



*St. Augustine's Parish Primary
School Narromine*

Parent Handbook



Faith, Honesty, Responsibility

Principal's Message

Welcome to St. Augustine's Parish School, Narromine.

It gives me great pleasure to welcome you to our school.

I trust your association with our wonderful school will be rewarding, fulfilling and enjoyable for your family and especially for your child.

Our school is an integral part of St. Augustine's Parish. Catholic values and traditions are taught in a formal religious education program and are a guide for all that we do throughout the school.

Our core task is education. Our staff devote their classroom time to the tasks of teaching and learning. Assessment and reporting are ongoing features of our curriculum.

While we strive to work in partnership with our families, we recognise that parents are the main and prime educators of their children. It is our aim, therefore, to strengthen and support you, as parents, in the quality education of your child. It is certainly our privilege to work with you and to share this responsibility of helping your child prepare for the future.

We recognise that each child is unique and has a right to develop his/her individual talents, especially in developing meaningful relationships with God and with fellow human beings. St. Augustine's is a Catholic school where parents and teachers strive together to develop the full potential of each child spiritually, academically, socially, emotionally and physically.

Our school needs the support of all parents. Each has his or her unique contribution to make, some special quality that can help build a community that really cares for children. We hope that you will experience a sense of warmth and welcome and that there will be a rich sharing of ideas, talents and enthusiasm as together we go about our work of helping our children to learn and grow.

The following pages contain some information that I hope may assist you to settle into our school. Should you have any queries or wish to discuss matters concerning your child's education, please do not hesitate to contact your child's classroom teacher or myself personally.

I look forward to meeting you in the near future.

Mr Michael Quade

Principal

A BRIEF HISTORY OF ST. AUGUSTINE'S SCHOOL:

The sisters of Mercy began travelling to Narromine as an outreach of the Dubbo parish in 1903. They would catch the Saturday morning mail train, arrive at 11am and then spend their time in visitation and religious instruction as well as sacramental preparation of the older children and prayer for the younger ones. By 4pm they were on their way back to Dubbo.

After the planning for the school was finished and a four room cottage built on the corner of Dandaloo and Third Avenue, the foundation sisters arrived in January 1904 ready to begin their new adventure. They were Sr. Mary Patricia Tobin (Sister in charge), Sr. Mary Philomena Carroll, Sr. Anthony Murphy and Sr. Stanislaus Madden. Reverend Mother de Pazzi Hickey also accompanied them.



Over 120 sisters have ministered to the students and community of Narromine since their arrival in 1903. They were instrumental in the school's ongoing success as well as the unquestionable quality of education they provided for over 94 years.

Perhaps the biggest sacrifice made by the sisters was to be deprived of the spiritual sustenance of Daily Mass and communion, as the priest would travel out from Dubbo only on Saturdays. The Sisters were to be 'the face of the church' in Narromine for the next 14 years until a priest was appointed to the town in 1918. Reverend Father Brennan lived in the Federal Hotel for a little over 12 months until the presbytery was built.

Two natural disasters have caused damage to the church and school in Narromine. The cyclone of 1932 and the floods of 1955 caused much damage and distress in the community. The 1970's saw great changes in Narromine in terms of staffing (the advent of lay teachers), funding and renovations.

The first lay Principal was Mr Ross Lindeman who was appointed in 1976.

The Sisters of Mercy eventually left Narromine in 1997 and Mercy convent opened as the new Centacare office in 2000.

St Augustine's continues to develop this Catholic tradition established by the Sisters of Mercy over one hundred years ago. Students are made aware of gospel values, taught to think of others, encouraged to pray together, expected to attend mass and the sacraments, asked to give generously during specific activities such as Lent, missions and masses for the poor and needy.



