.edu.au with the subject line: Attention (teacher's name)
- All emails to Miss Thorpe are to be sent via mra@dbb.catholic.edu.au
- Teachers are unable to access their emails during the school day as they are teaching, if you have an urgent message, please ring the school (7256 2138)
- Please always use respectful language in your emails – we believe a phone call or meeting is the best way to discuss any social, emotional or learning concerns rather than over emails when communication and messages can be misconstrued.

FEES

Catholic Schools Broken Bay reviews and determines school fees annually. Accounts are sent in Terms 1, 2 and 3. These accounts should be finalised by the end of each of those terms. Current school fee schedules can be obtained from the school office.

In case of financial difficulty, parents are asked to speak with the Principal to work out a satisfactory arrangement. When fees are outstanding for **no apparent reason**, they are automatically sent to Catholic Schools Broken Bay for debt collection.

FORMAL INTERVIEWS – PARENT/TEACHER MEETINGS

FORMAL INTERVIEWS

There is an opportunity for two formal interviews a year - after the half yearly and yearly reports have been made available on COMPASS. We encourage students to be involved in the interview as well.

INFORMAL INTERVIEWS

Parents are encouraged to communicate frequently and openly between home and school. Many problems can be prevented or alleviated by prompt action. We do ask, **however, that this be done at a mutually convenient time with the teacher. A phone call** or quick note may help arrange an appointment.

FRUIT BREAK (CRUNCH AND SIP)

Each morning all classes have a fruit / vegetable break. Students are encouraged to bring fresh fruit / vegetables to be eaten at this time.

GIFTED AND ENRICHMENT EDUCATION

We aim to provide educational opportunities that are appropriate, challenging and motivating to all students. We recognise that all students have individual needs and that many have specific skills or talents

and that can be developed and nurtured within the school setting. It is our aim to provide the education that is appropriate to all students' needs. At Maria Regina we believe that it is our responsibility to develop the whole person and recognise that there are many areas of giftedness and that students can be talented in a wide variety of specific skills. Therefore, many opportunities and learning styles need to be presented to each student in order for them to reach their learning potential.

HAIR

For health and educational reasons hair should be out of the eyes, off the face and always tied back with ribbons in correct school colours. If your student's hair falls into their eyes or touches their shoulders, they will be requested to tie their hair up, pin it back or cut it. We appreciate your support with this.

HEAD LICE

While the incidence of head lice infestations in the school has been minimal, parents must remember that anyone can catch head lice, especially where a number of people work or play together. Long hair should always be tied back or plaited. Parents are asked to check students' hair weekly and to examine in particular the area around the nape of the neck; especially if there have been complaints of itching. Nits (eggs) look like small whitish specks stuck to the hair. In the event of finding lice or nits, please inform the school and KEEP YOUR CHILD AT HOME until treatment has been carried out. Chemists supply suitable treatment preparations.

HOME LEARNING

Maria Regina Primary School recognises that learning is an ongoing process which takes place in a variety of situations including the home. Home learning is purposeful out of class learning that seeks to enhance the extent to which each student benefits from their education. It provides an opportunity for students to share their learning with their families, to consolidate work learnt in the classroom and to prepare for lifelong learning beyond the classroom experience.

We believe home learning supports student learning by:

- developing independent learning, self-discipline, time management and organisational skills.
- allowing students to practise the skills introduced to the class.
- extending students' knowledge.
- providing opportunities for individual research.
- encouraging good study habits in preparation for further education.

Types of Home Learning may include: reading, language, writing, spelling, handwriting, problem solving, mental maths, tables, independent research, contract and assignment work, collecting items and information, sharing family events and activities, surveys, interviews, experiments, creative activities and on-line activities.

IMMUNISATION

Parents of school aged students are required to provide notification to the school of their student's immunisation status. Immunisation booklets, information and the required immunisation certificate are available from your local doctor.

