

**Christ Our Holy Redeemer
Primary School**

Parent Handbook 2020



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OAKLEIGH EAST 3166**

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Dear Parents,

Welcome to Christ Our Holy Redeemer, a community that values education, faith and friendship as we celebrate our Catholic story. With emphasis on providing a comprehensive curriculum catering for the needs of all, our priority is for students to see themselves as life-long learners who are empowered to successfully meet the demands of the wider world.

By choosing Christ Our Holy Redeemer, you can be assured that your child will be educated in an environment where our students are nurtured with Catholic values based on the Gospels. In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff can work together to form a partnership. Each child has a right to feel safe, secure and supported. At Christ Our Holy Redeemer, all staff have a commitment to provide a culture of child safety, including zero tolerance of child abuse.

Beginning school for you and your child may be a daunting thing. When children begin school they are, in some ways, moving away from the world of parents and family and into the world of children. It is a big step into formal education.

The children will be looking forward to school, and you, as parents may share their enthusiasm. The first year at school is often a new step for you as a parent, especially if this is your first or last child commencing school.

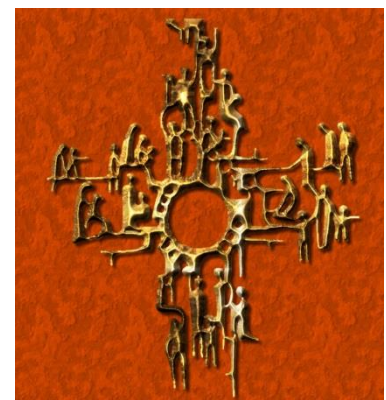
Your child will make new friends, learn new things and feel quite "grown-up". There will be many wonderful experiences for children to enjoy and share with you as a parent. At the same time, all of this may be stressful. Some children may expect to be able to read and write by the end of the first day. Some children may expect all the other children to like them and to make new friends immediately.

Our first priority is to ensure that the children become literate and numerate as early as possible and we cannot do this without your involvement. Statistics tell us that family involvement in the learning journey increases the chances of success tenfold, so we owe it to our children to pursue this relationship. We value and appreciate the support of our parent community including parent classroom helpers, the Education Board and the Parents' Association.

We are inspired by the Holy Spirit and blessed to work alongside Fr Raju Godavarthi in the Parish in creating a nurturing and faith filled environment.

It is our hope that you and your child have a rewarding experience here at Christ Our Holy Redeemer. I look forward to welcoming you to our school community and getting to know your child.

Brendan Welsford
PRINCIPAL



VISION STATEMENT

“ That they may be one...” John 17:11

At Christ Our Holy Redeemer Parish School,
we aim to create and continue to build a safe, nurturing,
inclusive school based on acceptance and respect for all and strong Gospel values.

At Christ Our Holy Redeemer Parish School,
we encourage students to become independent and active members
of the community who live their catholic faith and
demonstrate a strong sense of social justice.

At Christ Our Holy Redeemer Parish School,
families and staff are partners in learning, striving to create a challenging,
collaborative and engaging learning environment that promotes life long learning skills.

At Christ Our Holy Redeemer Parish School,
we aim to develop resilient, confident individuals
who are capable of making a positive contribution to society.



SCHOOL PRAYER

Jesus you are the Bread of Life,
my Shepherd and Friend.
Jesus, be part of my dreams for the future:
be a part of my life-story;
be a part of the story of our school,
here at Christ Our Holy Redeemer.
In our friendship – Jesus, be with us.
In our failures – Jesus, be with us.
In our successes – Jesus, be with us.
At all moments – walk beside us.
Teach us your ways, Lord.
Teach us to be faithful.
Teach us to treasure our friendship with you.
Amen.

HISTORY

Christ Our Holy Redeemer Parish was formed in 1957 and the school was opened in the original Church building, which was constructed in 1958. The Brigidine Sisters came to the school in 1961 and remained until 1978. Since this time the school has been staffed by lay teachers.

The school and the church shared the same building for the first three years when in 1961 the lower school building was opened and subsequently extended in 1968 to include extra classrooms and a tuckshop. In 1976/77 a new hall was opened and in 1978/79 the library and staffroom were completed.

The administration area was refurbished in 2000 along with the construction of a new library, information technology area and meeting room. In July 2004 the junior corridor was demolished and was rebuilt to allow easier access. At the same time the three classrooms in the senior block were refurbished along with the construction of one new classroom and a storage area, which has incorporated the old office area. In 2005 the senior classes and corridor were painted, interior blinds were replaced, air-conditioning was installed into the new classroom and a multi media sound system was installed in the hall. In 2006 the tennis courts were re-surfaced with a synthetic grass and is now used as part of the school playground as multi-purpose facility.

In 2007, a new wireless computer network was installed throughout the school and the information technology room was fitted with a permanent data show projector and a surround sound speaker system. A new toilet block was constructed in 2007. In 2007 the Masterplan for the school was finalised and in 2008 stage 2 was completed with the construction of two new classrooms. In 2009, the school was fortunate to receive funding from the Federal Government Building Education Revolution. A new classroom and hall have been built along with an upgrade of the administration block. In 2011 a new toilet block was built. In 2014 the school purchased a modular classroom to accommodate the growing enrolments, and made an application for a capital grant to add more classrooms and refurbish part of the existing building.

PARISH LIFE

Our Parish community is vitally interested in all aspects of the school and parish life. Fr Raju Godavarthi, our Parish Priest, is very supportive of the school and its relationship with the parish. There are many active groups in the parish catering for a wide range of talents and abilities that focus on the mission of the Church.

LOCATION

Our school is situated on the corner of Huntingdale Rd. and Ferntree Gully Rd. in East Oakleigh. It has a large oval, shaded play equipment, a sheltered sand pit, an asphalt area marked out with a variety of games, security fencing, tennis courts and a hall.

We are close to Oakleigh suburban shopping centre, a local library, swimming pool, recreation centre and parkland. There is easy access to Monash Freeway, with ample public transport including buses and rail service.

