PARENT HANDBOOK

A collective guide to school life at St Martins Catholic Primary School, Greenacres
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ST MARTIN’S IS A CATHOLIC PARISH PRIMARY SCHOOL BUILT IN 1964, PROVIDING A CHRISTIAN EDUCATION IN THE CATHOLIC TRADITION FOR GIRLS AND BOYS FROM RECEPTION TO YEAR 7.

HISTORY
The Parish School at Greenacres commenced in 1964 and was placed in the care of the Daughters of Our Lady of the Sacred Heart until 1984. From 1984 to 1987 a Dominican Sister was the Principal of St Martin’s. In 1988 the first Lay Principal was appointed to our Parish School.
PHILOSOPHY AND AIMS

St. Martin’s school is a community grounded in the Catholic tradition in which the synthesis of faith, life and culture is explored and lived daily. Through stories of Jesus and His message, we aim to live out our responsibility for one another in an environment of understanding, care and co-operation.

Parents are the primary educators of their children, and the most important educators in the faith tradition. The Religious Education Program at St Martin’s aims to support parents in their important role in nurturing their children’s faith journey. The purpose of religious education is to deepen students’ understanding of the Tradition and to develop an appreciation of its significance in their lives, so that they may participate effectively in the life of the Church and wider society.

The Religious Education Program is guided by Crossways, the Religious Education Curriculum for Catholic Schools in South Australia. The Religious Education Program embraces and promotes a Catholic understanding of living, believing and celebrating in our world. The school Principal together with Assistant to the Principal Religious Identity and Mission, teachers, parish priest and the Catholic Education Office strive to ensure the Religious Education Program is relevant, rich and engaging. Made in the Image of God, a human sexuality program for Catholic Schools in South Australia, is embedded in our Religious Education program and explores the age-relevant issues of Being Human, Being Connected, Being Sexual and Being Moral.

At St Martin’s we nurture the spiritual journey in all Learning Areas, within and beyond the classroom. Children actively prepare and celebrate whole school Masses and Liturgies, as well as social justice activities. Each day children participate in class liturgy/prayer. The Religious Education Program at St Martin’s will always invite students into an encounter with the living God.

Our aim is to create an atmosphere of care and trust, an environment where each child is recognised and respected and feelings of positive self-worth are fostered. We value the contribution which parents make to the education of their children and recognise the vital role of our parent groups in building the ethos and climate of our Catholic School.

St Martin’s Catholic Primary School is a Catholic School in the tradition of the Sisters of Our Lady of the Sacred Heart and St Martin de Tours.

Our story begins with Jules Chevalier, who founded the Missionaries of the
Sacred Heart in 1854, and, in 1874, the Daughters of Our Lady of the Sacred Heart. As a young priest, Jules Chevalier lived in a town where people had grown hard-hearted and indifferent towards God. He was convinced that our greatest need, if we want to find meaning and happiness in life, is to learn to believe in God’s love for us and to let it transform our lives. He saw that devotion to the Sacred Heart was a most effective way of making God’s love known to the world.

We strive to continue the tradition of the Daughters of our Lady of the Sacred Heart by giving witness to the Four Pillars of OLSH education.

**We are Heart People who**

**We are Heart People who are Faith-filled**
*We believe in God’s personal love for us. This gives us meaning and purpose in our lives and enables us to help others find meaning in their lives too.*

**We are Heart People who Reverence Relationships**
We believe in the dignity of every human person. Our OLSH family is both local and international and we make an effort to build and support community.

**We are Heart People who Pursue Excellence**
*We believe in Jesus’ words… “I have come that you may have life and have it to the full” (John 10:10)*

*We pursue excellence in everything we do.*

**We are Heart People who touch the Hearts of Others**
*We believe in our call to be united with the mission of Jesus. Together we seek to build the Kingdom of: truth and life, holiness and grace, love and peace*  
*Our tradition of service and outreach and our option for the poor are vital aspects of our OLSH identity*

Martin of Tours was a compassionate and humble man. He loved life and chose to live a life of simplicity, shunning materialism. He was coerced into becoming the Bishop of Tours but embraced leadership with great zeal-albeit reluctantly. Martin embarked on personal as well as public journeys and always managed to spend time alone and in stillness with his God. Martin did not die a martyr and so was canonised because of the way he lived his life not because of the way he died.