INFECTIOUS DISEASES

Under the Public Health Act and Department of Education Regulations, some common infectious diseases require students to be kept away from school for varying lengths of time to prevent the spread of infection. Parents must seek medical advice if an infectious disease is suspected. Parents must also **contact the school office** if a diagnosis of the following diseases is confirmed:

COVID	Measles	Diphtheria	Polio	Whooping Cough
Conjunctivitis	Meningococcal	Slapped Cheek	Chicken Pox	Scabies
Impetigo	Mumps	Tetanus	Rubella	

JEWELLERY

Watches and earrings (studs or sleepers – one in each ear) are allowed. Chains with a small cross are permitted but must be worn inside clothing. Extra jewellery such as surf bands, necklaces, rings, friendship bands etc. are **NOT** to be worn and students will be asked to remove them.

LEARNER DIVERSITY

The school has a Learning Diversity teacher and Learning Support Assistants who work with students who have been identified by the school on specific programs.

LIBRARY

The class teachers encourage students to borrow a variety of books during each Library lesson. All students are expected to bring a Library bag to school in which to carry their borrowed books. Lost books or damage to books must be replaced by the family. A team of parent helpers, as well as the Year 6 Library team, assists in the library.

LOCAL EXCURSIONS

A special permission note is signed at beginning of the year by the parent/guardian to cover excursions which do not require transport e.g. park, beach and shops. Other excursions are organised by the class teachers to enhance the unit of work. Also specialised “incursions” may be organised.

LOST PROPERTY

We do not have a lost property box at Maria Regina as all labelled items are directly returned to students. Unlabelled items are on display for a week before being disposed of. At the end of each term unclaimed items are placed into the second-hand clothing pool. Students are responsible for their belongings and parents are responsible for ensuring all clothing and items are marked.

MASSES

Family Masses are celebrated in the Maria Regina Church at several times a term on a Saturday evening at 6:00pm. All families are encouraged to attend all these family Masses.

Class Masses are held on nominated Thursdays at 10:00am. Parents are notified in advance of these events and are encouraged to attend.

Whole School Masses and Liturgies are held throughout the year celebrating specific events on the school and Church’s calendar.

MEDICAL REPORTS

Parents are asked to inform and supply the school any relevant medical reports on their student. A copy of reports such as; audiograms, speech therapy, occupational therapy, educational and psychological assessments should be given to the class teacher. These reports provide valuable recommended information which teachers implement to enhance student learning.

MEDICATION

Catholic Schools Broken Bay has asked all schools to implement the [Medication Policy](#). It requires parents to complete a number of forms and to attend a team meeting with relevant staff. The school is now required to administer prescribed medication daily in an organised and closely monitored way. There is to be **no self-medication** except in the case of students who are asthmatic, and this is supervised in the office. Teachers are not expected to take responsibility for administration of medication. The Principal and Senior Admin Officer Secretary will be responsible for the administration of medication. Please complete the [Permission for Administer Medication Form found on the website](#). This form must be signed by a Medical Professional.

'MEET AND GREET THE TEACHER' SESSION

During Week 3, Term 1 all parents are invited to book a 10 minute session in with their classroom teacher to discuss their child. This is a great opportunity for parents to share interesting and helpful facts about their child that will assist the teacher getting to know their students.

NAPLAN

Years 3, 5, 7 and 9 will sit national tests in literacy and numeracy in March, 2024. The National Assessment Program will be carried out in the same week across all four year groups.

NEWSLETTER

Throughout 2024 there will be a video newsletter sent out on a Friday afternoon with a short page of reminders. The video newsletter will contain all important information about what is happening in the school and the reminder newsletter will only contain important dates or links. These are sent out via Compass and you can also view the videos on the school's Facebook and Instagram pages. The video newsletter can be watched or simply listened to in a podcast style.

OFFICE HOURS

The school office is open 8.00am – 4:00pm Monday to Friday.