FACILITIES

We have a large grassed oval, a shaded set of junior play equipment, a set of senior play equipment, a netball/basketball court, a shaded seating area, a fenced asphalt area marked with a variety of games, a large hall and a multi purpose surface on the tennis courts which are also used as part of our playground for basketball and netball. A Reflective garden in between the school and church was established in 2010. A small vegetable garden was established in 2014.



STATEMENT OF AUSTRALUAN VALUES

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The 'Education and Reform Act 2006' requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act we will deliver our programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

This includes a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

GENERAL INFORMATION

Term Dates 2020

TERM 1 – Wednesday 29th January (Years 1 – 6) – Friday 27th March

Preps will commence on Thursday 30th January (Foundation hours are 8.55am – 1.00pm on this day only)

Assessments for Years 1-6 will be conducted on Wednesday 29th - Thursday 30th January.

All students will commence on Friday 31st January

TERM 2 – Tuesday 14th April – Friday 26th June

TERM 3 – Monday 13th July – Friday 18th September

TERM 4 – Monday 5th October - TBC

SCHOOL HOURS

| | |
|-------------------------|------------------------------|
| 8.45 a.m. | Music to prepare for school. |
| 8.55 a.m. | Bell |
| | Learning Session 1 |
| 11:10 a.m. – 11:20 a.m. | Eating time |
| 11.20 a.m. - 11.40 a.m. | Recess |
| | Learning Session 2 |
| 1:10 p.m. - 1:20 p.m. | Eating time |
| 1.20 p.m. - 2.00 p.m. | Lunch |
| | Learning session 3 |
| 3.30 p.m. | Dismissal |

(These times are subject to alteration)

School Office

The School Office hours are from **8.30am until 4.00pm** during School Term.

CHRIST OUR HOLY REDEEMER FEES SCHOOL FEES – 2020

The Catholic Education system is funded by grants from both the Federal and State Government that are given to the Catholic Education Office in each state. The central diocesan office then distributes funds to each Catholic primary, secondary and special school according to enrolment numbers and socio-economic category.

School fees for 2020 are:

| | |
|----------------------------|--|
| <u>Annual Tuition Fee:</u> | 1 child = \$1680 2 children = \$2180 3+ children= \$2350 |
| <u>Annual Capital Fee:</u> | \$240 per family |
| <u>Maintenance Fee:</u> | \$60 per family |
| <u>Subject Levy:</u> | \$240 per child (which includes a Technology Levy of \$50) |
| <u>Excursion Levy:</u> | \$75 per child |
| <u>Interschool Sport:</u> | \$55 (Year 5,6) |
| <u>Book Levy:</u> | \$45 per child. |
| <u>Swimming Levy:</u> | \$115 (Year Prep – 6) |
| <u>Camp Yr 5/6:</u> | \$TBC (Year 5/6 students) |
| <u>Camp Yr 4:</u> | \$TBC (Yr 4 students) |

Accounts are sent out 3 times per year and parents are asked to make prompt payments. Our school has a budget, based on our income and we need fees and levies to be paid so that we can resource our curriculum areas. Parents need to make payments by the due dates each term.

CLASS GROUPINGS

In 2020 the school will be structured in the following way:

- 1 Foundation (Prep) classes
- 3 One/Two classes
- 3 Three/Four classes
- 4 Five/Six classes

CLASS PLACEMENT

The appropriate teachers in consultation with the school Principal give careful consideration to the class placement of each child.

THE FULL FLORISHING OF ALL

Christ Our Holy Redeemer community follows the teachings of Christ, existing to complement the family in the development of the total student in the life of faith. This development occurs in partnership with the Parish, Parents and School Community.

Christ Our Holy Redeemer School provides an environment in which all students are encouraged to reach their full potential. We recognise that all students are unique and therefore our school supports and caters for students' individual needs and diverse backgrounds.

As teachers we provide a faith model for the students. Our school structure and the way we relate to each other, the students and their families reflect:

- ✚ the Catholic faith, doctrine and attitudes
- ✚ respect for self and others
- ✚ self-esteem and self-worth
- ✚ responsibility
- ✚ a caring attitude that fosters co-operation amongst peers
- ✚ tolerance and appreciation of self and others
- ✚ individuality
- ✚ life experiences which are relevant for the individual
- ✚ openness
- ✚ communication
- ✚ active independent learners who take increasing responsibility for their learning.

Students in all year levels who have special learning needs have an Individual Learning Plan (I.L.P.) set for each term. Parents and staff set specific academic, behavioural or social goals, plan the strategies needed to achieve these goals and review progress at the throughout each term. We also have a staff member who leads our Student Services department to support the class teachers from Prep – Year 6.

Specialist teachers currently include:

- Library
- Information Technology
- Languages (Italian)
- Performing Arts
- Physical Education
- Visual Arts
- Reading Recovery
- Intervention Support Staff



STAFFING 2020

Foundation (Prep)

Jill Palermo

Level Two (One/Two)

Kim Goddard

Emily Leckie

Jo Hunt / Rachael O'Halloran

Level Three (Three/Four)

Kristy Sly

Karen Gosling & Nicole Russell

Sarah Den Elzen

Tanya Ticca

Level Four (Five/Six)

Ilona Cetrola

Emily Faella / Sam Cannizzaro

Clare Inwood

Sarah Counihan / Sam Cannizzaro

Specialists

Karen Wakeling Resource Centre & ICT (T, Thurs, F)

Sue Tobin Tues, PE (Thurs, F)

Jon Bode Performing Arts (Thurs, Fri)

Marisa Lucia LOTE (Italian) (Tues, Thurs, Fri)

Marissa Kilbride Visual Arts (Wed)

Georgina Torrisi Digital Technologies (F)

Student Services

Suzanne Neil

Franca Paduano

Class support/Integration Aides

Sue Jenkins

Lorraine Hill

Vicky Kalliontzis

Anna Giannikos

Caroline Heil

Tim McDonald

Administration

Virginia Macdonald (Mon, Thurs, Fri)

Rachel Bernardo (Tues, Wed, Thurs)

Positions of Leadership

Suzanne Neil Student Services

Franca Paduano Literacy Leader/ Teaching & Learning Leader

Jill Palermo Teaching & Learning Leader

Karen Wakeling ICT leader

Sarah Counihan Maths leader

Emily Faella Wellbeing Leader

Jo Cowan Deputy & Religious Education Leader

Brendan Welsford Principal

CHILD SAFETY

Christ Our Holy Redeemer Primary School is committed to providing a safe environment for all students and young people and takes active steps to protect them against abuse.

