



Nurturing Disciples



Good Shepherd
CATHOLIC PRIMARY SCHOOL HOXTON PARK

**Parent
Handbook
2025**

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Principal's Welcome

It gives me great pleasure to welcome you to Good Shepherd Catholic Primary School Hoxton Park.

As part of the parish community of Good Shepherd we strive each day to work together to be 'Nurturing Disciples'. In Scripture, Jesus, the Good Shepherd (John 10:8), takes care of his whole flock. Each student in our school is valued, cared for and known.

There is a deep connection between our school and parish. At Good Shepherd Catholic Primary School, students and families are provided with opportunities to grow in faith and hope for a bright future.

Our dedicated and highly skilled staff work together to design learning experiences for students that inspire and empower. Good Shepherd School's core values of FAITH, LEARNING, COMMUNITY and RELATIONSHIPS are brought to life each day in our wonderful school community.

God bless,

Mrs Leonie Sewell
Principal

Vision and Mission

Vision: For each child to embrace a hope-filled future, formed in faith, love and learning

Mission: To provide highly effective teaching that challenges and inspires all learners

KNOW THE LEARNER

Teachers work collaboratively to determine the learning needs of all students

INSPIRE THE LEARNER

Learning is engaging, challenging and motivating

EMPOWER THE LEARNER

Learning is applied and demonstrated across a variety of contexts

School Prayer

**God our Father, we, the family of Good Shepherd School,
ask you to bring us together in love, truth and courage.**

**As a good shepherd protects his sheep,
look after and guide us on our journey.
Direct our path so we can become nurturing disciples who show
care, forgiveness and love to others.**

**Fill us with courage to spread your Good News.
Make us people of action, working for peace and justice.
Give us the understanding to appreciate and celebrate our differences.**

**We thank you for our school and our families.
Bless us as we seek to live as children of God and
grow to know you more.**

Amen



School Song

Nurturing Disciples

We are nurturing disciples
We all follow in God's way
Walking hand in hand together
As we live and grow each day
We will follow in your footsteps
With each other on your way
With your loving hand you guide us
And protect us everyday

Jesus, you are the Good Shepherd and we, are your sheep
Living in your love, a love that is so deep
You keep us safe around you and sheltered in your arms
In your fields we find our peace and you keep us safe from harm

We are nurturing disciples
We all follow in God's way
Walking hand in hand together
As we live and grow each day
We will follow in your footsteps
With each other on your way
With your loving hand you guide us
And protect us everyday

You nurture us and guide us, as we learn and grow each day
You are there beside us, every step along the way
I know that you are with me, giving strength in all I do
And when I search within my heart I find my home in you

We are nurturing disciples
We all follow in God's way
Walking hand in hand together
As we live and grow each day
We will follow in your footsteps
With each other on your way
With your loving hand you guide us
And protect us everyday

We walk your path together, hand in hand along the way
Nurturing each other, in what we do and what we say
We celebrate together, each and every one
In the arms of the Good Shepherd, together we are one



School Details

School	Good Shepherd Catholic Primary School
Address	21 Twentieth Ave, Hoxton Park NSW 2171
Phone	9825 8455
Email	info@gshoxtonpark.catholic.edu.au
Facebook Page	https://www.facebook.com/goodshepherdhp
Website	https://gshoxtonpark.syd.catholic.edu.au/
Principal	Mrs Leonie Sewell
Assistant Principal	Mrs Kerrie-Ann Parker

Good Shepherd Parish Details

Parish	Good Shepherd Parish Hoxton Park
Address	21 Twentieth Ave, Hoxton Park NSW 2171
Phone	9825 8154
Email	catholicparish@hoxtonpark.org.au

Presbytery:

Fr Simon Kitimbo (Parish Priest)

Good Shepherd Parish Office:

Monday-Friday (8.30am – 3.30pm)

Good Shepherd Parish Masses:

Saturday Vigil: 5.30pm

Sunday Masses: 8.00am, 10.00am, 5.30pm

Weekday Masses: Tuesday 7pm, Wednesday 9am, Thursday 7.30am, Friday 9am

Reconciliation: Tuesdays 6.20-6.50pm, Saturdays 4.30-5.15pm or by appointment

Enrolment Information

We take great pleasure in welcoming new families into our school community.

In choosing a Sydney Catholic school, parents enter into a partnership with the school where the responsibility of their child's education is shared between them, as the primary educator of their child, and their school community.

This partnership between parents and their school community is based on the guiding principles described in the [Parent Charter for Sydney Catholic Schools](#). It takes place in an environment of open, respectful and two-way communication where the expectations for the partnership are understood by everyone involved.

The Parent Charter for Sydney Catholic Schools outlines for parents the principles and expectations that underpin the partnership between parents and schools. It is an important touchstone for all partners in Catholic education, to help build school communities based on the enduring values of faith, hope and love.

Sydney Catholic schools strive to nurture a partnership between parents and schools where:

- all relationships are based on mutual respect, trust and a spirit of collaboration in accordance with the ethos and values of the Catholic Church
- parents are recognised for the primary role they play in their child's faith formation, learning and wellbeing
- teachers and staff are respected for their professional skills and competence in educating students in the context of Gospel teachings
- parents, schools and parishes work in partnership to achieve the best possible outcomes for each student.

SCS Parent Charter

Enrolment Commitment

In Australia we celebrate over 200 years of Catholic education. The basis for the existence of Catholic education is the firm belief in Christ being central to all we do in educating our children. With this belief comes the responsibility of members of the community to actively participate in the life of both school and parish.

Before accepting enrolment for your child, we ask you to reflect on the following expectations, which are based on the firm belief in the partnership between home, school and parish. Accepting enrolment means that you take responsibility for the commitment outlined below.

As parents we will:

- accept the responsibility for helping our child to respond, as a member of a faith community, to his/her Baptism by guiding him/her towards fuller participation in the sacramental life of the Catholic Community.
- ensure that our child experiences worship and prayer within the parish community.
- support the ongoing education of our child by participating in school activities such as grade Masses, liturgies and school assemblies where possible.
- support school policies in the areas of discipline, uniform, hairstyles and behaviour which are designed to reflect the Gospel values on which Catholic schools are founded.
- become involved in the school community, where possible, by attending meetings, functions and projects, assisting the teacher in the classroom, etc.
- pay school fees as determined by Sydney Catholic Schools (bearing in mind that no child shall be excluded from a Catholic education at Good Shepherd Catholic Primary School for purely financial reasons).

Term Dates

2025 Term Dates

Term 1	Friday 31st January (Staff Development Day) Monday 3rd February (Staff Development Day) Tuesday 4th February (Kindergarten to Year 6 return)	Term 1 concludes Friday 11th April
Term 2	Monday 28th April (Staff Development Day) Tuesday 29th April (Students return) Friday 6th June (Staff Development Day)	Term 2 concludes Friday 4th July
Term 3	Monday 21st July (Staff Development Day) Tuesday 22nd July (Students return) Monday 8th September (Staff Development Day)	Term 3 concludes Friday 26th September
Term 4	Monday 13th October (Staff Development Day) Tuesday 14th October (Students return)	Term 4 concludes Wednesday 17th December

Bell Times

8.10am	Supervision begins - school gates are opened
8.40am	School begins - gates are locked
10.50am	Lunch begins
11.30am	Lunch finishes
12.00pm	Angelus
1.30pm	Recess begins
2.00pm	Recess finishes
2.40pm	Buses depart
3.00pm	School finishes - gates open
3.30pm	Supervision finishes

School Background

Good Shepherd Catholic Primary School was founded in 1997, in response to the expressed needs of the Catholic families within the parish. The school opened with just 54 children in Kindergarten to Year Two. Since then, the school has grown to be a place where each person nurtures, and is nurtured, to realise their full potential, both as individuals and as members of the Good Shepherd community.

In 2025, Good Shepherd School celebrates 28 years since its opening in 1997. Enrolments are now above 460 students. There are 17 classes from Kindergarten to Year 6.

The spirit of community permeates all the endeavours of the school with the person of Jesus Christ, the Good Shepherd, as its focal point.

The image of Jesus as the 'Good Shepherd' is based upon John's Gospel (10:10-15), where Jesus speaks:

*I have come so that they may have life
and have it to the full.
I am the good shepherd:
the good shepherd lays down his life for his sheep.
The hired person, since the sheep do not belong to them,
abandons the sheep as soon as they see a wolf coming.
Then the wolf attacks and scatters the sheep.
This person ran away because they were only a hired person
and has no concern for the sheep.
I am the good shepherd:
I know my own and my own know me,
just as the Father knows me and I know the Father;
and I lay down my life for my sheep.*



Naming of Classes

Classes at Good Shepherd Catholic Primary School have been named according to themes that reflect and promote pride in our nation.