**ST AUGUSTINE'S PARISH SCHOOL NARROMINE STAFF AND CLASSES
2025**

Parish Priest	Fr Sabbas Assenga
Principal	Mr Michael Quade
REC/Executive/NIL	Mrs Emma Driver
LIL	Mrs Lisa McSweeney
Little Saints (Pre K)/RFF	Mrs Meaghan Mackay
Kindergarten	Mrs Louise Ryrie & Mrs Jodi Jones
Stage 1	Mrs Katie Crawford & Ms Gabrielle Ireson
Stage 2	Mrs Kirsten Heap & Mr Michael Quade
Stage 3	Mrs Gabrielle Wake
Additional Needs	Mrs Jodi Jones
Aboriginal Contact Teacher	Mrs Kirsten Heap
Administration	Ms Jane Edwards
Aboriginal Education Officer(AEO)	Mrs Cassie Miller-Coen
Learning Support Officer (LSO)	Mrs Pam Rossitt (& ICT assistance) Mrs Lee Smyth Mrs Sharon Walsh

ENROLMENTS

Although there is a formal enrolment period at the commencement of each school year, applications for enrolment may be made at any time throughout the year.

Children who turn 5 before 31st July may be enrolled for that school year. Interviews for enrolment are essential and are organised through the office.

VISITORS TO THE SCHOOL MUST ENTER VIA THE SCHOOL OFFICE:

All visitors must sign in upon entry to the school. Appointments to see teachers or the Principal may be made via the school admin officer.

<u>School Times</u>	<u>Commences</u>	<u>Concludes</u>
School Day	8.50 am	3.15pm
Play Break	10:00 am	10:10am
Morning Recess	11.00am	11.30am
Lunch	1.00pm 1:10 - Play time	1.50pm

ARRIVAL/DEPARTURE PROCEDURES

Students should not arrive at school before 8:20 am unless they arrive by bus.

The procedure for afternoon dismissal is based on the concern and safety of all children.

Parents who drive their children to school and collect them in the afternoons are asked to use the pick-up gate on Third Avenue. All vehicles are to be parked legally and parents collect their child from the gate.

Walkers and cyclists are to assemble under the shelter near the canteen and will be escorted across Dandaloo Street and First Avenue by staff members. These students leave the school grounds via the laneway.

Bus travellers assemble in lines near the front gate and are supervised by staff.

Students are supervised by staff until 3.30pm. Children left at school after this time will be taken to the office and their parents will be contacted.

PUNCTUALITY

It is important to arrive at school on time. If dropping your child off after the 8:50 am morning bell, or collecting your child from school prior to the 3:15 pm dismissal bell, it is necessary to go to the school office and see the admin officer in the first instance.

Students who are late must present to the office to inform the office staff or teacher and must be accompanied by a parent/guardian.

Students are NOT to sign themselves into school if they are late. Parents/Guardians will be called if a child arrives to school late and is unaccompanied by such Parent/Guardian.

No student will be permitted to leave the school grounds for any purpose without the written consent of their parents and must be accompanied by a parent/guardian.

SCHOOL UNIFORMS

The wearing of school uniforms is compulsory. Our school has a *No Hat No Play* policy. School uniforms are available from **Macquarie Clothing** (Dandaloo Street Narromine). There is also a small clothing pool available in the school office. **Please ensure all uniforms are labelled.**

SCHOOL UNIFORM IS WORN TUESDAY & THURSDAY + SPECIAL OCCASIONS
SPORTS UNIFORM IS WORN MONDAY, WEDNESDAY & FRIDAY

Reversible school hats are available from school office = \$25.00

Green School backpacks (optional) are sold from the school office = \$50.00

	Girls	Boys
Summer	Green check summer dress Short white socks Black leather shoes School Hat	White short sleeve shirt Grey school shorts (not cargo) Short grey socks with green/white stripe Black leather shoes School Hat
Winter	Tartan Pinafore (<i>available from school office</i>) or Green trousers White long sleeve shirt Tartan School tie Bottle Green stockings or bottle green socks Black shoes Green sloppy joe with school emblem Green & yellow jacket with school emblem School Hat	Long grey school pants (not cargo) White long sleeve shirt Tartan School tie Grey socks Black shoes Green sloppy joe with school emblem Green & yellow jacket with school emblem School Hat
Sport Girls & Boys	Green/Gold polo shirt with school emblem Green jersey knit shorts Green track pants Short white socks Joggers Green sloppy joe with school emblem Green & yellow jacket with school emblem School Hat	

Hairstyle

The student's hair is to be worn in a neat and tidy style. Any accessory in the student's hair is to be limited to headbands, clips, scrunchies, ribbons etc in the school colours.