At Christ Our Holy Redeemer Parish School, we aim to create and continue to build a safe, nurturing, inclusive school based on acceptance and respect for all and strong Gospel values.

We ask all volunteers, including parents to have a Working With Children Check and to complete the Code of Conduct Safeguarding Children and Young People.

This Code of Conduct has a specific focus on safeguarding children and young people at Christ Our Holy Redeemer School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at Christ Our Holy Redeemer School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

You can find a copy of the Code of Conduct on our school website, or paper copies are available at the Office.

SUPERVISION

Children are supervised on the playground during recess and lunchtimes, from 8:35am in the morning, and after school until 3:45pm. As our staff have meetings after school on most afternoons, we ask that all students are collected by 3.45pm or placed in the After School Care program which operates in the School Hall.

Care is taken of injuries, and parents are notified if significant first aid has been administered.

Please remember that no staff member is on duty prior to 8.35am and children left earlier are left at parents' risk.

If parents are unable to collect their children by 3:45pm, care arrangements will need to be made.

During recess and lunch times teachers use a roster system to supervise our playground areas. Supervision takes place 15 mins before and 15 mins after school.

When it is raining or extremely hot at recess times, the children remain in their classroom and they are supervised by teachers.

PARENT/TEACHER COMMUNICATION

This is an essential part of school life. We encourage you to see your child's teacher if you have any query or question. In the mornings, teachers are occupied getting ready for class, so we ask that you do not distract the teacher with any questions involving complex and detailed discussion unless you have made an appointment. You also have the opportunity to email your child's teacher. Staff email addresses are listed in the Newsletter early in the year. There are formal interviews and written reports during the year.

NOTICES

A fortnightly newsletter is written on a Thursday. It is posted on our webpage and on the school app. – flexibuzz and emailed to families.

CARE MONKEY

We use Care Monkey to update medical forms, permission forms for excursions, sporting events etc. You will receive an email at the beginning of next year inviting you to sign up

EMERGENCY CONTACTS

Please update Care Monkey regularly with contact numbers and medical details if they have changed.

ABSENT/ILLNESS

When a child is absent a note giving the reason must be given to the class teacher on return to inform the teacher of the nature of their absence. Please advise the school office before 9:15 am if your child is to be absent. Alternatively you may use to send the office a message. Please avoid sending your child to school if he/she is ill. You may also prefer to email the class teacher if it is more suitable.

HEALTHY EATING

Parents have an important role to play in helping ensure their children receive a consistent message about healthy eating and being active. The *Go for your Life* website (www.goforyourlife.vic.gov.au), part of the Victorian Government's campaign to get Victorians physically active, eating healthily and involved in the community, contains many useful ideas. Christ Our Holy Redeemer supports this campaign and we ask that children are given fruit and healthy lunches in preference to packets of chips or lollies.

LUNCH ORDERS

Lunches can be ordered on-line for direct delivery to the school on Monday, Wednesday, Thursday or Friday. Orders are labelled and you have many options from which to choose. All orders need to be finalised by 8:30am on the day required. Please refer to the website.



BOOKLISTS

Our school orders booklist supplies in bulk and distributes these to the children throughout the year. The cost for this is covered in the fee structure. There are a few items which students use and keep for a number of years and a few which parents are requested to purchase and send to the school in the first week of the year.

SACRAMENTAL PROGRAMMES

The current Sacramental programme is:

| | |
|-----------------|-----------------|
| Reconciliation | Year 3 (Term 1) |
| First Eucharist | Year 4 (Term 2) |
| Confirmation | Year 6 (Term 3) |



There are a number of meetings and masses that parents and their children preparing for a Sacrament are expected to attend. Information regarding these meetings is advertised in the Newsletter.

SUNDAY MASSES

The Sunday Eucharist is at the heart and centre of our Christian Faith. A Catholic education, therefore, presupposes that the Catholic parents attend Mass regularly and receive the Sacraments with their child/children.

Mass times at Christ our Holy Redeemer Church are:

Saturday Vigil: 7.00pm

Sunday: 8.00am; 11.00am

BUILDING AND MAINTENANCE

The Building and Maintenance of the school is co-ordinated by the Deputy Principal in conjunction with the Principal and the School Education Board. Working Bees are co-ordinated by the Deputy Principal and are held when required during the year.

ACCIDENTS AT SCHOOL

First aid is given in the case of accidents. Parents are informed when a child has received attention at the First Aid Room that requires additional medical treatment. Please advise the Office if there are updates on your child's health.

CAMP

Our program provides opportunities for our Year 5/ 6 students to experience an outdoor education camp one year and the alternate year, an education based camp. Parents are informed about camp location, facilities, planned activities, cost, clothing requirements and behavioural expectations. In addition, the Year 4 students attend an overnight camp. This assists in building personal and interpersonal skills.



PARENTAL INVOLVEMENT

"The most effective Catholic schools are distinguished, not by their physical resources, elaborate buildings or level of government financial assistance, but by their outstanding social climates which give them a special ethos or spirit ... The distinctive nature or ethos of such schools is an important element of their informal curriculum - that implicit, unofficial or unstudied learning which takes place through interactions, relationships and life of students, parents and staff."

(Br Marcellin Flynn The Effectiveness of Catholic Schools)

Catholic education is based on an ideal of Christian community in which everyone involved – Parish Priest, Principal, Administrators, Teachers, Parents, Students and Parishioners – work together co-operatively. Each of these has different ways of contributing and therefore different roles and responsibilities. The following statement aims to clarify the ways in which our community strives to fulfill its mission.

At Christ Our Holy Redeemer, we welcome parental involvement. Parents can be involved in school communities in a variety of ways. Such contribution is valuable whether or not it is directly related to learning.

Participating provides families with opportunities to be involved in the life of the school and support learning in ways that suit their particular interests, expertise and capacity to give time.

Christ Our Holy Redeemer provides access for parents through inviting participation in special events, excursions, working bees, classroom assistance, regular participation through rostered duties and involvement in committees.