Early Stage One (Kindergarten) and Stage One (Years 1 and 2) are named after native plants:

- *Banksia (Kindergarten)*
- *Blue Gum*
- *Waratah (our State's floral symbol)*

Stage Two (Years 3 and 4) are named after Australian national parks:

- *Daintree*
- *Ku-ring-gai*
- *Coorong*

Stage Three (Years 5 and 6) are named after prominent Australians whom we have deemed to be "Nurturing Disciples":

- *MacKillop* (after Mary MacKillop, who was named Australia's first saint, St Mary of the Cross)
- *Chisholm* (after Caroline Chisholm, who worked with poor migrants in Australia in the 1800s)

Specialist Support Class:

- First established as an Eileen O'Connor Hub, the Specialist Support Class was named after St. Nicholas. The class was established for students in Years 3-6. In 2020 the class formally became part of the Good Shepherd School community. In 2024 enrolments were extended to students in Year 2 and two classes were formed. In 2024 the classes were renamed as *Acacia Red and Acacia Green*.

General Information

A

ABSENCES

All absences can be recorded using the Compass Parent Portal. Compass enables you to monitor your child's attendance and enter an explanation for an absence. A written note can also be sent to the class teacher upon return to the school. As a courtesy, you may also wish to notify the office by phone or email to info@gshoxtontpark.catholic.edu.au if your child is away for 3 days or more. All unexplained absences will be recorded as such in Compass. Days absent will also be recorded on school reports. All late absences are also recorded. Should this become a regular occurrence, it impacts on student learning and parents will be notified.

Extended Absences

Family travel should be arranged for the school holiday break. Children absent for any holidays during the school term need to request permission from the Principal. Where a child will be absent for **5 days or more**, an 'Application for Leave Form' is required to be completed and lodged with the Principal **at least 3 weeks prior** to leave. This form is available from the school office. A copy of any travel documents i.e: tickets or itinerary will need to be included with the application. Leave of more than 100 days in a twelve month period, needs ministerial approval – the school will pass on relevant forms to parents seeking this. School fees will continue to be charged during these absences from school. **It is not recommended for students to be absent for extended periods during the school term.**

Leaving School Early

No child is permitted to leave the school grounds during school hours unless collected by a parent or other authorised person from the School Office. In the case of children leaving early to attend medical or dental appointments, a note should be written to the teacher outlining the date, time and purpose of the appointment. Parents are requested to make medical or dental appointments outside school hours where possible, rather than disrupt their child's school routine.

If your child needs to go home early, parents are required to collect their child from the office. One of the administration team will call down to the classroom for the child/ren and you will be required to sign them out via the Compass Kiosk in the office. Parents are not permitted to go directly to the classroom. **Children are not able to be dismissed through lunch or recess breaks.**

ACCIDENTS AND SICKNESS AT SCHOOL

If a child reports that they are sick at school, the following procedures will be followed:

- The class teacher will inform the office and a non-medical assessment will be made.
- Generally, a parent of the child will be contacted and informed of the child's symptoms. Appropriate action will be taken at that point.
- The nominated emergency contact person will be contacted if the parent is not able to be reached.
- The school will act in the best interest of the child.
- In the event of a serious accident at school, the following procedure will be followed:
 - Appropriate first aid will be administered;
 - An ambulance will be called by the school;
 - The school will ring the parents;
 - If the parents are unavailable the school will ring the nominated emergency contact person.

AMADEUS MUSIC PROGRAM

The Amadeus Music Program began at Good Shepherd School in 2023. The Amadeus Music Education Program is run during school hours and consists of three parts:

1. Classroom Music



Kindergarten to Year 6

2. Small Group Tuition



Year 3 to Year 6

3. Ensemble Rehearsals



Year 3 to Year 6

1. Classroom Music

A specialist music teacher provides music lessons in the classroom to all students from Kindergarten to Year 6.

2. Small Group Tuition

An Instrumental Tutor will teach students in Year 3 to Year 6 to read music and play their instrument in groups of 5-8 students.

3. Ensemble Rehearsal

A conductor will lead students in Year 3 to Year 6 in an ensemble.

Students from Years 3-6 are provided with their own instrument, which is on loan to them from the school and is theirs to take home. Parents financially support the cost of instrumental hire and maintenance through school fees.

It is imperative that students care for their instrument and remember to bring it on the day of their small group tuition and ensemble rehearsal.

Students must:

- treat the instrument with care and respect.
- regularly clean their instrument.
- keep their instrument stored in a dry space away from changes in temperature (such as in cars or near windows).
- bring their instrument to school on their allocated day for small group tuition and ensemble rehearsals.
- report any damage or maintenance issue to their Instrumental tutor immediately.
- report any loss or theft immediately to their music teacher, tutor or the school office.
- carry out basic care of the instrument according to the instructions sent home inside their instrument case.
- practise at home.
- not lend or sell their instrument to any other party.
- not allow their instrument to be played by others including other students, friends or relatives.

ANAPHYLAXIS

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Good Shepherd School has a number of children with Anaphylaxis. Anaphylactic shock is a medical emergency that requires immediate treatment with adrenalin to prevent permanent injury or loss of life.

This allergic reaction can produce such severe swelling of the air passages that suffocation and death may occur within minutes. Food allergy, insect stings and medication can cause severe anaphylaxis. People with allergies, asthma and eczema may be at increased risk of having an anaphylactic reaction. Peanuts, nuts, eggs, milk, soy, sesame and shellfish are the foods that commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions. Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis.

Good Shepherd IS AN ALLERGY AWARE SCHOOL

In order to support and protect children with Anaphylaxis, and other severe reactions to food products, ***the school urges children and parents to avoid bringing peanut butter, Nutella or other nut products or foods containing any advertised nut derivatives to school.*** Children are discouraged from sharing their food to assist children and families who live with, and manage, this serious condition. When sending children with food to celebrate a birthday please ensure that there are no nut products in the food being sent.

ANIMALS ON SCHOOL SITES

Animals should not be brought onto school sites unless approved by the Principal. Parents are asked to ensure that pets remain outside the school gates during drop-off and pick-up. This is for health and safety reasons.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

The school gates are unlocked at 8.10am. Supervision begins at this time. Parents are asked to ensure that their children are punctual in arriving at school before the bell at 8.40am, in order to be on time for assembly. Any child arriving after 8.40am must report to the School Office with a parent/carer and have their late attendance recorded. A parent/carer must sign in all children arriving late via the Compass Kiosk in the office. Students are not to be late to school as this disrupts their own learning and the learning of their class. No child should be at school before 8.10am when supervision starts.

Kiss and Say Goodbye

Parents are asked to say goodbye to their children before they enter the playground area at the school gate. The mornings are very busy on the school playground with all students gathering on the paved areas as they arrive. Additional adults and toddlers etc. can prevent teachers on duty having clear vision of the children in his/her care. If your child needs assistance entering the playground, please do not hesitate to see the duty teacher who will assist them.

Dismissal Procedures

- Children catching a bus are to assemble at bus lines at 2.40pm when the bus bell sounds. They are to sit quietly until their bus arrives and they are escorted to the bus stop.
- The school gates are unlocked at 3.00pm for parents to make their way to classrooms to collect their child. Parents may enter through the front gates or back gates.
- At dismissal time (3.00pm), the children will be dismissed from their classroom. You are asked to collect your child from this point. We do not allow your child to meet you at your car or at the school gate, as this takes them out of the direct range of school supervision.

- Any students with written permission from parents to walk home, will be permitted to do so from **3.10pm** after the initial busy pick up time. Students will remain with the class teacher until this time.
- At 3.15pm, any remaining students are supervised on the silver seats near the school entry. The back gates are locked at this time.
- Children attending SCECS After School Care meet the SCECS supervisors in the Assembly Area. They are escorted to the Hall area by the SCECS supervisors. In Term 1, SCECS supervisors will collect Kindergarten students from the classroom.
- All students should be collected by 3.30pm.

ASSEMBLY

The school community gathers on a Monday morning to begin each new week with our School Prayer, introduction of weekly Focus Behaviours and selected Bounce Back strategy, messages and the singing of the National Anthem.

Each fortnight, on a Friday afternoon (of even weeks) we again gather as a school community for our Awards Assembly. The Assembly begins at 2.15pm and parents are welcome to join us on the playground. Across the year, classes are rostered to lead the prayer which begins the Assembly. Student awards are presented and birthdays for the fortnight are acknowledged. The names of students who are receiving awards or celebrating a birthday are published in the fortnightly newsletter to allow parents the opportunity to come along to see their child receive an award.

The front gates are unlocked for parents at 2.10pm, just prior to the start of Assembly. Parents are asked to utilise the silver seats that are provided underneath the covered walkway. We ask that parents do not sit along the back wall of the Assembly Area.

When attending an Assembly, parents are asked to be respectful, in the same manner required of students and staff. Please remain in the designated area and actively participate by listening, responding and following staff directions.