OOSH

Maria Regina has an onsite OOSH (Out of School Hours Care). This service is run by Catholic Care.

- After School Care - 3pm – 6.30pm
- For more information on OOSH please go to the website: <https://catholiccareddb.org.au/contact-form/>

OPEN CLASSROOMS

Once a term the school will host 'Open Classrooms' for current parents to experience life in the classroom. These are opportunities for parents and carers to visit the classrooms and either view a lesson or participate in an activity with the class. Each term the subject for these open classrooms will vary (eg English, Maths, Religion or another subject) – dates and times will be communicated through the reminder newsletter. The open classrooms will also include a short presentation from the school leadership team to explain what you will be seeing and why this is happening. Important information will also be communicated about confidentiality, respecting the teacher and students and privacy when in the classrooms.

OPEN DAY

Open Day is for all prospective parents who are considering Maria Regina School for their student. It is generally for parents of students who will be entering Kindergarten the following year, however all are welcome. It is an opportunity for prospective parents to meet the Principal, walk through classrooms, speak to staff and students and have morning tea. Open Days are usually held in March and May/June.

PARENT EDUCATION

At Maria Regina School we believe Parent Education is essential in a strong home/school partnership. Several times throughout the year Parent Education sessions are conducted in Key Learning Areas and areas of interest to parents. All parents are encouraged to attend.

PARENT HELPERS/VOLUNTEERS

The participation, involvement and help of parents, close relative and other volunteers are 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 student protection legislation. This means all volunteers must:

- sign on at the front office, be inducted on the website and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with students
- not engage in any inappropriate behaviour towards any students. 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 student or young person must be investigated (see Student Protection).

PARENT NETWORK

Maria Regina also has numerous ways in which parents can contribute to school life. The Parent Network is fundamental in helping create community events and celebrations, and for communication and information flow amongst the heart of our school. The Parent Network hosts numerous parent led events throughout the year. These events help to promote school community and also raise funds towards school improvement. Events are an ideal opportunity to meet other parents from the school. Each class has been assigned an event to run and organise. Each term there will be a Parent Network meeting that people are invited to attend in person or via zoom to find out what is happening in the school and social events for parents. All information about these meetings and events will be communicated in the reminder newsletters.

PARENT NETWORK MEETINGS

Each term a meeting will be hosted by the Principal and other school staff (in person or online) that will outline school goals for the term, upcoming school events, structures and procedures as well as school expectations. All parents are encouraged to come along or watch the recording.

PARENTS DURING SCHOOL HOURS

Parents who are at the school after the morning bell must report to the office. If you are assisting in the classroom you must sign in/out on the COMPASS Kiosk and a "Visitor Badge" must be worn.

Parents are not to go to the classroom during school hours. If a student has forgotten an item or lunch etc. it is to be left at the office and staff will ensure it is given to the student.

PARENT INVOLVEMENT

Parental involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, reading groups, canteen, being a class parent coordinator or through Parent Network activities. It is important that all parent helpers/volunteers are aware that they are subject to student protection legislation. This means all volunteers must:

- complete a Volunteer/Student Declaration declaring they not a prohibited person;
- sign in at the COMPASS Kiosk in the front office,
- be inducted and get a "Visitor Badge" from the office
- not engage in any inappropriate behaviour towards any students.

(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 student or young person must be investigated (see Student Protection).

PARISH SACRAMENTAL PROGRAM

The Church recognises the importance of the parents' role in their student's faith formation. The Parish of Pittwater conducts family-centered sacramental programs for Confirmation, Reconciliation and First Eucharist. These sacraments complete the journey of the Sacraments of Initiation that began with Baptism.

Parents are invited to enrol their students in these programs. Students are presented for the Sacrament of Confirmation (in Year 3 or later) before they receive the Sacraments of Reconciliation and Eucharist the

following year(s). Families meet in groups led by parent facilitators and use support materials prepared by the Diocese of Broken Bay. All enquiries should be directed to the Sacramental Co-ordinator of the Parish.