Jewellery

Jewellery is not considered part of St Augustine's uniforms and generally is not to be worn. However, if students have pierced ears, plain studs or sleepers only may be worn. No other body piercing - adornments are permitted. A watch may be worn.

Nail polish is not considered part of the uniform:

COMMUNICATION @ ST. AUGUSTINE'S:

We value our partnership with the parents and community of our school. The following is a practical guide that facilitates effective communication.

If you have questions or concerns regarding your child/ren please follow these steps:

CLASSROOM TEACHER

Contact your child's teacher via email or call the school office on 6889 1083 to make an appointment.

Please note teachers do not have access to their emails/compass during the day due to their teaching responsibilities. We will endeavour to return your communications within 24hrs. Please call the school office for any urgent matters.

If the concern continues to affect your child's wellbeing

SCHOOL PRINCIPAL

Please call the school office on 6889 1083 to make an appointment with the School Principal

Please contact the school via
Email: admin.narromine@wf.catholic.au
Phone: 02 6889 1083

for information regarding

- Sacraments
- School fees/enrolments
- Student additional needs
- Student sport

SCHOOL NEWSLETTERS

The School Newsletter is published each week on Monday and forwarded to parents via Compass. It is important to read this newsletter as it is our way of keeping you informed of the various events taking place in the school.

A class newsletter is prepared at the beginning of each term by the class teacher. A hard copy is sent home with students. It is important to retain this class newsletter each term.

MOBILE PHONES

Students are not to have mobile phones at school. If for some reason your child needs to bring a mobile phone to school it is to be handed into the office at the beginning of the school day and picked up at the end of the school day.

REPORTING SYSTEM

Each child's progress is assessed on the basis of his/her class work, social skills and work habits. Semester reports are sent home via Compass at the end of Term 2 and 4 each school year.

A parent/teacher interviews are held at the end of Term 1. Additional interviews are offered during Term 3 at parents request. Parents are also offered the opportunities for 'Personalised Learning Plan' early in Term 1 each year.

MEDICAL INFORMATION

Upon enrolment, parents are required to complete a medical information form outlining the medical history of the student being enrolled. It is important that any changes in the medical status of the student be communicated to the school immediately.

Students require an Immunisation Certificate prior to enrolment.

EYESIGHT & HEARING ASSESSMENTS

We recommend that your child has an eyesight & hearing test, conducted by appropriate medical professionals, before commencing school. Please present a copy of the results of these assessments at your enrolment interview.

SCHOOL FEES 2025

The School fee structure is developed in conjunction with the Catholic Education Office Financial Administrator.

School fees are invoiced annually and accounts are issued in Term 1. Fees are payable in advance or when an account is received. The preferred method of payment is B/Pay, but we also accept payment via compass, credit card, Centrepay or cash.

The 5% discount will be applied if school fees are paid in full by 10th March 2025.

TOTAL FEES		Upfront Discount	5%	FEES TOTAL (paid upfront)
1 Student Family	\$ 1,828.48		\$91.42	\$ 1,737.06
2 Student Family	\$ 3,284.02		\$164.20	\$ 3,119.82
3 Student Family	\$ 4,442.37		\$222.12	\$ 4,220.25
4 Student Family	\$ 4,647.25		\$232.36	\$ 4,414.89

Tuition Fees	Discount	Fee
1 Student Family	0%	\$1,19.81
2 Student Family	10%	\$1,072.66
3 Student Family	20%	\$953.47
4 Student	100%	\$ -

Other Tuition Charges - Per Student		
Resource Fee		\$204.88
Chromebook Levy		\$178.00

Other Tuition Charges - Per Family		
Building & Maintenance Levy		\$253.76



LITTLE SAINTS - SCHOOL TRANSITION

St Augustine's holds a free weekly orientation session. This is open to all children in Narromine. There is no obligation to enrol at St Augustine's to be a part of this experience, but a registration form will need to be completed. **These sessions are free of charge.**



Sessions will run every Friday of the school terms and include a morning tea and lunch break. Students will need to supply their own recess, lunch (or may order from the canteen using the Qkr app) and a water bottle. During these sessions, activities will be provided that will be fun and engage children in early learning experiences. Each child attending Little Saints will receive a free T-shirt, hoodie & hat.