Parents are asked to only take photos of their own child/children and refrain from taking photographs of other students without the consent of their parent/carer. In accordance with Sydney Catholic Schools policy, no photographs of other students should be posted on Social Media. When posting photos of your own child, parents are asked to be cautious of students that may feature in the background of photographs.

At the conclusion of the Assembly, parents are asked to remain in the Assembly Area to enable students to move off to class with their teacher and finish off the day before dismissal. At the bell, parents are welcome to move to classrooms to collect their child/children as per usual dismissal procedures.

B

BEFORE AND AFTER SCHOOL CARE

[SCECS OSHC Good Shepherd Hoxton Park](#) offers an onsite Before and After School Care facility. The facility is located in the school Hall and conducted by SCECS. Enquiries should be made directly through SCECS on 02 9568 8628.



BEHAVIOUR EXPECTATIONS AND STUDENT MANAGEMENT

Good Shepherd Catholic Primary School is committed to a safe and respectful environment that is conducive to maximising student learning opportunities.

The Good Shepherd School Student Wellbeing Policy is multi-faceted accounting for the affective domain, effective pedagogy, learning support, restorative justice, differentiated approaches to student incentives and behaviour modification, counselling, pastoral care and guidelines for parent participation.

Parents and staff must be united in their understanding and acceptance of the policy in order for it to be effective.

Guiding Principles

- This informs our School Mission and impels us to embed our whole school behavioural practices within the principle of restoring right relations (restorative justice).
- Corporal punishment is expressly prohibited in the school.
- Sydney Catholic Schools does not sanction administration of corporal punishment by non-school persons, including parents, to enforce discipline in the school.
- We adopt the principles of our whole school pedagogy - *Know the Student, Inspire the Student, Empower the Student*. The pedagogy is framed within the context of continual growth - academically, emotionally, socially, morally and spiritually. When we falter in our relationships, it is perceived as an opportunity for growth.
- The notion of respecting ourselves, others and the environment is at the heart of the policy.

School Rules

We strive to be Good Citizens of Good Shepherd by following our three school rules:

- We are Safe
- We are Respectful
- We are Learners



Roles, rights and responsibilities for all Good Shepherd Catholic Primary School community members are based on the following:

- The school is a safe place for all
- We take responsibility for our actions
- We take responsibility to care for our environment
- We are respectful to others and their property
- All stakeholders at Good Shepherd Catholic Primary School have roles, rights and responsibilities to build a healthy learning community

Supporting Strategies

Good Shepherd Catholic Primary School has the following strategies in place to support positive standards of behaviour.

- Quality learning and teaching practices
- A relevant, engaging and authentic curriculum
- Professional learning for all members of the school community in relation to the Good Shepherd School Student Wellbeing Policy.
- Applying strategic whole school practices –
 - Diverse Learning Education referrals
 - Praise and encouragement (verbal / non verbal)
 - Whole School Positive Reward System Gotcha Cards
 - Public acknowledgment of student work (Nurturing Disciple and Class Awards, Mathematics Awards, Behaviour Awards and Sporting Awards)
 - Sharing work with others (Principal, Assistant Principal, other year level classes, parents)
 - Teacher feedback (marks / comments on work / behaviour reporting)
 - Celebrations (birthdays, ‘outside school achievements’)

Gotchas

Gotcha Cards are awarded to students who demonstrate positive behaviours in line with school focus behaviours and expectations. Students can receive Gotcha Cards in class and on the playground. Students who receive Gotcha Cards are recorded on a classroom reward chart. When a student's individual tally is 5, 15, or 30 cards, students receive further recognition for their efforts:

5 GCs = Bronze Award

15 GCs = Silver Award + ice block from the canteen

30 GCs = Gold Award + a book from book club

All certificates are handed out at Friday assemblies.



Roles and Responsibilities

Responsibility of all Staff

At Good Shepherd Catholic Primary School, we expect all staff:

- to provide a safe and engaging learning environment for all students
- to be responsible for providing quality teaching for all students that complements behaviour expectations
- to remain respectful to the needs of all students

Responsibility of the School Executive

At Good Shepherd Catholic Primary School we expect that the School Executive will:

- facilitate student case meetings for students with high-level needs
- advise upon and support high needs cases
- liaise with SCS personnel

Responsibility of all Students

At Good Shepherd Catholic Primary School we expect that all students will:

- respond appropriately to others by being respectful and friendly
- take responsibility for their behaviour by developing skills in Restorative Practices
- respect school property and the environment and understand that they are stewards of the school for future generations

Responsibility of Parents and Carers

At Good Shepherd Catholic Primary School we expect that Parents and Carers will:

- encourage safe behaviours with their children
- encourage their children to be responsible for their behaviour by responding to staff concerns
- encourage their children to respect themselves, others and the environment in thought and action
- model respectful relationships within the school community

Response to Behaviour

Minor Behaviours

Minor behaviours are generally identified as behaviours that do not have intent to cause harm to self, others or place. Minor behaviours are usually addressed by the supervising teacher. The teacher will speak to the child about the behaviour and will follow up appropriately with a suitable consequence e.g. restorative justice conversation, asking the child to leave the play area, serving a timeout etc. The behaviour will be recorded on Compass.

Major Behaviours

Major behaviours are considered more serious and there is often intent to cause harm to self, others or place. Referral can also be a result of repeat minor behaviours. Major behaviours will generally require referral to a member of the Leadership Team for follow up with parents/carers.

The table below provides a guide for identification of Minor and Major behaviours. Teachers will use their professional judgement and discretion based on the information gathered at the time of the incident to decide on the most appropriate follow up and consequences to be put in place.

MINOR BEHAVIOURS	MAJOR BEHAVIOURS
<i>*Not usually any intent to cause harm to self, others, place.</i>	<i>*Demonstrates intent to cause harm to self, others, place.</i>
<ul style="list-style-type: none"> ● In out of bounds areas ● Littering ● Inappropriate gestures ● Misuse of equipment ● Not following instructions ● Use of inappropriate low level language ● Poor sportsmanship ● Rough play ● Interfering with other games ● Inappropriate use of technology ● Late to lines or class ● Running on the pavers ● Use of a first language to exclude or hurt others ● Playing without hat ● Incorrect uniform 	<ul style="list-style-type: none"> ● Bullying ● Deliberate physical aggression causing harm to themselves or others ● Directed abusive language towards staff or students ● Disrespect towards staff (refusal to follow teacher instruction, raising voice) ● Malicious damage to school property e.g graffiti ● Inappropriate behaviour in toilets ● Stealing school property or personal belongings of others ● Threatening others (online or face to face)
<p><i>(Managed in situation by the teacher present and recorded on Compass)</i></p> <ul style="list-style-type: none"> - Restorative conversation - Verbal warning - Asked to leave play area - Timeout 2-10 mins - Community service - Touch base with teacher (if necessary) 	<p><i>(Requires referral to Leadership Team member)</i></p> <ul style="list-style-type: none"> - Immediate referral to Principal/AP - Removal from class/playground - Parent contact - Further consequences as deemed appropriate

** The process for student Suspension and Expulsion is in alignment with that of Sydney Catholic Schools Policy.*

Restorative Justice Questions

In order to encourage students to reflect on their actions, we use the following questions. These questions are designed to assist students to focus on rebuilding relationships:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what has happened?
- In what way have they been affected?
- What do you think you need to do to make things right?

Bounce Back Program

Bounce Back is a whole school social and emotional learning program. It has been developed to support schools and teachers in their efforts to promote positive mental health and wellbeing in their students and, in particular, enable them to act resiliently when faced with challenges and adversity.

When a ball hits the ground, it is temporarily pushed out of shape, then it bounces back and returns to its original shape. When an area of bushland is burnt, much of it can regenerate and bounce back too. These metaphors help explain that when you encounter difficult times in your life that make you feel sad, worried or unhappy, you too can try to bounce back to what you were like before. Often, after you have bounced back, you are even stronger than you were before.

The *Bounce Back* acronym is made up of ten coping statements that are a core part of the program:

Bounce Back! Acronym

Bad feelings go away again.

Other people can help, if you talk to them.

Unhelpful thinking makes you feel more upset.

Nobody's perfect. Mistakes help you learn.

Concentrate on the good things and have a laugh.

Everybody feels sad and worried sometimes, not just you.

Blame fairly. What was your fault, what was the fault of others and what was just bad luck?

Accept the things you can't change, but try to change what you can first.

Catastrophising exaggerates your worries. Don't believe the worst.

Keep things in perspective. Don't let it spoil everything.

Pastoral Care and Wellbeing***Counselling Support***

The school has access to CatholicCare counselling support for children where their wellbeing and learning is being affected by situations beyond their control. This is a limited service and is accessed through a referral process facilitated by the Principal. If parents feel that their child may benefit from counselling support, they are welcome to discuss this with the Principal.