Students make the following Sacraments:

- Confirmation Year 3
- Reconciliation Year 4
- First Eucharist Year 4

PASTORAL CARE

Classroom practices and discipline at Maria Regina School is based on 'Positive Behaviour for Learning' practices. Behaviour management at Maria Regina is seen as guiding, leading, encouraging and demonstrating Christ-like behaviour and Christian values.

PETS

No animals are permitted on the school grounds without the permission of the school Principal.

PHOTOGRAPHS

School photographs are taken annually. Students are photographed in class groups, leadership groups, individually, and at parental request, with brothers and sisters.

During the year there will be a few times when your student's photograph may be taken for inclusion in class displays, on the school's website page or Facebook, in the Newsletter, local papers or Diocesan publications. You will be asked to sign a permission note which is given out at the beginning of each year to students.

PHONES & SMART WATCHES

- Phones / watches must be switched off (or put on 'school mode') during school hours. They must not be used to make calls, send personal text messages, take photos, search the internet or go on any other apps.
- Mobile phones must be handed into the classroom teacher each morning and kept in the teacher's desk at all times during the day.
- Mobile phones must be clearly labelled with the student's name.
- The school accepts no responsibility for the loss, theft or damage of any mobile phone whilst on school premises.
- If parents need to contact students urgently, they are asked to contact the school office so that the important message can be passed on by a member of staff in an appropriate manner.

- If a student needs to make an urgent phone call during the day, the student should request to do so at the school office.
- If a student uses a mobile phone during school hours, the phone will be confiscated and kept in the school office. The phone will be returned to the student only upon receipt of a letter from the student's parent or carer acknowledging the phone was misused and requesting its return. Alternatively, the parent can pick up the phone from the office.
- The school will issue the student with a receipt when a phone is confiscated. The student must sign a receipt acknowledging return of the phone by school personnel.
- In the event that it is suspected that images or videos of other students /teachers have been recorded or that inappropriate content is stored on the device, the Principal or another staff member nominated by the Principal may inspect the contents of the phone and take appropriate action that may include contacting parents or informing the Police.
- No student will be permitted to connect a mobile phone to the DSS Wireless Network

PRIVACY

The school abides by the Privacy Act. Information collected by the school is used only for school purposes and stored in a secure location. [The Diocese of Broken Bay Privacy policy can be found on the school website.](#)

PROFESSIONAL DEVELOPMENT FOR STAFF

As professionals in the education field, teachers need to constantly update their professional development. Much of this occurs out of school hours, during staff meetings, in-service courses, university courses and professional conferences. However, there are times when professional development is necessary during school time. When this occurs a relief teacher is employed to follow the normal class program left by the class teacher.

PROHIBITED USE OF DRUGS

Drugs and misuse of prescription drugs and smoking on school premises, including school buildings and playgrounds is prohibited. This includes students, employees, visitors and other people who use school premises.

PUBLIC SPEAKING

Each year the senior students enter in public speaking competitions such as Northern Beaches Catholic Primary Schools Public Speaking Competition. All students Kindergarten to Year 6 also enter the Maria Regina Public Speaking Competition.

PUPIL FREE DAYS

There are 9 Staff Development Days during 2024. These are pupil-free days and parents are given advanced notification through the school newsletter and on the website calendar for all dates.

QKR!

Our School has launched *Qkr* (by *MasterCard*) as an easy to use, secure phone app for making school payments from your mobile phone. *Qkr* will accept payment using **ANY** credit/debit card (except American Express) and has a simple checkout function. No information is stored on the mobile phone. We are encouraging all credit card payments to be completed through *Qkr* particularly for canteen orders, school fees or other special events etc.