The charism of St Martin de Tours invites us to:

- Spread the Good News of Jesus Christ
- See God in everyone, particularly the marginalised
- Have a sense of duty and honour
- Do everything with great zeal
- Care for and accept all people
- Stand up for beliefs even when persecuted
- Be compassionate and humble
- Embrace leadership
- Model Christ in all we do
VISION
To be a school that recognises the uniqueness of every person, nurturing faith and wellbeing, and pursuing excellence in education.

MISSION
To provide quality education and opportunities in a respectful and inclusive environment.

OUR VALUES
Respect
Honesty
Service
Responsibility
Acceptance
Safety
Friendliness
Pride

STRATEGIC GOALS
(Based on the 4 pillars of OLSH education)

We are heart people who are faith-filled
• to provide education in the Catholic tradition
• to offer opportunities for faith development
• to care for our earth and God’s creation
• to create a safe, respectful and inclusive learning environment

We are heart people who reverence relationships
• to value the competence and uniqueness of every child who we believe is made in the image of God
• to engage with families to build a strong community

We are heart people who pursue excellence
• to set high expectations of all community members
• to foster ongoing commitment to learning
• to provide stimulating and nurturing environments
• to provide a well-balanced curriculum addressing the needs of students
• to plan collaboratively and set goals for future learning
• to monitor student learning and provide feedback
• to gather and interpret data to assist in improving student outcomes
• to encourage student responsibility and independence

We are heart people who touch the hearts of others
• to encourage service to others
• to provide outreach to the wider community
• to include everyone, especially those less fortunate than ourselves
SCHOOL HOURS
All children should be at school by 8.40am
8.45 am Classes commence
11.05am -11.25am Recess
1:00pm - 1.45pm Lunch
3.00pm Dismissal
Any parents wishing to see their child during school hours will need to inform the School Secretary and will need to sign in at the front office before attending the classroom.

Teachers will be available to speak with parents on most days after school, or by appointment for a very brief time in the mornings.

Appointments for formal discussions with teachers can be made through the School Secretary or directly with the teacher concerned.

SUPERVISION OF CHILDREN
No child is to leave the School grounds during school hours without the permission of the Principal, Deputy Principal or classroom teacher. The School should be informed in writing when parents need to remove their child from school during school times. On such occasions parents are required to collect and sign out their children from the front office. This is a requirement of our security and safety procedures.

No child is to be on the School property after hours or at weekends unless it is for a school function and under the supervision of a responsible adult.

Lessons commence at 8.45am. Students are supervised between 8.20am and 3.15pm Monday to Friday. Children arriving before 8.20am will be required to attend the Out of School Hours Care Centre. No supervision will be provided other than between these hours and no responsibility will be taken by the School for any consequences of the activities of students outside these hours—except if children have permission from their parents/guardian to train for sporting teams after 3.15pm.

Children are not permitted on the School playground equipment before and after school. As the equipment is designed for school aged children any children not yet of school age are not permitted on the playground equipment at any time.

Parents are requested to inform the class teacher in writing if their child walks home or to a designated pick up area. It is strongly suggested that parents remind students of stranger danger, regularly.
PARKING

For the safety of our students and the local residents, parents are asked to observe the no parking, no standing and directional signs around the School and in the School “Kiss and Drop”. In particular, there is no parking in the “Kiss and Drop” at any time. Traffic inspectors regularly monitor the School crossing and streets surrounding the School, and infringement fines are issued if the rules are not followed. Disabled parking is available at the front of the school office.

HOT WEATHER / WET WEATHER

The School classrooms are air conditioned, so children are able to stay at school rather than go home on hot days. In the case of extreme weather at recess or lunchtime children may be directed to stay in the classrooms, under the verandahs or in the hall.

ANIMAL FREE ZONE

Some children are frightened of dogs and some may experience allergic reactions. As we have a duty of care to all members of the community, dogs are not allowed on the school site, unless of course they are a guide dog or special needs dog. Other animals are also not permitted.