Participation may take a variety of forms including volunteering, supporting, attendance at meetings, parent teacher interviews and forums, responding to surveys, or discussions, as audience, as experts, and may be undertaken individually or as groups.

Parents: It has long been recognised that parents are the primary educators of their children in faith. The Church document "The Catholic School" tells us that parents should support the educational efforts of the school and utilise structures offered for parental involvement to make certain that the school is faithful to Christian principles of education.

Parents are able to collaborate in the education process in various ways and may be involved in many aspects of Christ Our Holy Redeemer, such as:

School Education Board – Parents’ Association - Classroom Helpers - Student School Banking – Fete – Art Show – Working Bees – School Events – Fundraisers

The formal committees of our school are:

- Education Board
- Parents’ Association

CHRIST OUR HOLY REDEEMER EDUCATION BOARD

The Education Board acts as a forum for discussion on matters concerning education in the community. It brings together, in a spirit of co-operation, Parish Priest, Principal, representative of parents, teachers, and other groups involved with education in the community so that responsible, informed advice can be given to the Parish Priest and Principal.

The Education Board deals with:

- ❖ broad policy development
- ❖ clarification of educational needs
- ❖ pastoral care of students, parents and staff
- ❖ maintenance and finance

The members of the Education Board collaborate, cooperate and support decisions within their scope of influence in conjunction with the school staff rather than directing them.

PARENTS’ ASSOCIATION

The members of the Association are the Parish Priest, parents and teachers of Christ Our Holy Redeemer School. The membership of the PA Executive consists of the School Principal, a representative of the teaching staff and elected parents. Parent representatives hold the positions of President, Vice-President, Secretary and Treasurer.

The PA assists in planning future development; and provides funding for general maintenance of school buildings, school equipment and curriculum resources.

The parent representatives also assume the responsibility for school social activities and other parental assistance to the school.

CLASSROOM HELPERS ~ Parents as Helpers Program

We believe that parents make an important contribution to the life of the school. Classroom Helpers is one opportunity where parents can provide support during class programs. A short training course is provided to increase parents’ understanding of how to help in the classroom and work alongside the teacher in English, Maths, P.E. or Art sessions.

CDF Pay

This year we have set up CDF Pay as an alternative to pay for events. CDF pay can be accessed through our webpage.



SCHOOL BANKING

The Commonwealth Bank provides a weekly school banking option for interested parents. Bankbooks are collected on a Tuesday morning and usually returned by Tuesday afternoon.



EXCURSIONS/INCURSIONS

Excursions or incursions directly related to classroom study are arranged to provide children with unique learning experiences. We also arrange for groups to come into the school during the year e.g. State Opera, Story Tellers, C.S.I.R.O., Cultural diversity groups.

Charges for these excursions and incursions are paid as a yearly levy. Parent volunteers are welcome and necessary when children leave the school site. Those parents attending are expected to have a Working with Children Check and be familiar with excursions protocol. Permission notes must be fully completed and returned to the school. If a permission note is not returned, the child is not permitted to attend the excursion.

CHILDREN LEAVING COHR

Parents are requested to notify the school as soon as practicable of their intention to withdraw their child from Christ Our Holy Redeemer **prior to Year 6.**

POLICIES AND PROCEDURES

ABSENCES

We would be most grateful if parents could adhere to the following procedures regarding student absence. The procedures are important legal requirements to ensure safety.

- ◆ If a child is unwell, a phone call to the Office would be appreciated. On return to school a note to the classroom teacher is required.
- ◆ If you plan to exit your child for any reason, you are asked to inform the class teacher and the Principal in writing, prior to this happening (especially for holidays during school time).
- ◆ When exiting your child from the school during school hours please collect your child from the school office and sign the "sign in/out" book located in the Office.

Please do not proceed to the classroom for any reason without informing the Office.

COMMUNICATION

Contact between staff and parents, is most welcome and actively encouraged. If an appointment with a teacher is required, please phone, email or write to arrange a convenient time. The children have a Reading Log (Prep – Yr 2) and a Diary (Yr 3 - 6), which is an ideal way to communicate with the classroom teacher.

FLEXIBUZZ app

We strongly recommend the school community uses the 'flexibuzz' app as a means of improving communication between the school and parents. Notifications are posted regularly as reminders, requests or advice of upcoming events. The free tiqbiz app can be downloaded from the app store.

CAR PARKING/DISMISSAL

Cars are permitted into the school grounds on the understanding that our practices are followed. Parents must park safely, observe the 10kph speed limit, and only park in the bays if they go into the school drop off or collect their children as ***no students are permitted down the front steps into the car park area unless they are accompanied by an adult.***

At the end of the school day children assemble on the asphalt area, near the single gate. We ask that you stop at the single gate, let the children hop into the car on the passenger side only and then exit into Ferntree Gully Rd, turning into the left hand lane. If you wish to turn right or do a U turn at the intersection please drive along Ferntree Gully Rd to the break in the traffic to execute your turn safely.

All pedestrian traffic is to exit through the top building onto the path alongside the upper building and then enter the footpath on Ferntree Gully Rd.

A set of Car Park protocols are attached.

EMERGENCY DRILL

Students and staff are involved in regular evacuation drills and emergency procedures. The nominated safe site away from the school grounds is Mount Waverley Heights Primary School, Huntingdale Rd. Melways reference: 70 A5, or Amsleigh Primary School.

STUDENT ENGAGEMENT POLICY

We, at Christ our Holy Redeemer, believe that “Effective Schools are Engaging Schools.” We believe that all members of our community have shared expectations of our own and others’ rights. We believe that learning should take place in a safe and inclusive environment. We believe “Children learn to be responsible for their choices sooner when adults, wherever possible, try to do things ‘WITH’ them, rather than ‘TO’ them or ‘FOR’ them.”

Our Student Engagement Policy is built around our **Code of Respect – Respect for Self, Respect for Others, Respect for the Community.**

Goals:

- All staff will have high expectations that students will be actively encouraged to follow the school culture at all the times.
- Students will consistently receive supportive feedback for following the expectations.
- Restorative conversations will be used consistently when students choose not to follow the expectations agreed to by all of the community.
- Staff will work with students to problem solve wrongdoing and actions to follow that heal the harm done and provide an outcome that is fair for all.