BIRTHDAYS

The school recognises the birthdays of students in the following ways:

- Each class making special mention of that child throughout the day.
- Children will receive a birthday pencil from the Principal at the fortnightly assembly.

If you wish to circulate birthday party invitations to your child's school friends, please give the invitations to your child's teacher. The teacher will distribute them during the day, in a manner that does not highlight uninvited students.

If you wish to send birthday cakes/lollies to be shared, we ask that these are store bought and do not contain nuts or nut products. Cakes must be cupcakes only. Whole cakes cannot be cut and shared. The teacher will distribute these items at the most appropriate time throughout the day.

BOOK CLUB

The school offers the Scholastic Book Club as a service to the students. The catalogues are distributed to all students with a due date. The selection of books offered in the catalogues are designed to suit a range of reading abilities and are usually offered at affordable prices to parents. There is no cash exchanged at school when ordering Book Club. The catalogues provide instructions for online credit card payments. Parent volunteers provide this excellent service.

BRING YOUR OWN DESIGNATED DEVICE (BYODD)

Students in Years 4-6 utilise Chromebooks as part of their learning in the classroom on a daily basis. Chromebooks operate through students' Google CloudShare accounts. Their email, documents and drive are all easily accessed through a single sign on. Due to their speed and compatibility, Chromebooks are the only device to be brought to school under the BYODD policy. **Students in Years 4, 5 and 6** are allowed to bring their own Chromebook to school in accordance with the [BYOD Implementation in Sydney Catholic Schools Policy](#).

Chromebooks will ensure equity among all students as all students use the same type of device. The Chromebook **is not** a compulsory item to be brought to school. School-owned Chromebooks will be available for use by students who do not have their own personal device. Student use of the Chromebook at school falls under the guidelines of the SCS Student Acceptable Use of Technology Agreement issued annually. Access to the internet is monitored through our school's content filtering system and all rules and expectations are applied to the use of the Chromebook.



BUS TRAVEL

Buses operate to and from Good Shepherd Catholic Primary School from many areas covered by **Transit System** and **Interline**. Some buses are linked to the services offered to Good Samaritan Catholic College. Transport for NSW free travel conditions apply. Visit [School student travel | transportnsw.info](#) to enquire about your child's eligibility for free travel.

Transit Systems:

Visit <https://www.transitsystems.com.au/sydney-nsw-bus-information> or call (02) 8778 5830

Interline:

Visit <https://interlinebus.com.au/school-timetables/> or call (02) 9765 7222

A bell rings at 2.40pm for children to line up to catch the appropriate bus. Teachers supervise the safe transition of children from school onto the bus. *Duty of Care* is then handed over to the driver of the bus. Children are expected to conform with the **Code of Conduct** set down by **Transport for NSW** under the School Student Travel Scheme.

C

CANTEEN

The Canteen is open Monday, Wednesday and Friday at lunch time only. The Canteen operates with a Canteen Supervisor and parent volunteers. If you wish to place your name on the Canteen roster, please leave your name at the office. All Canteen workers must complete the Volunteer Induction Process in Term 1.

The school recommends using the online ordering system through [Flexischools](#). The Flexischools app can be downloaded onto your phone. Lunch orders can also be placed by writing the order on a paper bag and enclosing the required money in the bag. These orders need to be at the Canteen before the school day begins at 8.40am.



The lunches are then collected from the Canteen and taken to the classroom just prior to the first break. Our Canteen follows the NSW School Canteen Healthy Kids Strategy Guidelines. Children should not present to school with large amounts of money for spending. They should not be purchasing for other students or receiving items from them.

CAR PARKING – refer to ‘Traffic Management’

CARNIVALS

Children participate in a number of Sport Carnivals throughout the year. These may vary from year to year but usually include Athletics, Cross Country and other invitational and Gala Day events e.g. soccer, baseball, tennis, rugby league, netball, swimming etc. Parents may be invited to assist at these events if they have completed the necessary WWCC (Working With Children Check) and attended the annual Parent Volunteer Induction. Information relating to each carnival is published in the school newsletter and via the Compass Portal.

The school consists of 4 House Teams, named after well-known Australian sports people:

- O’Neil - Blue
- Fraser - Orange
- Bradman - Purple
- Rafter - Yellow

If your child is in Kindergarten, you will be notified of their house colour team early in Term 1. Where possible, children are placed in the colour team of their siblings. Coloured sports shirts are worn on Sports Carnival days. These are purchased through the school Office. An order form is sent out at the start of each year.

CHILD PROTECTION

"We need to see each child as a gift to be welcomed, cherished and protected." - Pope Francis

Sydney Catholic Schools (SCS) is committed to ensuring the safety, welfare and wellbeing of each student. Our dual obligation to the education and faith formation of each child is of the utmost importance. To facilitate this educational and spiritual development it is important that every student is safe while at school, and protected from any concern arising outside of school which may impact their capacity to engage fully in their studies and faith formation.

SCS employees have significant obligations as mandatory reporters, for the safety of children and young people. This policy outlines the process of reporting, which a staff member should follow if a concern should be raised about the safety, welfare or wellbeing of a child or young person.

[Sydney Catholic Schools Child Protection Policy](#)

Parent Volunteers - Working with Children Accreditation

Pursuant to the NSW Child Protection legislation and Sydney Catholic Schools (SCS) policies and procedures, contractors and volunteers who engage in child-related work are required to complete the SCS Child Safe Communities (CSC) Contractors and Volunteers Working with Children (WWC) Accreditation Process which involves being inducted in child protection, reading and understanding the obligations and procedures under the relevant child protection legislation and SCS policies, as well as providing their Working With Children Check (WWCC) clearance number for verification by SCS. Volunteers can access this accreditation process at <https://childsafecommunities.syd.catholic.edu.au/wwc-accreditation/>.

All parent volunteers will be required to attend an annual Parent Volunteer Induction Workshop at the school. This induction will be held early in Term 1 of each year. A variety of opportunities are made available across the week to attend this induction. Further inductions are not held throughout the year.

Visitors to Good Shepherd Catholic Primary School who have business in classrooms or on site will need to sign in on the Compass Kiosk at the office and display the visitor's slip. Visitors must also be able to comply with any NSW Public Health Orders pertaining to education that are in place at the time.



COLLECTION OF MONEY

Most monies are collected on your child's School Fee account, issued in Term 1 of each school year. Sometimes there are special collections for specific activities or events. Money sent to school is collected by classroom teachers and sent to the office. Any money sent to school must be in a securely sealed envelope stating:

- the child's name;
- class;
- what the money is for.

COMMUNICATION

The school communicates with parents through a variety of avenues:

- The parent Compass Portal is the main way in which the school communicates with families.
- Newsletters and school updates are regularly posted on the Compass Portal.
- Parents can contact the school via phone on 9825 8455.
- Parents can email the office or teacher info@gshoxtonpark.catholic.edu.au.
- Parents can view school information via the school website:
<https://www.gshoxtonpark.syd.catholic.edu.au>.
- The Good Shepherd Catholic Primary School Facebook page also provides updates and information about the school: <https://www.facebook.com/goodshepherdhp>.
- A Semester 1 Report and Semester 2 Report formally communicate the child's achievements throughout the year to the date of writing the reports.
- A Parent Information Evening is held early in the year.
- Parent Teacher Interviews are held at the end of Term 1 and Term 3.
- Parents can make contact through the Student Diary.

Parent Concerns

As highlighted in the [Parent Charter for Sydney Catholic Schools](#):

It is natural that there will be times that parents will need to speak with their child's school teacher or members of the school leadership team to discuss and resolve any issues, misunderstandings or concerns. These matters should be carried out in the spirit of the Parent Charter, and all people treated with courtesy and respect.

Providing a happy, safe and respectful learning environment, where Christ is at the centre of all we say and do, is our priority.

When concerns arise, it is essential that parents communicate with the school for us to be able to investigate and follow up on matters that arise. We will always do this when we are made aware of an issue.

As per the [Parent Charter for Sydney Catholic Schools](#), parents are asked to observe a number of guidelines when communicating with the School:

➤ **Teachers are 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 these issues can be discussed constructively.

➤ **Members of the school leadership team are also available**

If the appropriate teacher cannot resolve the issue or concern, members of the school leadership team are also available to talk with parents. Parents are asked to make an appointment to meet at a mutually convenient time.