CRUNCH AND SIP POLICY

Crunch & Sip is a set break for students to eat fruit or salad vegetables and drink water in the classroom. St Augustine's Parish Primary School has introduced Crunch & Sip to support students to establish healthy eating habits while at school.

Goal: All students and teachers at St. Augustine's School should enjoy a Crunch & Sip break to eat fruit and vegetables and drink water in the classroom every day.

STAFF INSERVICE DAYS

Pupil free days are utilised by staff for the purpose of improving the school and planning curriculum. Students do not attend school on these days. Usually, one month's notice is given to parents prior to such days

THINGS TO REMEMBER

<p>You change your address or phone number:</p>	<p>Notify the school office staff and your child's teacher immediately so that you may be notified promptly in the case of an emergency.</p>
<p>You are requested to complete forms:</p>	<p>Do so immediately and return form/s to your child's teacher or the office staff as required. If you lose your form/s please request a new form ASAP.</p>
<p>Your child is not well:</p>	<p>Keep your child at home. Parents are asked not to send their child to school when he/she is not well. If your child is well enough to return to school but still requires medication, you will need to complete and sign a permission form stating dosage and time medication is to be administered. The medication and permission form should be left with the office staff. If your child becomes unwell during school hours, parents/guardians will be contacted. If parents/guardians are unable to be contacted, emergency contacts will be the next point of contact.</p>
<p>You are not at home during school hours:</p>	<p>Please ensure you have supplied the school with your work and emergency contact phone numbers.</p>
<p>You wish to collect your child early:</p>	<p>Please call at the school office, who will call to your child's class & have them come to the office. Please sign your child out on the kiosk in the school office.</p>
<p>You will be late collecting your child:</p>	<p>Please contact the school office, who will advise your child & their teacher.</p>
<p>You wish to have a meeting with your child's teacher or the Principal:</p>	<p>Please contact the school office via phone or email to make a mutually convenient appointment time.</p>
<p>School Assemblies:</p>	<p>School assemblies are held in our Parish Hall at 2:40pm on Friday during the term. Our Year 6 leaders lead each assembly. Periodically a class will present a small item. Merit and other awards are presented during assembly. All families and the community are welcome to attend each assembly.</p>

RELIGIOUS EDUCATION PROGRAM

As a Catholic parish primary school, we exist to provide the children with the opportunity of living in a caring, Christian community which gives witness to the Gospel values it proclaims.

The parish school exists to support you, the parents, in the development of your children's faith and Christian values.

Religious Education is integrated totally into everyday life in the school. It governs all contact between community members as we strive to promote the dignity of each person and create a faith community which reflects God's love.

Daily prayer and regular liturgies are crucial dimensions of our Religious Education Program. The spiritual growth of students at St. Augustine's Parish Primary School is nurtured through faith development opportunities such as prayer, liturgical celebrations, and the teaching of our Catholic religion. Under the guidance of our Parish Church, school based sacramental preparation continues to be implemented for our Reconciliation, Eucharist and Confirmation candidates. Sacramental preparation enables parents to take a very active role in the spiritual growth of their child.

Special Masses or liturgies are celebrated for Church Feast Days, the beginning and the end of the school year, induction of the Year 6 leaders and Year 6 Graduation, Ash Wednesday, Stations of the Cross, Anzac Day, St Patrick's Day, St Augustine's Day and Remembrance Day. Children are given the opportunity to attend Reconciliation throughout the year and "Reflection" days, facilitated by staff members, are conducted for senior students.

Students who have made their First Communion may choose to train as Altar servers. This important role assists the priest when he is celebrating mass. These students are encouraged to assist at weekend mass.

Parish Mass

- Weekend - Saturday evenings 6pm (5pm in winter)
Sunday at 8am.

All welcome to attend



CRITICAL INCIDENT POLICY

St Augustine's Parish Primary School has established guidelines for the implementation of incidents associated with safety and emergency situations. Such guidelines outline the management, response and evaluation of a critical incident. The response includes the intervention of the Catholic Education Office Counselling Services, Centacare Services and other relevant support networks

CORPORAL PUNISHMENT

Corporal punishment is expressly prohibited in this school. The school does not sanction administration of corporal punishment by school persons and non-school persons, including parents, to enforce discipline in the school.