Our student engagement plan intends to:

- Make managing student behaviour more consistent
- Focus on prevention
- Establish predictable, fair and democratic classrooms and school culture
- Protect students’ rights
- Help enlist parental support
- Help enlist leadership support

RESTORATIVE PRACTICES

At Christ Our Holy Redeemer Restorative Practices are embedded into our Student Engagement Policy. We manage any harm caused to another person with a restorative justice approach. This means that the harm done to people and relationships needs to be explored and that harm needs to be repaired. (Cameron & Thorsborne – 1999)

At COHR we do not use Traditional Discipline which focuses on:

- What rules have been broken?
- Who did it?
- What do they deserve?

At COHR we use Restorative Discipline which focuses on:

- Who has been hurt?
- What are their needs?
- Whose obligations are these?

At COHR we use the Affective Questioning which focuses on three areas:

- Focus on specific behaviours or incident without blaming
- Use ‘relational questions’ to draw out who was affected and how they were affected
- Direct questions toward problem solving what needs to happen to ‘make things right’?

The Restorative Practices Questions used are:

- What happened?
- What were you thinking?
- How did you act in this situation?
- Who do you think was affected?
- How were they affected?
- How were you affected?
- What needs to happen to make things right?
- If the same thing happened again how could you behave differently?

Restorative Questions for the Early Years

Teachers should understand the RP script for older students

- What happened?
- When you What were you thinking?
- When you

Did you do the right thing or the wrong thing? OR You did the wrong thing.

- When you How did feel? OR you made feel
- At school it's not OK to

What can you do differently next time? OR Next time I want you to

- What do you need to do or say to fix things up? OR To fix things up you need to say sorry and ...

PARENT COURTESY

If your child has a problem with another student please inform staff so we can assist. Please **do not confront the child or ring the child's parents to complain**. Report the matter to school staff who will deal with the situation. A school issue should be handled by school staff. Please refer to our Parent Protocol Policy.

ENROLMENT PROCEDURE

Christ Our Holy Redeemer School accepts students under the following guidelines:

- siblings of students already enrolled
- registered Christ Our Holy Redeemer parishioners
- transfers from other Catholic primary schools
- students from surrounding parishes
- all others as space permits

The school website and enrolment pack have the procedures listed for Prep enrolments.

HOME TASKS

We believe:

- Homework is an important link between school and home.
- Homework is a way for students to practise and share concepts and knowledge being covered at school.
- Homework should enhance family life.
- Homework should include family talk time, playing games together and physical activities.
- Homework is about learning life skills that include academic and social skills.



Implementation of Homework

Christ Our Holy Redeemer has based homework on the 'Homework Grid' devised by Ian Lilloco in 2004. Depending on the grade level, students have between 4 – 8 cells on their grid- activities to be covered over a two weeks period. The grid will be revised on a regular basis, so it is always student centred and a true reflection of our teaching and learning philosophy. They are invited to share part of the home tasks with the class.

About the Grid

- Activities need to be related to the classroom program.
- Grids go home fortnightly.
- The Grid can be returned to school and students will have the opportunity to share what they have done.
- Included in the Grid are some activities that must be completed. Children are encouraged to attempt other activities.
- All homework will be sent home through the grid. The use of class blogs or Google drive are other mediums we are exploring for sending homework home.
- Feedback is encouraged from our families so we can continually improve the essence of homework.

LIBRARY

Each class visits the library each week. All classes may borrow during this session and individual children may borrow at lunch time when there is open access.

A library bag is required by each child to carry library books to and from lessons. Please have this bag available on the first day of the year. (Class teachers will advise library days)

LOST AND FOUND PROPERTY

Lost property is located in the library foyer. To minimise loss of clothing items, we strongly recommend that you purchase name labels for students to clearly identify their belongings.

UNIFORM

To assist parents to comply with our school's requirements regarding the wearing of a uniform, efforts have been directed towards establishing a reliable source of supply. Our aim is to have a uniform that is easily obtained at an acceptable cost and of a quality requiring minimum maintenance.

The uniform shop is run by PSW and items can be purchased from their shop which is located at 288-290 Stephenson's Road Mt Waverley. Second hand uniforms are available from the school.

BOYS

Summer

Blue Polo Shirt
Grey shorts/trousers
Grey school socks
Black shoes
School hat

Winter

Blue Polo shirt
Grey trousers
Grey school socks
Black shoes
Bomber jacket

GIRLS

Summer

Summer Dress

Grey school socks
Black shoes
School hat

Winter

Blue Polo shirt
Grey slacks/Grey tunic
Grey school socks
Black shoes
Bomber jacket

Raincoats are available in navy or burgundy however these items are optional.

Hair ornaments are to be in school colours of maroon, blue or white. It is advisable that long hair is tied back. Boots are not permitted. **All clothing must be clearly marked with your child's name.**

The sports uniform consists of the school polo shirt, royal blue shorts and the school tracksuit, white socks and runners. This sports uniform is only worn on days designated as sports day and physical education days for each class. The polo shirt is in the House colour of your child.

AFTER SCHOOL HOURS PROGRAMME

Youth Leadership of Victoria runs the Christ Our Holy Redeemer Out of School Hours Programme.

- WHERE:** Christ Our Holy Redeemer Primary School programme is conducted in the School Hall.
Telephone: Co-ordinator 0412 958 605 (3.30 - 6.00 p.m.)
- WHEN:** Monday to Friday: 7.00 a.m. – 9.00 a.m. and 3.30 p.m. - 6.00 p.m.
Pupil Free Days: 7.00 a.m. - 6.30 p.m. (*dependent on numbers*)

Childcare Assistance is available for eligible families through Centrelink. Contact our Co-ordinator for further information. To ensure the programme's financial viability, **fees will be charged if your child is absent** on permanently booked session, unless otherwise negotiated with the Co-ordinator, e.g. long-term sickness or vacation.

CHILDREN MUST BE REGISTERED PRIOR TO ATTENDANCE

Casual, permanent and part-time enrolments are welcome.

For more information, drop into the school hall and speak to the Co-ordinator between 3.30 and 6.00 p.m.