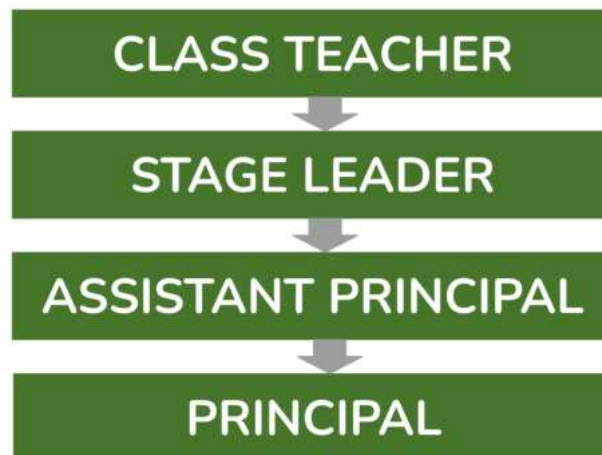
➤ **Parents should not approach other students or parents to clarify any issues or concerns involving their own child**

All matters should be discussed with the appropriate teacher who can then discuss the matter with the relevant staff and students.

➤ **Please be patient**

Schools are busy places where the main priority of each staff member is to provide a high-quality Catholic education to each student. Phone calls, emails or requests by parents for information or meetings will be responded to as quickly as possible (usually within 48 hours).

At Good Shepherd School, the following structure is in place to assist you with this process:



Parent and Teacher Interviews

All parents will be required to attend a parent/student/teacher interview at the end of Term 1 and Term 3 to be informed of their child's progress. These interviews are booked online via the Compass Portal.

A parent or teacher may request an interview at any appropriate time during the year. Should you have any concerns or wish to discuss your child's progress, simply contact the school to arrange a mutually convenient time. Such appointment times should not be during teaching hours. When making an appointment, you are asked to give some general indication about the purpose of the meeting. Please avoid trying to speak to the teacher at morning bell time or during afternoon dismissal whilst they have duties and responsibilities to attend to.

Student Diary

Every student at Good Shepherd School is issued with a Student Diary. It is important that this diary comes to school each day and is checked regularly by parents. Parents may utilise the diary to communicate minor matters with the class teacher.

COMPASS PORTAL

Our school uses "Compass" as our Parent Portal. Compass is a web-based system that is accessible on any web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

Every parent receives a separate login to Compass which will be provided to you by our school office. The school office can reset your password at any time. **It is essential that all parents have access to the Compass Portal.**

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Receive regular reminders, alerts on events and activities
- Monitor your child's attendance and enter an explanation for absence or lateness;
- Update your family contact details;
- Download and view your child's semester reports;
- Book parent-teacher conferences;
- Pay and provide consent for events and school fees.



COMPLAINTS

How can school complaints be made?

Complaints are ideally raised with the school in the first instance. Complaints can be made in different ways e.g. by telephone, in person, or in writing (e.g. email).

Who can complaints be made to at school?

Complaints may be made to any member of staff at the school. Receipt of a complaint shall be acknowledged by the school and this can be done in person, by telephone, in writing or by email. A record of complaint acknowledgement must be retained.

How will complaints be managed by the school?

Often, the best outcomes arise when complaints are addressed to, and quickly resolved with, the classroom teacher or member of staff. In this situation, notes shall be kept by the staff member in relation to the matter including how the complaint was resolved. Where the complaint cannot be immediately resolved, the school shall investigate the matter. This will be done by an independent member of staff, not a subject of the complaint and free from any conflict of interest. This will usually be a member of the school leadership team. They will assess and manage the complaint, obtain sufficient information (e.g. relevant policies and procedures, student records etc) to allow for a proper assessment of the complaint, and provide a timely resolution of the complaint.

Once the outcome of the complaint is determined, this will be shared with the complainant. This includes:

- the outcome of the complaint and any action to be taken
- the reasoning behind the decision
- options for review
- a request to keep the complaint confidential in the interests of respecting the privacy of both the complainant and any subject of the complaint.

Complaints raised outside the school

It is recognised that it sometimes may not be appropriate for a complaint to be raised directly with the school, for example where the complaint is about the school response to a complaint already raised directly with them, or if the complaint is about the conduct of the Principal.

Sydney Catholic Schools Resolution of Complaints Policy

Where this occurs, complaints can be made to the School Operations Unit (SOU) within the SCS Office. Complaints may be made in-person, by telephone, in writing (e.g. by email). Receipt of such a complaint shall be acknowledged and this can be done by telephone, in writing, by email or in-person. A record of complaint acknowledgement must be retained by the SCS Office.

[Click here for a full copy of the SCS Resolution of Complaints Policy.](#)

COMPUTERS - refer to 'Technology'

CURRICULUM OVERVIEW

At the beginning of the year a grade outline of the curriculum for each subject area that your child will be studying is distributed. If you have any questions relating to the curriculum please make an appointment to speak with the class teacher.

CUSTODY/ACCESS OF CHILDREN

The school needs a certified copy of a Court Order if you have sole custody/access of your child/children or if there are custody/access arrangements in place. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or a note from you advising us of this is needed. This saves us and your friends or relatives from an embarrassing situation.

D

DISCIPLINE - refer to 'Behaviour Expectations'

E

EARLY BIRD READING

On two mornings each week, the Library is open for students from 8.10am for Early Bird Reading. Students are encouraged to take time to read quietly during this time to build their reading skills. Where possible, the younger students will be able to read with, or to, an older student to help build their literacy skills and confidence and give our older students the chance to show their leadership skills.

EMERGENCY EVACUATION AND LOCKDOWN PROCEDURES

Each year Emergency Evacuation and Lockdown procedures are practised. Emergency Evacuation involves the students leaving their room in an orderly fashion and moving to an emergency evacuation point. The roll is marked to ensure all students are accounted for. This is to ensure that, should there be a fire or other emergency, all students and staff are fully trained in safe emergency evacuation procedures.

The Lockdown process is designed to ensure the safety of all students and staff in the event of a significant danger within the school grounds or in the immediate area. This is practised during the term to ensure all are well aware of the appropriate procedure. Class doors are locked, blinds are pulled down (where fitted) and students are to sit calmly on the floor. There are different siren warnings used for each procedure.

EXCURSIONS/INCURSIONS

Excursions are a part of school life, and are planned from time to time to enhance the subject matter students are studying. Visits by guest speakers and performance artists are also arranged. The Excursion/Incursion costs are included in the Statement of Fees at the beginning of each year. When visiting artists/guests come into the school this is called an 'Incursion'. Each excursion/incursion has an associated risk assessment undertaken before the request is approved by the Principal.

F

FAMILY EDUCATOR

The role of the Family Educator is to nurture strong and meaningful parish/parent/school relationships and to explore new models of supporting the spiritual, social and educational formation of families. The Family Educator is responsible to the Principal and works closely with the Parish Priest.

A variety of initiatives/events/activities are planned throughout the year. Some of these initiatives include, but are not limited to:

- Family Prayer Resources
- SPaR Sessions
- Sacramental Craft
- Mini Vinnies Initiatives
- Parent Spirituality Days
- Family Wellbeing
- Good Shepherd Playgroup

FAMILY SUPPORT IN SCHOOLS PROGRAM

Good Shepherd Catholic Primary School offers free confidential support for families going through challenging times. Our family support social worker is part of the CatholicCare organisation, the social services agency of the Archdiocese of Sydney. CatholicCare works with the Sydney community to realise a society in which we all feel valued and supported.

Our social worker can help you and your family with issues including the following:

- Child behaviour concerns
- Domestic and family violence
- Advocacy and referrals
- Financial hardship
- NDIS
- Traumatic events
- Housing stress

Parents are welcome to make contact directly and confidentially with the social worker who can provide further information in regards to the support that can be provided and organise an appointment to meet with you. Contact details can be provided by the school office. Appointments can also be made through the school office. Parents and carers are also welcome to contact the Principal to discuss the support that can be provided.



FEES

Tuition fees are charged for all Sydney Catholic Schools' primary schools and secondary colleges. In addition to tuition fees, there are school based charges for specific subjects, excursions, specialist sports and building works, repairs and maintenance. A reduction applies for each additional child enrolled at the school.

Further details regarding fees and school fee assistance can be found on our School Website.

<https://gshoxtonpark.syd.catholic.edu.au/enrolment/school-fees-and-assistance>

FUNDRAISING

Throughout the year, fundraising takes place to support Catholic agencies and social justice initiatives. We also fundraise for much needed extra equipment, programs or projects. The school and parent body provides support and energy towards this end. Where possible, all parents are asked to support our fundraising efforts.

H

HARASSMENT

Legislation concerning harassment focuses on the 'workplace' and those who work therein. Please take the time to be calm when speaking with teachers. It is within a 'calm' atmosphere that worthwhile discussion and exchanges of perceptions can be worked through. Email or social media sites such as "Facebook" are not to be used for communication of negative thoughts or perceptions about the school or teachers. Such issues need to be dealt with through personal communication usually at a prearranged interview time. Anonymous communication will **not** be acted upon unless of a legal or child protection nature.

HEAD LICE

Periodically, the presence of head lice is found on individual children. Head lice enjoy both clean and not-so-clean hair. If lice or nits are found, parents are contacted and information is provided to help treat the problem. Head lice should be treated quickly to prevent them from spreading. Children must not attend school until the hair has been treated.