COMPASS - OUR SCHOOL APP.

What can Compass do for parents?

- Monitor your child's attendance and enter an explanation for absence or lateness (you have 7 days to do this).
- Communicate with your child's teachers and update your email address and mobile phone number.
- View the school calendar and see any scheduled events your child may be participating in.
- Download and view your child's Semester Reports.
- Book parent/teacher interviews (when available).
- Pay and provide consent for events (and shortly your school fees).
- Make an online booking for parent/teacher interviews.

Accessing Compass

- Parents can access Compass on a computer (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass app on iOS or Android devices (search for Compass School Manager in the app store).
- You will have been provided with an individual login per parent by your school.
- When searching for your school in the app, put in your full school name e.g. St Augustine's Parish School, Narromine or alternatively just enter the town name 'Narromine'.
- If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

ABSENCE FROM SCHOOL:

- Using Compass you can view current attendance information for your child. Click on the Attendance tab in your child's Student Profile.
- You will find a daily snapshot for the current day, an annual summary and an attendance summary.
- The Notes/Approvals tab allows parents to add an attendance note for student absences. This can be done in advance for upcoming known absences or within 7 days of a past absence (click the unexplained tab).
- Adding an attendance note can also be done from the home page. Click on Add Attendance Note/Approval (Approved Absence/Late).
- Alternatively parents and guardians may call the school office (68891083) and notify the school of their child's absence from school.

HOMWORK

GUIDELINES

Homework will normally be completed on Mondays to Thursdays. The following guidelines are an approximation of times. Consideration will be given when project work (if appropriate); other school commitments and the stage level of each child hinders them from completing the guidelines

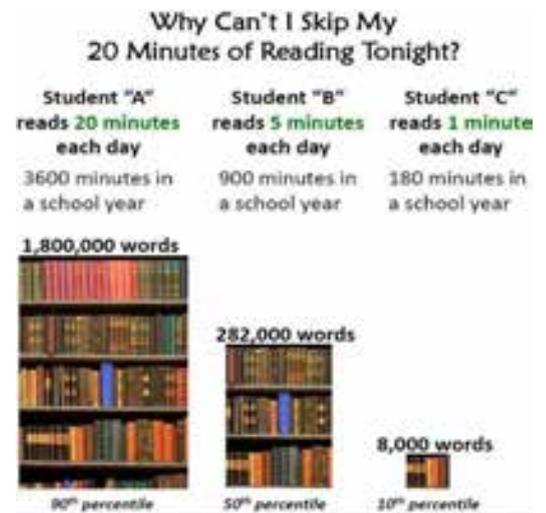
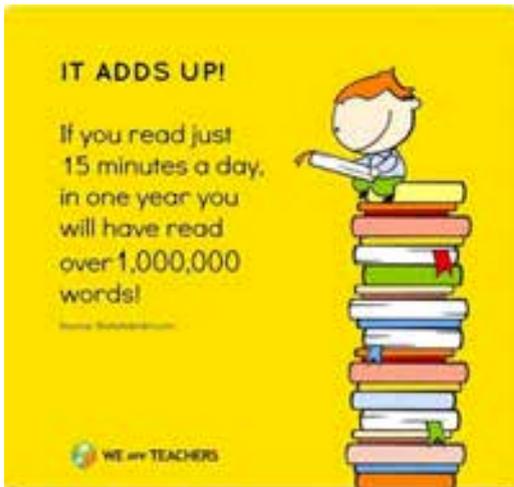
RATS (Infants)

Rats stands for” **Read Aloud To Someone**”.

Reading at home is important to consolidate skills and strategies learnt at school. Home reading should be given at an easier level than the child’s instructional level obtained from the

PM Benchmarking kit. Home reading should be encouraged from Monday to

Thursday nights and recorded by parents or children if they are in the older grades.