Step 1. Download *Qkr!* on your Android phone or iPhone.

iPad users can download iPhone App. [App Store](#) or [Google Play](#)

Step 2: Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3: Find **Maria Regina Catholic Primary School, Avalon**

Step 4: Register your Students

When first accessing your school menu, you will be prompted to register your student. This allows you to make school payments on their behalf.

Note: The [Qkr web client](#) is available for those not wanting to complete transactions from their mobile phone.

ABOUT THE QKR! APP

Qkr is a safe, secure and reliable way to pay for school items. *Qkr* is provided by MasterCard so you know the payments are secure. No information is stored on your phone. Registration details and card information are saved securely on the MasterCard network. *Qkr* will accept payment using **ANY** credit/debit card (except American Express).

REPORTS

Parents receive two formal reports on their student's progress through the year via COMPASS. The first report is received mid year and is followed up with a '3 Way Interview' (teacher, student and parents). During the 3 Way Interview educational progress is discussed and learning goals set to be achieved. The second report is received at the end of year, in which an optional interview is offered by the class teacher.

SCHOOL BAND

The school has a Junior (Year 3 & 4) and Senior (Year 5 & 6) ensemble that work with Evergreen Music. Tuition is an essential component of being in the band. The Band Director will assist in securing a tutor for your student.

SOCIAL MEDIA OFFICIAL ACCOUNTS

All parents and friends are invited to like and follow our Facebook and Instagram accounts to get an insight into the day-to-day life at Maria Regina. Parents will complete a photo permission form at the beginning of the year to inform the school if their student's photo can be added to these platforms.

Facebook: <https://facebook.com/mradbb>

Instagram: @maria_regina_avalon

SCHOOL HOURS

8.15 am	Playground supervision begins
8.45 am	School Commences
11-11.20am	Morning Tea
12.40-1.30pm	Lunch
2.55 pm	School Dismissal

SICK STUDENTS

If your child is unwell, we ask that they stay at home to rest and recover. If they display symptoms of illness while at school, the class teacher advises the office. Parents are then notified if a child is too sick to return to class.

SPECIALIST LESSONS

LIBRARY

Each class will have a fortnightly library lesson with the Teacher Librarian and can borrow from a wide selection of fiction and non-fiction books. The Teacher Librarian also co-ordinates the Premier's Reading Challenge.

PHYSICAL EDUCATION

There is a qualified Physical Education Teacher who teaches the students for 40 minutes each week. In addition to this the classroom teacher takes the students for physical education activities to ensure that the students receive the mandatory 90 minutes physical activity per week.

DANCE FEVER

As part of our Creative Arts program we have employed **Dance Fever Australia** to teach a dance program for all grades Kindergarten to Year 6 during Term 2. Participation in the Dance program is compulsory. At the end of the term there is a Dance Fever Interschool Challenge at Homebush for those students in Years 3-6 who wish to represent the school.

LEARNING SUPPORT

The school's Learner Diversity Team includes a Learner Diversity Teacher 4 days per week and Teacher Assistants. The members of this team, work with teachers, parents and students in a collaborative model to support and enhance students' learning in the classroom

MUSIC

As part of the Creative Arts syllabus, we have a specialist music teacher. All students have a music lesson each week.

CODING

As part of the Science and Technology syllabus the teaching of algorithmic thinking in relation to coding, robotics and digital technologies is compulsory. All students at Maria Regina participate in a 10-week coding course throughout the year with code4fun.

SPECIAL EVENTS

Some of the special events to look out for in the term calendar are:

- Colour Run
- Mother's Day Breakfast, open classrooms and Mass
- Father's Day Breakfast, open classrooms and Mass
- Grandparents Day - Mass and Morning Tea
- Annual celebration of Timor Leste Independence Day (May)

SPORT AND PHYSICAL EDUCATION

The school follows an active sport and physical education program. The sport program seeks to develop skills to prepare the students for involvement in various sports and develop healthy attitudes toward

physical activity, teamwork and social development. The students can participate in a variety of sports such as; netball, eagle tag, soccer, rugby, tennis and cricket.