It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice on treatment can be obtained at any time from the school office. As a precaution, any items which may harbour lice such as bed linen, towels, combs and brushes should be washed in hot soapy water.

HEALTH ISSUES: ILLNESS AND MEDICATION

Regular attendance at school is most important as it maintains continuity of learning experiences and helps social adjustment. Home, however, is the place for a sick child. If in any doubt about your children's health it is wise to keep them at home.

If a child becomes ill at school, parents are contacted and asked to come and collect the child. External treatment is given for cuts and bruises, but schools do not administer oral medication of any kind without written permission from parents. Some children attending school need medication to control illnesses such as asthma, epilepsy and conditions relating to behaviour.



Some children's continued attendance at school and benefit from education may be dependent on this therapy. Under these circumstances the school may be agreeable to administering medication. A request in writing should be made stating the name of the medication, the time it is to be taken and the dosage. Parents must bring this medication to the school in the original container and hand it to one of the administration staff who will then provide you with an **indemnity form** to be completed which is kept with the medical records in the school office.

An alternative is for parents to come to school to administer the medication themselves. If medication is required for such things as flu or gastric upset it is advisable that the child be kept home until the course of medication has been completed.

Under no circumstances should children be in possession of, or administer, their own medication at school.

After consultation with the Principal, an exception may be made for children with asthma who are able to administer their own Ventolin puffers.

NSW Health publishes an "Exclusion Table" for contagious diseases like Chickenpox, Measles, Mumps and Ringworm etc. This table sets out the time the child is to be excluded from classes. Please notify the school if your child contracts an infectious disease.

For information on *Communicable Diseases*, please click on link below:

[Stopping the spread of childhood infections](#)

Keep your child at home if he or she has:

- A temperature over 38.0 degrees celsius in the morning;
- A severe cold (fever/sneezing, nasal discharge);
- Vomited or had loose bowel motions (diarrhoea) during the previous 24 hours;
- Conjunctivitis (until all discharge from the eyes has stopped);
- Bronchitis;
- Unidentified rashes (unless cleared by a doctor);
- Impetigo (infected sores);
- Head Lice or Scabies;
- Any contagious disease (Measles, German Measles/Rubella, Mumps, Chickenpox, Whooping Cough).

Head Injuries

A minor head injury can be a frequent occurrence in the school playground or classroom and on the sports field. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission.

However, a small number of children can suffer from severe injury to the brain or concussion, which can be very serious, as a result of a head injury or knock. Complications such as swelling, bruising, or bleeding can happen inside the skull or inside the brain up to 24 hours after the bump to the head. The presence or absence of a lump at the site of the bump is not an indication of the severity of the head injury.

If a child has a knock to their head at school, they will be sent to the office to be assessed and to receive first aid treatment which will include a cold compress. In most instances, parents will be contacted.

Any child returning to class following a head knock/bump will be provided with a green wristband. This will alert school staff and the parent/carer to the fact the child has had a bump to the head. The date and time of the injury will be noted on the wrist band. Children will be instructed to keep the wristband on their wrist until they arrive home to show their parents or carers, even if they attend after-school care or after-school activities.

HOMEWORK

Parents play a valuable role by supervising their children's homework and providing assistance when necessary, and in the case of the younger children, by reading to them frequently.

At the commencement of each school year, teachers will outline expectations around homework for each particular year level. It is important that children see homework as a priority, especially when timetabling it around out-of-school-hours activities.

Homework, from time to time, may require individual adjustments after discussion with your child's teacher, due to personal circumstances. It is the school's responsibility to set homework. It is a parental responsibility to ensure its completion.

IMMUNISATION

Before starting school, children are due for booster doses of the Sabin Vaccine and the combined Diphtheria Tetanus Vaccine. Children should also be immunised against measles, mumps and rubella. An Immunisation Certificate must be obtained from your doctor or other immunising authority and given to the school, where it will be kept for the duration of your child's enrolment. Children not fully immunised will be excluded from school during any outbreak of a disease for which they are not immunised. This is a NSW Health regulation, and no exceptions can be made.

L

LATE COLLECTION OF CHILDREN

Playground supervision ceases at **3.30pm**. If, for unforeseen circumstances, parents know they are not able to collect their children by **3.30pm** on a particular day, please contact the Office as early as possible. If parents are regularly unable to pick their children up until after 3.30pm, other arrangements need to be made e.g. someone else needs to collect the child/ren or arrangements need to be made for the child/ren to go to After School Care. The school gates are closed at **3.30pm** when teacher duty finishes. Late parents need to go to the Office after this time.

LEAVING SCHOOL EARLY - refer to "Absences"

LIBRARY

Children have a class borrowing opportunity once a fortnight. For this purpose they need a library bag to carry library books to and from school. Library bags can be purchased from the Office. Students may also borrow and return books during Early Bird Reading.

LITURGICAL CELEBRATIONS

Children will participate in liturgical celebrations, including Mass and the Sacrament of Reconciliation as arranged between the Parish Priest, the Religious Education Coordinator (REC) and classroom teachers. These celebrations are planned according to the liturgical year and feasts, and parents are invited to attend. Whole school liturgical celebrations are advertised in the school newsletter and via Compass. Each grade will generally attend a Grade Mass once per term as well as whole school Masses. The Sacrament of Reconciliation is also offered to Years 3 to 6 students during the year.

LOST PROPERTY

The lost property tub is located outside the office foyer. Parents are welcome to make regular checks for any missing items. Parents are reminded that all articles should be **clearly and permanently marked with the child's name**. Any unnamed lost property is handed over to the second hand school uniform pool.

M

MOBILE PHONES

The school requests that children from K-6 not bring mobile phones to school. If children bring mobile phones to school it must be understood that the school is NOT RESPONSIBLE for them. If parents give permission for their child to bring a mobile phone to school e.g. your child catches the bus and has a long walk from the bus stop, the phone is to be brought to the office upon arrival at school and collected at home time. The child's name also needs to be on the phone. Mobile phones are not to be taken into the classrooms or onto the playground. In extreme circumstances messages can be left with the Office Staff who in turn will pass the messages onto the students.

MUFTI DAYS

Mufti Days are days on which children wear clothes other than their school uniform. These days are normally held as fundraisers either in connection with charities or for school projects. Parents are requested to ensure that children's dress is suitable for school, i.e. no "open" shoes, no inappropriate logos on shirts, no exposed midriffs etc. These days will be promoted through School Newsletters, Compass and other communication.

N

NEWSLETTER – refer to ‘School Newsletter’

P

PARENT MEETINGS - refer to ‘Communication’

PARENTAL INVOLVEMENT

Good Shepherd Catholic Primary School encourages and actively supports a positive, supportive partnership between home and school. The involvement of parents within the school is highly valued.

At the beginning of each year any parents or grandparents who would like to help as a volunteer in the school **MUST** attend the Volunteer Induction Workshop, and have a current Working With Children Check number. Parents must also complete the Sydney Catholic Schools verification process. This can be located on the Child Safe Communities page at <https://chilsafecommunities.syd.catholic.edu.au/wwc-accreditation/>.

If a volunteer does not have a current WWCC, he/she is required to complete a Working with Children’s check through the RMS.

Parents are actively engaged in Good Shepherd School and have been an invaluable resource in this community. Parents are partners in the learning process through involvement in many areas: welcoming and hospitality; forums; classroom helpers; social justice initiatives; sports events; book covering; resource preparation; student support programs; Parent Engagement Group and other committees.

PARENT ENGAGEMENT GROUP

The Parent Engagement Group is a representative group of parents that meets once a term to plan relevant parent/school activities e.g. Father’s Day Stall. There is a call for nominations at the start of each new year. Parents are then invited to join the Parent Engagement Group. The hope is to have representation from across various grades. Members of the Parent Engagement Group must complete the Parent Volunteer Induction.

PRIVACY

In line with privacy legislation, at enrolment time and at the beginning of the year a ‘Standard Collection Notice’ will be issued to parents. This outlines what the school does with this information. The ‘Standard Collection Notice’ provided to you by the school specifically itemises the reasons for collecting information about students and families and the way in which that information will be used by the school.

PROFESSIONAL PLANNING TIME (PPT)

Staff in every school are provided with release from classroom teaching. The amount of time given varies with the degree of responsibility. As part of the Enterprise Agreement, each full-time classroom teacher is provided with release from face-to-face teaching for the equivalent of 2 hours per week. This time is used by the staff to plan, program, find appropriate resources, conduct assessments and observe other teachers with their classes. Part-time teachers receive release time on a pro-rata basis. Programs of learning are planned and conducted in these times and may include specialist teachers.

At Good Shepherd School, PPT is currently taught by specialist teachers. Students engage in Creative Arts, Library and Science and Technology. This can change from year to year dependant on school need, focus and teacher availability. There is a set PPT day once per fortnight for each grade.