By the end of 6th grade Student "A" will have read the equivalent of 60 whole school days. Student "B" will have read only 12 school days. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school...and in life?
(Steph & Thomas, 1997)

Home Reading

Early Stage One

Kinder: (Minimum 5mins, maximum 10 mins per night)

· RATS Reading

Stage One

Year One & Two : (Minimum 10mins, 15 mins per night) -

RATS Reading

Stage Two

Year Three & Four :(Minimum 10mins, maximum 20 mins per night) ·

RATS Reading

Stage Three

Year Five & Six :(Minimum 15 minutes, maximum 30 mins per night) ·

Reading

The responsibilities of a parent at St Augustine’s with regards to homework are to:

§ uphold expectations of their child’s homework

§ assist their child to develop sound study habits.

All Students are encouraged to read for at least 10 minutes each night

SCHOOL EMERGENCY EVACUATION PLAN

A detailed plan has been formulated in the event of an emergency requiring the total school population to be moved to 'a safe area'. The plan concerns the safety of all on site and speed and co-operation are the two essential elements of the plan. Plans are displayed in each classroom and evacuation drills are practiced regularly.

HOW CAN I BE INVOLVED AT ST AUGUSTINE'S?

- P&F and Parish School Committee Meetings - once a term
- School Carnivals
- Grandparents' Day, Mother's Day and Father's Day
- P & F School Canteen
- St Augustine's social events
- Lunch on the Lawn (Wednesday of Week 6 each term - come along and have lunch on the lawn with your children).

PARENTS AND FRIEND COMMITTEE

Our P & F committee is a dedicated group of parent volunteers who meet regularly to organise school social events, school canteen, fundraisers to supplement our school income and purchase items to support the curriculum and learning environment. The meeting is held once a term. Times are advised on our school calendar. All parents are welcome.

PARISH SCHOOL COMMITTEE

Key functions of the Parish School Committee include, but are not limited to:

- Promoting the Diocesan Statement of Faith and School Mission Statement within the parish community.
- Promoting Catholic education within the parish community.
- Supporting the school in its role of pastoral care.
- Fostering parish/school/community relationships.
- Liaising with other school parent groups.
- Providing advice on the impact of Government policy, pertaining to school education, on the parish school.
- Consulting with the school Principal on policy, procedures and plans.

Our school committee meets each term. Times are advised on our school calendar

BUS TRANSPORT

Many children travel to and from school by bus. Parents are asked to regularly reinforce correct code of conduct while travelling on buses.

All children in Kindergarten, Year 1 and Year 2 are eligible for free bus transport to and from the school.

All children in Year 3, Year 4, Year 5 and Year 6 who live 1.6km or further from the school, travelling via the shortest route, are also eligible for free transport.

Bus applications are available www.transportsw.info/school-students

CAR SUBSIDY

All children travelling to and from school by private car and who live 1.6km or further from the school, travelling via the shortest route, are eligible to claim a subsidy if a bus service is not available.

BICYCLE SAFETY GUIDELINES AT ST. AUGUSTINE'S PARISH PRIMARY SCHOOL

- Think carefully about safety, riding skills, spatial awareness and the local traffic environment, especially if your child is under 12
- Check the school's policy about bringing bikes, scooters and skateboards onto school property
- Ride regularly with your child at other times to help them learn how to ride, safety considerations and road rules
- Accompany your child when riding a bike to school, **especially if your child is under 10**
- Primary aged students are safest when they are supervised by an adult when riding.
- Bicycles are not to be ridden in the school grounds.
- Using the bicycle entry and exit gate in the Third Avenue Laneway. This is the only way bicycle riders are permitted to access the school grounds.
- Dismount before entering the school ground and walking their bicycle whilst on the school grounds.
- Storing their bicycle in the bicycle rack near the Sheila's playground toilet block. A bike lock is recommended to secure bicycles

The Department of Education and Training and the RTA recommend that **children under 10 years of age should cycle in a safe place off the road and away from vehicles and driveways**. Children aged between 10 and 12 years of age should avoid cycling on or near busy roads.