All students are involved in the school swimming and athletic carnivals. Years 3 to 6 students can participate in representative sports at school, cluster, regional, diocesan and state levels.

STAGES OF LEARNING

The school is organised into four stages of learning:

- Early Stage One Kindergarten
- Stage One Year 1 and 2
- Stage Two Year 3 and 4
- Stage Three Year 5 and 6

STUDENT LEADERSHIP

We believe that schools have a responsibility to develop the leadership skills of all our students. At Maria Regina students are expected to lead by example and model the values of our school. Many opportunities are provided to encourage student leadership. The Student Representative Council is an active committee of students from Years Kindergarten to Year 6. Leaders are commissioned from the senior classes and leadership roles include School Captains and Vice Captains, Colour House Captains, Library Team, IT Team, Liturgy Team and Environment Leaders. Year 6 also are involved in the Buddy Program for Kindergarten.

SUN SAFETY

Our Sun Safety policy requires all students to purchase the school hat. It is mandatory for students to wear their school hats daily. Students who do not wear a school hat when outdoors, are asked to sit in the shade. Parents are encouraged to provide SPF15+ for their students.

SUPERVISION

Supervision commences in the school grounds at **8.15 am**. The playground is supervised at recess and lunchtime. The teachers on duty supervise students who travel home by bus to the bus stop then remain with the students until the bus arrives and they are safely onboard. Teachers also supervise students going to Kiss and Drop and Pick Up in front of the hall.

NOTE: If a student misses a bus, or a parent is late, the student will go to the office area and parents are notified.

TEAM MEETINGS

Teachers or parents may see the need for a team meeting. This meeting usually involves the parents, the teacher, the Principal, the Learner Diversity Teacher. It may also involve consultants from Catholic Schools Broken Bay and any other professionals involved in the student's education such as speech therapist, psychologist, occupational therapist etc. It is an opportunity to share information and to plan co-operatively about the future needs of the student.

TECHNOLOGY

Each classroom has state of the art technology to enhance student learning. Teachers follow the school's technology scope and sequence to sequentially develop all students' technological skills and proficiency from Kindergarten to Year 6.

At the beginning of the year each class participates in cyber safety lessons. Maria Regina has a clear policy on cyber bullying. Parents and students at the beginning of each year are asked to sign an internet user agreement and support this throughout the year.

Technology is integrated into all Curriculum Areas. Classes have access to iPads in their classrooms and Interactive Whiteboards.

TRAVEL ARRANGEMENTS

We ask that you avoid changes in travel routines as much as possible. This minimises disruptions in lessons, class routine and in general enhances the student's sense of security. Students need to have a clear understanding of all travel arrangements. Make sure your student knows their routine each day (**emergencies are always the exception**).

When catching the bus for the first time, notify the class teacher who will ensure the student knows the correct procedures. **Please do not call the office last minute unless it is an emergency.**

UNIFORMS

At Maria Regina we take great pride in our school uniform as it reflects who we are. Therefore, it is imperative all students wear the correct school uniform daily.

All uniforms to be purchased from Pickles

Pickles School Wear: Unit 8/42-46 Wattle Road, Brookvale

CONTACT: 9905 2711 or <https://www.pickleschoolwear.com/home>

Mon – Fri; 9am to 5pm OR Saturday; 9.30am to 12noon

All students are expected to have the Maria Regina school bag

Generally, Summer Uniforms are worn in Term 1 and Term 4 and up to the long week-end in Term 2. Winter uniforms are worn after the long week-end in June and all of term 3. Parents will be informed in extreme out of season weather which uniform may be worn.