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 8.40am in time for the first bell.** Any child arriving after 8.40am must go directly to the school office to be signed in by the parent via the school Compass Kiosk in the foyer.

R

RELIEF TEACHERS

When teachers are absent due to in-service, illness, long service leave or for other reasons, qualified relief staff are employed to teach the children. Where possible the aim is to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

S

SACRAMENTAL PROGRAMS

At significant times in the children's lives they make their First Reconciliation, First Holy Communion and Confirmation. These sacraments are parish based, which means the main instruction is conducted by the parish with support from parents. All aspects of these programs are coordinated by the parish. Information and enrolment into these programs will be provided by the parish. Children in Year 3 can receive the Sacrament of Reconciliation and the Sacrament of First Eucharist. Children in Year 6 receive the Sacrament of Confirmation.

SCHOOL HOURS

8.10am	Supervision begins. Children leave their bags outside classrooms and move to play areas. Lunch orders should be taken to the Canteen prior to the bell.
8.35am	Warning bell rings to remind students to get a drink and to go to the bathroom.
8.37am	Music plays - Children stop on the playground and await instructions to move to their lines on the Assembly Area.
8.40am	Assembly and classes commence.
9.00am	Office bag is sent to the office (i.e. money and/or notes to office).
10.50am-11.00am	Lunch - Students are supervised on the playground for Eating Time. Lunch orders are distributed.
11.00am	Playtime.
11.25am	Warning bell rings to remind students to get a drink and to go to the bathroom.
11.27am	Music commences. Students move to their lines.
11.30am	Classes recommence.
1.30pm	Recess - Students are dismissed from class for playtime.
1.55pm	Warning bell rings to remind students to get a drink and to go to the bathroom.
1.57pm	Music commences. Students move to their lines.
2.00pm	Classes recommence.
2.40pm	Bell rings for students who are catching buses to move to the waiting area.
3.00pm	Dismissal bell. Children wait in classrooms for parents to collect them from the classroom door. Students attending After School Care meet supervisors in the Assembly Area.
3.15pm	Remaining children move to the silver seats.
3.30pm	Supervision ceases. Any remaining students are taken to the Office where parents are contacted.

It must be noted that children should not be at school prior to 8.10am or after 3.30pm.

SCHOOL NEWSLETTER

The Newsletter is a major means of communication between school and home. It is vital that parents read each edition of the Newsletter to be informed about important matters and events in the school. The Newsletter is available via Compass each fortnight.

SCHOOL PHOTOGRAPHS

School photographs are taken each year. The date is announced in the Newsletter. This is an opportunity for parents to purchase photographs of individual children, the class group, and siblings at the school. All students will be included in class photographs and have their individual photograph taken even where parents do not wish to purchase photographs.

SCHOOL UNIFORM

Children are expected to wear **the full school uniform at all times**. The sports uniform is only worn on the child's class sport day/s. Sports shoes are not part of the general school uniform and are only to be worn on sports days. **SPORTS SHOES SHOULD BE PREDOMINATELY WHITE.**

The regular school uniform must be worn at all other times. No other styles or colours are permitted without prior arrangement with the Principal.

Jewellery must not be worn while in school uniform. A wrist watch may be worn. Plain sleepers or studs for pierced ears for girls are permitted. Girls with pierced ears must wear earrings in both ears. Only one earring in each ear is permitted. A chain with a cross or religious medallion may be worn under the uniform.

Nails should be clean and trimmed (no nail polish). No make up is to be worn to school.

Parents are asked to co-operate in ensuring that boys and girls have **appropriate hairstyles** for school. Hair should be off the face and out of eyes for both boys and girls. Any hair, longer than shoulder length, must be tied back. Hair style constitutes part of the uniform code.

Boys' hair should: be clean, neat and of its natural colour; be free from extremes of length or fashion; be free from excessive gel; be free from undercuts, scalp designs, rat tails, mullets, taper cuts, lines or number one blades. Hair length should be the same around the sides and back of the head.

Girls' hair should: be clean, neat and of its natural colour; be free from extremes of fashion; be kept tied back once it reaches shoulder length. Hair ribbons, headbands, scrunchies, clips etc. must match the uniform colours i.e. green, red.

All children must wear the **school hat**, as it is an essential part of the school uniform. The rule regarding hats is **NO Hat - No Play**. The school hat can be purchased from the school office. Generic hats cannot be purchased from other outlets as an alternative.

Lightweight raincoats, with names on them, are necessary during inclement weather. These can be kept in the child's bag. Umbrellas are not encouraged for children.

The Good Shepherd school bag is expected for all students.

It is important to permanently label all your child's clothes and other school items.



	SUMMER	WINTER	SPORTS
GIRLS	Red/white/green check frock White ankle socks (seen above the shoe and covering the ankle) Black leather shoes School hat	Red/white/green pinafore White long sleeve Peter Pan blouse School design tartan tab tie White skivvy (optional) Bottle green sloppy joe with school crest Bottle green jacket with school crest Bottle green nylon jacket (optional) Bottle green opaque tights School hat	White polo top with school crest Bottle green nylon shorts White sports socks (seen above the shoe and covering the ankle) Bottle green track pants Predominantly white sports shoes School hat
BOYS	White shirt with dress trim Bottle green shorts White ankle socks (seen above the shoe and covering the ankle) Black leather shoes School hat	White deluxe long sleeve shirt White skivvy (optional) Grey trousers School design tartan tie Bottle green sloppy joe with school crest Bottle green jacket with school crest Bottle green nylon jacket (optional) Grey socks School hat	White polo top with school crest Bottle green nylon shorts White sports socks (seen above the shoe and covering the ankle) Bottle green track pants Predominantly white sports shoes School hat

Uniforms are available from Lowes, Westfields Liverpool. Second hand items are available through the Second Hand Clothing Pool. Please see the school Office if you are in need of particular items.

SMOKING

The School is a Smoke Free Zone. Smoking is not permitted anywhere on the school premises. The *Smoke-free Environment Act (2000)* bans smoking within 4 metres of a pedestrian entrance to, or exit from, a school in NSW.



SPECIALIST PROGRAMS

At Good Shepherd Catholic Primary School, we aim to address individual needs amongst our children through the provision of special programs. Special Education programs aim to support students with additional learning needs. Through expert support and resources from Sydney Catholic Schools, we collaborate and deliver personalised plans for students who have cognitive or developmental disorders, sensory disability, autism, physical disability, and speech, language and communication disorders. These plans focus on specific educational goals and adjustments related to areas such as curriculum, communication and social skills.

Other programs such as English as an Additional Language or Dialect (EALD), Gifted Education, Reading Recovery, CatholicCare Counselling and wellbeing programs are also in place to meet the diverse range of student needs. We are also committed to working in partnership with Aboriginal and Torres Strait Islander students and their families to ensure students obtain a high-quality education as a platform for achieving their full potential.

SPECIALIST SUPPORT CLASS

Good Shepherd Catholic Primary School also provides a Specialist Support Class for students from Years 2-6.

The Specialist Support Class meets the faith, educational, social and wellbeing needs of students by providing a rigorous yet highly supported educational program for students with intellectual disabilities and complex needs. Students' educational needs are met through:

- evidence-based strategies and resourcing
- individualised planning and goal setting
- highly skilled and experienced teachers
- engaging, holistic learning experiences where students thrive
- smaller class sizes and a high teacher to student ratio

Every student is encouraged to excel in a multitude of ways, through personalised and self-paced learning, where student voice and special interests are incorporated into the class program.

Students enrolled in the Specialist Support Class are important, valued members of the school community and are included in every aspect of the life of the school.

Enrolment into the Specialist Support Class is based on specific criteria. Expression of Interest forms can be accessed through the school website or collected at the school Office.

STAFF DEVELOPMENT DAYS (PUPIL FREE DAYS)

The Staff participate in a number of Staff Development Days each year. These days are pupil free days. Dates are provided on page 11 of the Parent Handbook and will appear in the School Newsletter.

SUBJECT AREAS

Instruction is given in Religious Education and other subject areas designated by the NSW Education Standards Authority (NESA): English, Mathematics, History/Geography, Science and Technology, Personal Development, Health and Physical Education, and Creative Arts.

SUN PROTECTION

Good Shepherd School has a sun policy requiring each child to wear a hat at all times when outdoors. This means daily at Lunch and Recess as well as before and after school, excursions, Physical Education lessons etc. For their long term health, the school has a policy 'NO Hat – NO Play'. If a child does not have a hat they must remain seated in the shade area during break times. When children are in the sun for any length of time, like sports days, parents should provide sunscreen.

The school has many shaded areas including the shelter shed, shade cloth and undercover walkways. There are many shade options for children on hot days. Lunch times have been arranged for two, half hour blocks to limit the time children are outside. It is their responsibility to follow the policy. An extreme weather procedure would normally be activated on intensely hot, rainy or windy days and children would remain indoors.