CODE OF CONDUCT:

Principals

Principals provide leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment
- Holding everyone under their authority accountable for his/her behaviour and actions
- Empowering students to be positive leaders in their school community
- Communicating regularly and meaningfully with all members of their school community

Teachers and Other Staff Members

Under the leadership of the Principal, teachers and other staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in the classroom, school and community
- Communicate regularly and meaningfully with parents

- Maintain consistent standards of behaviour for all students
- Demonstrate respect for all students, staff, parents, volunteers and the members of the school community
- Prepare students for the full responsibilities of citizenship

Students

Students are to be treated with respect and dignity. In return they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time and ready to learn
- Shows respect for himself/herself, for others and for those in authority
- Follows the established rules and takes responsibility for his/her own actions

Parents

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfil their role when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Show they are familiar with the Code of Conduct and the school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child

School Behaviour Management Procedures

Our behaviour management procedures are based on the belief that:

- All students have the right to learn without disturbance
- All teachers have the right to teach without distraction
- All members of the school community have the right to feel safe in our school
- There are clear and consistent consequences for children who choose to disturb the learning and teaching of other

SAFE AND SUPPORTIVE ENVIRONMENTS -

LEGAL CONCERNS & COMPLAINTS:

We take concerns and complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible according to the principles of procedural fairness. We encourage any person with a concern or complaint to promptly raise the matter so that it does not become overwhelming for those involved.

For further information on resolving school concerns and complaints an information brochure is available from the school office or can be sourced from the CEWF Concerns and Complaints Handling Policy on the CEWF website: www.wf.catholic.edu.au/policies/

Concerns and Complaints of a Child Protection Nature

If the concern is about the inappropriate behaviour of staff, misconduct or reportable conduct towards any child or young person, it should be directed immediately to the Principal. Confidentiality must be maintained at all times.

CHILD PROTECTION:

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

In particular the school will:

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

Responding to Risk of Harm

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

School staff are to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the Catholic Education Office. Any information about a child at risk is kept confidentially by the Principal.

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

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

Maintaining Professionalism

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. We understand that staff have a duty of care to:

- ensure no child is exposed to foreseeable risk of harm;
- take action to minimise risk;
- supervise actively; and
- If we see others acting inappropriately with children, report concerns to the Principal.

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

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 child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers (including parents) and contractors as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the Catholic Education Office.

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 Catholic Education Office 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 of duties or termination of employment.

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

WORKING WITH CHILDREN CHECKS:

Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. Non-exempt school volunteers, outside tutors, external providers and any staff engaged by an external organisation are also expected to provide schools with their WWCC which is verified prior to engagement.

Exemptions from Working With Children Check are:

- Children (under the age of 18);
- A 'parent of a child' includes a carer or person who has legal responsibility for a child;
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew.

This exemption does not apply where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability, or when volunteering on overnight camps.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child related role. The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for various activities in the school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Compass Kiosk* at the front office and obtain a visitor's badge or slip as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <https://www.kidsguardian.nsw.gov.au/>

PARENT HELPERS/VOLUNTEERS

The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for various activities in the school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Compass Kiosk* at the front office and obtain a visitor's badge or slip as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.



St. Augustine's Parish Primary School Narromine

Diocese of Wilcannia-Forbes Statement of Faith:

Our schools are communities of faith, learning and transformation founded upon the person of Jesus Christ, the Way, the Truth and the Life, where the gospel is proclaimed and lived within the communion and the rich tradition of the Catholic Church.

St. Augustine's School Prayer:

*At St Augustine's Narromine, we pray that we can be true to God,
to our Church and to our school community.
We promise to take care of each other and to work together to make
our school a good place, a happy school, of which we can be proud.*

Our School Vision:

*We are engaged, resilient and empowered learners
who are always guided by Jesus Christ
and the needs of our wider community.*

St. Augustine's Mission Statement:

*We at St Augustine's Parish School are committed to developing the whole person, in a way
that is spiritually, intellectually, socially, morally, physically and emotionally rewarding.*

*As an educational institution we strive to provide learning programs of the highest possible
standard.*

*As a Parish School we will participate fully in the life of the Parish and Community, developing
within each person a sense of belonging.*

*The School Community is committed to encourage children to contribute in a constructive,
responsible way to the Church and the wider community.*

*It is our school's responsibility to see that each person begins to fulfil their dreams, hopes and
goals for themselves and the world they live in.*

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