The Co-ordinator needs to be advised of non-attendance (preferably the day before).

CURRICULUM OVERVIEW AT CHRIST OUR HOLY REDEEMER

RELIGIOUS EDUCATION

The Religious Education Program at Christ Our Holy Redeemer follows the Religious Education curriculum framework "To Know, Worship and Love" in the Archdiocese of Melbourne and uses the texts as developed by the Archdiocese as the primary resource. This framework presents ways in which the teaching and the life of the Church may, systematically and comprehensively, be the substance and direction of our Religious Education programs.

Our program aims to lead the child to faith in God through a personal growing relationship with Jesus Christ and an openness to the Holy Spirit within the context of Catholic Tradition. The program takes account of the different age levels and stages of development of the children. As well as formal, daily Religious Education lessons, the children participate in -

- non-liturgical Prayer
- liturgical Prayer
- Sacraments of Penance (Yr3), Eucharist (Yr4) and Confirmation (Yr6)
- Values program

VICTORIAN CURRICULUM

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

| LEARNING AREAS | CAPABILITIES |
|---|--|
| <p>The Arts</p> <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design <p>English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies | <p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p> |

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

ASSESSMENT & REPORTING

Christ Our Holy Redeemer’s Assessment and Reporting statement aims to reflect the philosophy and educational approach of the school. It is based on our belief that the school is concerned with the total development (spiritual, physical, social, emotional and intellectual) of the child. Therefore, all assessment and reporting procedures should be positive and constructive and take into account the dignity and rights of each individual. Each child should be considered as an individual and assessed accordingly. Parents and teachers are co-educators of the children and should share information about their child’s progress. Children are active participants in the learning process and therefore have a right to feedback about their own progress that we should acknowledge. We as a school are accountable for the learning experiences provided at Christ Our Holy Redeemer and the progress of our students.

How do we report?

| | |
|---|---------------------------------|
| Parent / Teacher meetings | Formal & Informal opportunities |
| Arranged times suitable to parent and teacher | Student portfolio |
| Program Support Group meetings | Student Welfare Team |
| Written reports | |

If there is a need – an appointment is made with parents.

Formal Parent/Teacher meetings

Term 2: Parent Teacher Interview

Term 3: Parent Teacher interviews

Written reports: Term 2 and Term 4

Reports

The report, along with work samples and the Parent/Teacher Interviews, gives you a comprehensive overview of your child’s learning. The Target Skills have been created by staff and are in line with the Achievement Standards of the Victorian Curriculum. You will also receive a copy of the Work Habits Rubric, which is used to assign the work habits grading on the report.

There are six sections of the Report:

1. Achievement in the Victorian Curriculum domain as follows using an A-E scale as required by the Commonwealth Government. A student who has achieved the ‘C’ rating indicates that he or she has met the state wide standards.

| Rating | Achievement descriptor | Fully worded descriptor |
|--------|------------------------|---|
| C | At Standard | At the standard expected at this time of the year |
| A | Well Above Standard | Well above the standard expected at this time of the year |
| B | Above Standard | Above the standard expected at this time of the year |
| D | Below Standard | Below the standard expected at this time of the year |
| E | Well below Standard | Well below the standard expected at this time of the year |

2. Religious Education: your child will be assessed as against the expected standard
3. Target Skills
4. Work habits
5. General Comments
6. Attendance

CONTEMPORARY LEARNING

We aim to provide a contemporary learning environment at Christ Our Holy Redeemer, designing opportunities that enable our students to participate in and contribute to a changing world. We want our students to be engaged and motivated, to take responsibility for themselves and to develop the skills to explore authentic questions. Staff are kept up to date with contemporary practices and teaching pedagogy. Learning intentions, success criteria and rubrics are used throughout the school so that students are more aware of how they can achieve success in their learning.

PORTFOLIOS

Portfolios are sent home during the year. Portfolios provide feedback on your child’s progress in a variety of areas in the curriculum. Parents and children are encouraged to offer written comments about the work and upon future learning.

CLASS GROUPINGS

The educational reasons in choosing a multi-age (composite) grouping structure are:

- Multi-age groupings attempt to model the family group in which the child’s initial learning took place. In a family, children have the opportunity to learn from parents and older siblings.
- Children develop socially and intellectually at quite different rates and they have a diverse range

of interests.

- Children learn from the modelling of others. The older children in the class can be role models for the younger ones. The younger children quickly adopt the independent work habits, skills and practices of the older ones.
- Children work in a secure and supportive environment. Because children may stay with a group for two years, there develops a closer relationship among the group. In this secure environment children are likely to take risks and experiment in their learning.
- In multi-age groupings the children are less competitive towards each other. They are more ready to accept differences and take advantage of the opportunities given them to work at their own level.
- In a multi-age classroom the teacher has a great opportunity to develop in his/her students the qualities of leadership, independence, mutual support and co-operative learning.
- As children learn to help each other, more time can be made available for the teacher to help individuals or groups with specific needs.

Many of the behaviours a child displays in the learning process are available to children in a multi-age classroom. Such a classroom can be seen as an extension of the child's own environment. Multi-age groups are an attempt to create a social learning environment in which children can obtain a wider view of life than they might otherwise receive in a homogenous class. Every effort is made to balance each multi-age class with equal gender and grade.

STAFF PROFESSIONAL DEVELOPMENT DAYS

During each school year a minimum of 4 days are set aside for staff in-services. These days are a vital means of achieving annual goals that staff target in the School Development Plan, as they provide opportunities for staff to work on professional development issues with a team, rather than individual focus.

Parents are notified as early as possible about these arrangements.

STUDENT RECORDS

Records are kept of children's progress throughout primary school years. Semester I and II reports are copied and filed. Records are kept with reference to the Privacy Act 2001.

SECURITY

The school gates are only unlocked when a teacher is on playground duty.

With late arrivals/early dismissals parents are requested to sign in at the office.

To ensure our students are safe visitors to the school must wear a ***name sticker***.