SUPERVISION OF STUDENTS

Good Shepherd Catholic Primary School has a duty of care to ensure student safety on school grounds. For this reason, it is a requirement that all students are supervised at all times whilst on the school grounds.

Adequate supervision of pupils is an important and demanding task of the school. While the child is at school, the Principal and staff assume a custodial role. The following rules and procedures apply:

- Teachers are rostered to supervise children from 8.10am in the playground and at break times.
- Children are not permitted to be in any of the school buildings unless supervised by a teacher.
- Children may be asked to remain in the classroom, under supervision, during break times in extreme weather conditions or in emergency situations.
- No child will be permitted to leave the school during school hours unless
 - (a) collected by an identified member of the family; or
 - (b) a note of permission is received from a parent.

The school grounds are open to pupils from 8.10am each morning and remain open to pupils until 3.30pm. Lessons commence each morning at 8.40am and conclude at 3.00pm, Monday to Friday. Children are expected to be at school ready for the first bell at 8.40am.

Supervision of all students commences at 8.10am daily and the front gate to enter the school is closed until this time. It concludes at 3.30pm for students being collected directly by parents and carers. Unless students are attending an activity organised by the school outside of these hours or attending Before and After School Care, no student should be on the school grounds outside of these hours. We remind parents and carers that the school is private property and parents, carers and students are not authorised to access the school grounds without permission from the school. Parents and carers should be aware that students left on the school grounds in these circumstances, will not be supervised and the school takes no responsibility for any consequences of the activities of these students. Each student's journey to and from school is the responsibility of each student's parents or carers. In the interests of ensuring the safety of our students, please assist the school by ensuring that your child or children do not attend or remain on school grounds outside of the hours authorised by the school.

In the event that you are unable to drop off or pick up your child or children during the supervised times stated above, the school provides Before and After School Care Services (SCECS). If you wish to enrol your child or children to this service, please visit [SCECS OSHC Good Shepherd Hoxton Park](#).

If students do arrive before 8.10am who are not enrolled with SCECS or attending an authorised school activity, they will be required to wait outside the front gate of the school grounds until 8.10am when a teacher is present on duty.

While teachers are supervising children either in class or on the playground, they are not in a position to engage in conversations that could distract them from their primary responsibility of duty of care to the children. If you wish to speak to your child's teacher, please make an appointment.

T

TECHNOLOGY

All computers are connected to the school's central file server. From the classroom, and from any computer connected to the network, teachers and children can access their personal folder, internet and email. The Google platform is the system wide electronic communication tool used at Good Shepherd Primary School.

Students can access this platform from home with their username and password. I pads and Chromebooks are provided across the school for student use.

We have a significant number of networked devices in classrooms, the library, administration area and staffroom. These resources give students the opportunity to use technology as a tool for learning and teachers to use them for planning and for teaching and learning. The student's login has filters to prevent access to unsuitable websites; however, students and teachers should still be aware of inappropriate items on screen.

The Student Acceptable Use Agreement Form has been developed to ensure all the legal requirements that govern the school are addressed. The Acceptable Use Policy must be sighted and signed by the parent or guardian, and explained to the student by the parent before the student will be permitted to use or access CNET (schools Internet). An Acceptable Use Agreement is signed annually.

A Bring Your Own Designated Device (BYODD) program is implemented at Good Shepherd School. This begins from Year 4. The expectations and procedures concerning this are outlined in our BYODD Policy. (See also *Bring Your Own Designated Device (BYODD)*).

TELEPHONE CALLS

In case of an emergency, we ask that any messages regarding change of travel arrangements for going home, please be made before 2.00pm so that there is sufficient time to transfer the message to the class teacher and the students involved.

THE SCHOOL AS A WORKPLACE

Schools are workplaces for teachers and support staff. As such they are guided by enterprise agreements, legislation, industrial obligations and pastoral needs. From time to time teachers will be on leave due to health, long service, maternity, carer duties, domestic necessity or professional development. These are usual events in any workplace. Children need to be comfortable with learning in various situations with various teachers. The class program is generally followed when leave is taken.

TRAFFIC MANAGEMENT

At Good Shepherd Primary School we are very privileged to have a large school/parish car park. In order to keep our students, teachers and all other community members safe each day, parents are asked to carefully follow the car park protocols and respect the safety of everyone.

The designated speed in the car park is 5kph. We expect all drivers to be courteous and considerate of other drivers. Pedestrians ALWAYS have right of way. Please observe the pedestrian crossing at the junction between the upper car park and the lower car park.



Mobility Parking Scheme (disability) Car Parking

We have two allocated spots for people who have a valid Mobility Parking Scheme (disability) permit. Strict rules are set down for the use of these permits by services NSW. One needs to display this permit (the holder of the permit) in the car to be able to take advantage of the concessions it allows. We have a number of families that require these spaces. The spaces are also needed by parishioners.

Parent Parking

The main car park is for dropping off and collecting students. Parents are to park their car and walk their child to the school gate. Please be aware that there are many children (including younger siblings) that are in and around the cars and not always visible. Please drive slowly and respect everyone in the car park. No students should be walking through the car park without an adult to accompany them.

Cars should not double park at any time in the car park. This is not only dangerous to your child/children but also shows lack of respect for cars that are then blocked in and may be needing to leave to get to work. Cars should also not be parked outside of the parking bay areas. This is not only dangerous to your child/children but also hinders vehicles from manoeuvring safely and smoothly around the car park. In the afternoon, the car park becomes very full at bell time. You may wish to consider arriving a little later in the afternoon when other cars have already started to leave and spaces become available. Supervision is provided up until 3.30pm.

A pedestrian crossing is provided within the car park. Please ensure that this is used to cross the road. This is an important example to set for our children. Please follow the directions of staff on duty during busy periods.

Parish Car Park Drop Off

- A drop off zone is provided adjacent to the Church. A staff member is designated to this duty to monitor the area. The teacher on duty will monitor students exiting vehicles and remind them to move onto the path away from vehicles.
- Students must exit the car from the passenger side once the car has come to a complete stop. Parents and carers must not get out of the vehicle. Students must be able to unbuckle their own seatbelt. Students must not go to the rear of the car to collect bags/belongings from the boot.
- Parents must be watchful for pedestrians walking from the car park.
- Parents who wish to park their car to walk their child/children to the gates are welcome to do so in marked spaces in the car park. Parents must ensure that they are actively supervising their child/children when moving through the car park. A crossing is provided along the top end of the car park.

Kiss and Drop Zone (near Woodland Playground)

- A second drop off zone is provided further along Twentieth Avenue near the Kindergarten Playground. Gates are opened by the supervising teacher at 8.10am. The supervising teacher monitors the area, reminding students to move onto the grass, away from vehicles.
- To avoid turning in front of other vehicles, parents and carers must drive to the end of the cul-de-sac before entering the Kiss and Drop Zone to the left on return down the street .
- Students must exit the car from the passenger side once the car has come to a complete stop. Parents and carers must not get out of the vehicle. Students must be able to unbuckle their own seatbelt. Students must not go to the rear of the car to collect bags/belongings from the boot.
- There is no pedestrian access through the Kiss and Drop Zone during this time.

Pedestrian Entry from Twentieth Avenue

Pedestrians entering from Twentieth Avenue will use the pedestrian gate adjacent to the car park entry driveway.

Children's Crossing on Twentieth Avenue

- A Crossing Supervisor is present in the morning from 8.00am to 9.00am and in the afternoon from 2.30pm to 3.30pm at the crossing on Twentieth Avenue. This service is provided by the Council. School staff are not trained to carry out these duties in the absence of the Crossing Supervisor.
- Parents are asked to ensure they are familiar with the use of Children's Crossings. Transport for NSW provide a short informative video that gives an explanation of how to use a Children's Crossing. This can be found at <https://www.youtube.com/watch?v=ih0rXAqxSZg>.

We ask that you ensure all adults who may drop off or collect your children are aware of parking, travel and drop off arrangements. Please note: There is no bike riding, roller skating, blading or skateboard riding permitted on school or parish grounds.

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UNIFORM - refer to 'School Uniform'

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VALUABLES AT SCHOOL

We discourage children from bringing valuables (including precious and/or expensive toys and electronic equipment and games) to school, as there is no guarantee of protection from breakage or loss. We seek parent support in this regard. Apple watches or other similar devices that allow messaging and internet access should not be worn at school. Where these devices are required for travel safety and messaging, internet access must be disabled throughout the school day.

VISITORS POLICY

To ensure the safety of students and the smooth organisation of visitors to our school, all persons who visit Good Shepherd Catholic Primary School must sign in at the office foyer and wear a badge whilst on the school grounds. Visitors must also be able to comply with any NSW Public Health Orders pertaining to Education that are in place at the time. Any visitor to the school must complete relevant induction processes.

VOLUNTEERS – refer to 'Parental Involvement'