Uniforms	
Girls	Boys
Summer	Summer
OPTION 1: Aqua dress (white tabs sewn on) OPTION 2: Skort and shirt Black leather shoes (no boots or sneakers) Plain white ankle socks White, aqua or blue ribbons, headbands or scrunchies School hat (summer and winter) – New 2023	Grey shorts (not Corduroy or Surfing Brands such as Billabong, cargo etc) School Blue Shirt – Short Sleeve with School Logo Grey ankle socks Black leather shoes (no boots or sneakers) School hat (summer and winter) – New 2023
Winter	Winter
Tunic with button tie ribbon School Blue Shirt (long sleeve) Navy Blue School Jumper Grey tights or ankle socks Black shoes (no boots or sneakers) School hat (summer and winter) – New 2023	Grey shorts/trousers Long sleeve polo shirt Navy Blue School Jumper Grey socks (ankle socks) Black shoes (no boots or sneakers) School hat (summer and winter) – New 2023
Sports Uniform Boys and Girls	
School Polo Shirts (New 2023) Navy Blue School Logo Shorts (New 2023)	

Plain white socks
Navy Blue School Tracksuit (micro fibre)
Sandshoes/Sneakers
School Bag with School Logo

VACATION CARE

Catholic Care will be offering Vacation Care for Maria Regina families commencing January 2023. All information will be communicated via the Compass App.

WEBSITE

Please visit our website for any additional information: www.mradbb.catholic.edu.au

APPENDIX 1 - STUDENT PROTECTION INFORMATION FOR PARENTS

At Maria Regina we take our responsibility to protect students seriously. All staff are expected to promote student safety by having a clear understanding of their legal student protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

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

MAINTAINING PROFESSIONALISM

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward students. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no student is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with students, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to students and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

Demonstrate appropriate relationships with students 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 students 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 BY STAFF

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any student 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 Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with students to ensure systems are in place for recording and responding to all allegations of a student protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any student or young person, it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB Safe Guarding Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSBB will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a student, counselling or other support will be offered to the student.

SCREENING OF THOSE WORKING IN SCHOOLS

Working with Students Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc. are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with students who are not suitable. A person who has been convicted or found guilty of a listed serious offence against students (whether in NSW or elsewhere) is prohibited from working in a student-related role.

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 student protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with students.
- not engage in any inappropriate behaviour towards any students. 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 student or young person must be investigated.
- Volunteers who are not the parent or a close relative of a student at the school will be expected to undertake a Working With Students Check.
- A 'parent of a student' includes a carer or person who has legal responsibility for a student.
- A 'close relative' includes a spouse or de facto partner, student, step-student, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the student according to the indigenous kinship system.
- Similarly, any volunteer working in a high-risk role will be required to undertake a Working With Students Check. High risk roles are those where volunteers are working with particularly vulnerable students.
- Providing personal care with intimate contact to students with disabilities
- Providing mentoring services
- Further information on the Working With Students Check can be found on the website for the Office of the Students' 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 the CSBB Safe Guarding Team on:

Phone: 9847 0618 or Office Fax: 9847 0611

RESPONDING TO RISK OF HARM

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a student is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Department of Community and Justice Helpline (DCJ Helpline).

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

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

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

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

APPENDIX 2 – BICYCLE/WHEELED DEVICE USER'S PERMISSION NOTE

Catholic Schools Broken Bay and NSW Roads and Maritime Services (formerly NSW Roads and Traffic Authority) recommend that students under 10 years of age DO NOT ride bicycles or wheeled recreation devices (scooter, skateboard, rollerblades) to or from school unless accompanied by an adult.

I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles and wheeled recreation devices. This includes the pedestrian's right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike or wheeled device in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle or wheeled device to and from school.
- I will dismount before entering the school grounds and walk my bicycle or wheeled device whilst on site.
- I understand that if I bring my bicycle or wheeled device to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
- I will not ride my bike or wheeled device in the school grounds during and after hours.
- I will not lend my bike or wheeled device to another student when travelling to and from school.
- I will not carry any passengers on my bike or wheeled device.

Signed (student/student): _____ Date: _____

Signed (parent/carer): _____ Date: _____