SECONDARY SCHOOLS

There are several secondary schools in the vicinity namely:

| | |
|-----------------------------|--|
| Salesian College | a regional boys' college in Chadstone |
| Sacred Heart Girls' College | a regional girls' college in Oakleigh |
| Avila College | a regional girls' college in Mt Waverley |

Applications for enrolments at Catholic secondary schools are generally due at the end of February of the year your child is in Grade 6. It is therefore important that you take the opportunities presented by Open Days at secondary colleges to help you make an informed decision. These Open Days are advertised in our weekly school newsletter.

Enrolments for State Secondary Colleges take place in June and parents are notified of placement in September.

Enrolment in a Catholic primary school does not guarantee placement in a Catholic secondary college.

ABSENCES

Parents are requested to phone the school Office if a child is away. We require a written note for any absence as well as prior to a prolonged absence.

ACCIDENTS

Most minor injuries can easily be attended to at school. If we suspect your child has a more serious injury we will contact you, or the adult listed as your emergency contact. It is vital that these contact names and phone numbers are updated as often as necessary.

In an extreme emergency the school will call an ambulance. The cost of the ambulance will be borne by the family of the child.

ILLNESS

If your child is sick insist that they stay at home. A sick child cannot work satisfactorily and may spread infection to others. If your child has a specific medical condition such as asthma, anaphylaxis or diabetes you need to complete a Health Management Plan that details steps to be taken in an emergency.

SUNSMART

Children are required to wear a hat on the playground from September to May. Otherwise the "No Hat, No Play" rule applies. Those who do not comply with this rule must sit in the shade during recess times.

MEDICATION POLICY

It is important for parents to realise that where possible we encourage students to self medicate under staff supervision. If your child does require medication at school, it must be provided in a container that gives the name of the student, the dose, and the time it is to be given. The name of the medication should be clearly marked on the container. A Medication Request form must be completed (these are available at the school Office).

Non-prescribed oral medications (e.g. head-ache tablets) will not be administered by school staff and should not be sent to school.

It is recommended that every student that has a medical condition or illness requiring ongoing medication (for instance Asthma) have an individual written management plan provided by the student's parents and doctor. This management plan should be updated each year and contain the following details:

- Usual medical treatment needed by the student at school or on school activities.
- Medical treatment and action needed if the student's condition deteriorates.
- The name, address and telephone numbers for an emergency contact and the student's doctor



Infectious Diseases

Children must be excluded from school for the following:

Chicken Pox: until fully recovered or for at least five days after the first eruption occurs

Conjunctivitis: until discharge from eyes has ceased

Giardiasis (Diarrhoea): until diarrhoea ceases

Impetigo (school sores): until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing

Measles: until at least four days from the appearance of rash or upon the receipt of a medical certificate of recovery from infection

Mumps: to be excluded for nine days or until swelling goes down (whichever is sooner)

Pediculosis (head lice): until appropriate treatment has commenced

Rubella: until fully recovered or at least four days after the onset of a rash

IMMUNIZATION POLICY

Children entering Christ Our Holy Redeemer at Prep must have a completed immunization form before commencing school. This is available from your local council. This form indicates whether or not the child has received the appropriate immunization given to pre-schoolers. Information can be obtained from the Health Department.

VICTORIAN COMMUNITY HEALTH SERVICES

Subject to continued government funding the school nurse will test each Prep child's vision and hearing. Any child found to have difficulties will be referred to an appropriate service by the nurse.

PRIVACY POLICY

This Privacy Policy sets out how Christ Our Holy Redeemer manages personal information provided to or collected by it.

Christ Our Holy Redeemer is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, the School is also bound by the *Health Records Act 2001* (Vic.).

Christ Our Holy Redeemer may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the School collect and how does the School collect it?

The type of information Christ Our Holy Redeemer collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at Christ Our Holy Redeemer;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with Christ Our Holy Redeemer.

Personal Information you provide: Christ Our Holy Redeemer will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances Christ Our Holy Redeemer may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the *Privacy Act*, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the School and employee. The

School handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001 (Vic.)*

Anonymity: Christ Our Holy Redeemer needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil other obligations and processes. However, some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the School use the personal information you provide?

Christ Our Holy Redeemer will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, Christ Our Holy Redeemer primary purpose of collection is to enable the School to provide educational and support services for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at Christ Our Holy Redeemer.

The purposes for which Christ Our Holy Redeemer uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of Christ Our Holy Redeemer;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for Christ Our Holy Redeemer; and
- to satisfy Christ Our Holy Redeemer's legal obligations and allow the School to discharge its duty of care.

In some cases where Christ Our Holy Redeemer requests personal information about a pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants and contractors. In relation to personal information of job applicants and contractors, Christ Our Holy Redeemer's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which Christ Our Holy Redeemer uses personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for Christ Our Holy Redeemer; and
- satisfying Christ Our Holy Redeemer's legal obligations, for example, in relation to child protection legislation.

Volunteers: Christ Our Holy Redeemer also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable Christ Our Holy Redeemer and the volunteers to work together.

Marketing and fundraising. Christ Our Holy Redeemer treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by Christ Our Holy Redeemer may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might Christ Our Holy Redeemer disclose personal information to and store your information with?

Christ Our Holy Redeemer may disclose personal information, including sensitive information, held about an individual to:

- School service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other diocese;
- third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners;
- recipients of School publications, such as newsletters and magazines;
- student's parents or guardians;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending and storing information overseas. Christ Our Holy Redeemer may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Christ Our Holy Redeemer will not send personal information about an individual outside Australia without:

obtaining the consent of the individual (in some cases this consent will be implied); or otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Christ Our Holy Redeemer may also store personal information in the 'cloud' which may mean it resides on servers that are situated outside Australia. More information can be found at:

<http://www.google.com/about/datacenters/inside/locationsindex.html>

Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

How does the School treat sensitive information?

In referring to 'sensitive information', Christ Our Holy Redeemer means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Christ Our Holy Redeemer staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Christ Our Holy Redeemer has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively which the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information Christ Our Holy Redeemer holds about you or your child; please contact the School Principal by telephone or in writing. Christ Our Holy Redeemer may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Christ Our Holy Redeemer will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

Christ Our Holy Redeemer respects every Parent's right to make decisions concerning their child's education. Generally, Christ Our Holy Redeemer will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. Christ Our Holy Redeemer will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by Christ Our Holy Redeemer about them or their child by contacting the School Principal by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the School Principal by writing or telephone. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

CHRIST OUR HOLY REDEEMER COLLECTION NOTICE

1. Christ Our Holy Redeemer collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Christ Our Holy Redeemer and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable Christ Our Holy Redeemer to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - another school to facilitate the transfer of a student;
 - government departments;
 - medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Christ Our Holy Redeemer also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include:
 - Name
 - Email Address
 - Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.
9. Christ Our Holy Redeemer may store personal information in the 'cloud' which may mean that it resides on servers that are situated outside Australia.

The school uses the services of a third party online provider which may be accessible to you. Christ Our Holy Redeemer has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws that provide the same level of protection information provided by the APPs
10. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
11. Christ Our Holy Redeemer's Privacy Policy is accessible via the school website, newsletter, parent handbook or from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

12. Christ Our Holy Redeemer's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
13. Christ Our Holy Redeemer may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Christ Our Holy Redeemer will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet. We may include student's and parents' contact details in a class list and School directory.
15. If you provide Christ Our Holy Redeemer with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

INFECTIOUS DISEASES CONTROL

| Diseases | Exclusion from school | Exclusion of contacts |
|------------------------|---|---|
| Chickenpox | Until fully recovered. Note: Some remaining scabs are not an indication for continued exclusion. | Not excluded |
| Conjunctivitis | Until discharge from eyes has ceased. | Not excluded |
| Diphtheria | Until receipt of a medical certificate of recovery from infection | Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department of Human Services, and shown to be clear of infection. |
| Giardiasis (diarrhoea) | Until diarrhoea ceases | Not excluded |
| Hepatitis (infectious) | Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms. | Not excluded |
| Hepatitis B | Until recovered from acute attack. | Not excluded |
| Impetigo | Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings. | Not excluded |
| Leprosy | Until receipt of a medical certificate of recovery from infection. | Not excluded |

| | | |
|---|---|--|
| Measles | Until at least five days from the appearance of the rash or until receipt of a medical certificate of recovery from infection. | Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact. |
| Meningococcal infection | Until receipt of a medical certificate of recovery from infection | Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours. |
| Mumps | Until fully recovered. | Not excluded |
| Pediculosis (head lice) | Until appropriate treatment has commenced. | Not excluded. |
| Pertussis Whooping Cough | Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection. | Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously |
| Poliomyelitis | Until at least 14 days after onset and also until at medical certificate of recovery is produced. | Not excluded |
| Ringworm | Until appropriate treatment has commenced | Not to be excluded |
| Rotavirus (diarrhoea) | Until diarrhoea ceases. | Not excluded |
| Rubella (German Measles) | Until fully recovered and at least 5 days after onset of the rash. | Not excluded |
| Scabies | Until appropriate treatment has commenced, supported when requested by a medical certificate. | Not excluded |
| Shigella (diarrhoea) | Until diarrhoea ceases. | Not excluded |
| Streptococcal Infections (inc. Scarlet Fever) | Until receipt of a medical certificate of recovery from infection. | Not excluded |
| Trachoma | Until appropriate treatment has commenced | Not excluded |
| Tuberculosis | Until a receipt medical certificate from a health officer of the Department of Human Services that the child is no longer infectious. | Not excluded |
| Typhoid and Paratyphoid | Until receipt of a medical certificate of recovery from infection. | Not to be excluded unless a medical officer of health or a health officer of the Department of Human Services determines exclusion is necessary. |

Parking Protocols

The following guidelines have been documented to help ensure the safety of our children. Many are common sense but it is essential as a parent group they are followed to ensure the safety of our children. It is also important that parents model positive behaviours to the children of our school. Please also ensure any family members or friends who also collect your children are aware of these guidelines.

It is expected that these 'Parking protocols' be adhered to ensure safety and ease of traffic through the school.

1. Parents/carers are expected to show and model courtesy and patience to the children and to all members of our community.
2. The Gate (opposite Hall entry) is the **ONLY** drop off zone for the morning. This is a strictly a 'kiss & go' zone, children need to quickly and carefully get in and out of the car. There should be no reason for parents to get out of the car.
3. The No Standing Zone beneath the Principal's Office is designated as such to allow safe passage for cars exiting the school grounds and for children walking from the school building or arriving and leaving the school on bicycle. Please note: this is NOT A DROP-OFF ZONE. Please do not park in non-marked areas/ keep clear zones.
4. Parking along the driveway near the Tennis Courts prevents cars from entering and exiting designated parking spaces. It also blocks the marked walkway for children participating in activities on the oval or tennis courts. If all spaces are full, please use the oval or park in nearby streets.
5. Gate pick up is designed to enable parents to arrive at school at 3.30 and drive through to collect their children after school has finished. Please do not arrive early only to wait in your cars for the bell to go and then form a queue for gate pick up. This only prevents parents who wish to go into the school from being able to park and creates an instant grid-lock, making the car park much more frustrating for all users. If your child is not at the gate, then you will be advised to drive on and re-enter the school. This is a strictly a 'kiss & go' zone, children need to quickly and carefully get in and out of the car. There should be no reason for parents to get out of the car. If parents need to assist their children by getting out of the car, parents will need to park and escort their child into school.
It is the child's responsibility to be ready and waiting at the gate at pick up – if the child isn't ready then you may be asked to move on.

6. Have you considered parking in a nearby street and walking to or from school even one or two days per week? Simple measures like this would ease car park congestion significantly. Could walking this distance together be preparation for your children to meet you themselves when old enough to do so or be preparation for making their way independently to secondary school?
7. The bus zone on Huntingdale Road is NOT a pick up or drop off zone. Stopping in this area places children at great risk, especially during peak traffic times. Please refrain from stopping at all in this zone.
8. Parking on Ferntree Gully Road, between Huntingdale Road and Leroux Street stops cars from exiting the school safely and easily. Parking in this area blocks view of oncoming traffic and prohibits cars from pulling into the left lane thereby slowing down traffic flow through the school.
9. Children need to be carefully supervised by their parents as they make their way to their car.
10. For pedestrian traffic exiting onto Ferntree Gully Road, please exit via the footpath along the building and not via the driveway.
11. As our school is situated on the corner of two busy roads, parents and children are expected to cross with the lights.