CANTEEN

Children learn about nutrition, courtesy, hygiene and money through the canteen. A price list is sent home informing parents and children of products available and the price of items. The child’s name, class and the items required need to be written on an order bag or on an envelope with the money enclosed. The amount of money enclosed also needs to be included on the lunch bag. These orders are collected in the classroom and sent to the canteen. At recess and lunch time the orders are collected by a class monitor and distributed in the classroom.

Parents have the opportunity to assist in the canteen. This is a satisfying experience where you will meet other parents and where your children will be delighted to see you.

Parents are asked to use discretion in the giving of spending money to children.
TOYS
As there is sports equipment for the children to use and play equipment on the playground, children are discouraged from bringing toys to School as they often cause unnecessary problems by being broken, lost or stolen. Any personal possessions brought to school must be clearly labelled with the child’s name. No responsibility will be taken for any toys or personal items damaged at school.

MOBILE PHONES
Students are able to telephone their parent at any time and therefore it is advisable that students do not bring mobile phones to school. If students bring mobile phones to school they will need to hand them into the front office at the beginning of each day and collect them at the end of the day. Students place their mobile phone in an envelope which is clearly labelled with their name. No responsibility will be taken for mobile phones.

OUT-OF-SCHOOL-HOURS CARE
The programme operates Monday to Friday each week (excluding Public Holidays), school holidays, school closure days and when the School finishes early at the end of the School term, unless otherwise advised. Programme hours are:

- 7.15am to 8.30am
- 3.00pm to 6.00pm
- Vacation Care 7:15am to 6:00pm

Fees are payable to the Director and receipts are issued. Students are accepted on a permanent, part-time or casual basis. Enquiries to the Director can be made during the above hours on 8261 9748 or through the School Office on 8261 4524.

FEES
St Martin’s Catholic Primary School exists to provide a Catholic Education for primary age students, in a culture where the message of Jesus Christ is available to all members of the School community.

Our School is called to be faithful to its mission of providing a Catholic education for students and their families who desire it by providing the best possible education and by offering this in the best possible context of faith and life.

St Martin’s Catholic Primary School encourages all parents, as the first and most important models and educators of their children, to make significant contributions to the life of the School in a variety of ways including becoming actively involved in the discussion and decision making of the School.
Parents are asked to make the Catholic education of their children a high priority and hence contribute financially to the School in order to provide a quality education for all.

The School Board recognises that not all families are able to contribute full fees but that it has an obligation to collect all the fees that can be paid, and the School seeks justice in relation to the collection of fees. In following Christ’s teaching, St Martin’s Catholic Primary School will assist families in genuine need through the provision of special discounts.

PROCEDURES: ACCOUNTS

**Tuition & Associated Levies**
Tuition fees are billed in full in term one, with 1/3rd being due in terms one, two and three. Associated levies include; IT Levy per student, Family Building Levy and a Sport Levy (where applicable). These additional levies are billed in term one and are payable with the term one tuition fee component. Families who are able to pay the annual amount in full are encouraged to do so.

**Resource Fee**
The Resource Fee is billed in advance in term 4 and is due for payment by the end of November of each year.

**COLLECTION PROCEDURES**
The Bursar is responsible for sending out accounts at the beginning of the year and reminder accounts each term.

**PAYMENT OPTIONS**
- cash/cheque
- eftpos
- credit card (Visa, MasterCard, American Express)
- via phone using credit card
- Direct debit bank account
- Direct debit credit card
- BPay
- Direct transfer to school bank account

**SIBLING DISCOUNTS**
Sibling Discounts are available to families with more than one child attending St Martin’s Catholic Primary School. These discounts are set by the School Board in line with Catholic Education SA guidelines.

**SCHOOL CARD STUDENTS**
Please make enquiries to the School if you think that you may be eligible to apply. Conditions are set by the Government and eligibility criteria often changes. Families who have been approved for the School Card Allowance are not required
to pay full fees. A discount as determined by the School Board will be applied from the total account issued and automatically granted to these families. Should families feel that circumstances make them unable to pay the discounted amount they can then make application for a further Special Discount.

**SPECIAL DISCOUNT**

Families who are experiencing financial difficulty are encouraged to make contact with the School to enable alternative arrangements to be made.

The Bursar assists families who are able to demonstrate an inability to pay the full amount, to make application for a reduction of the amount payable. The Bursar consults with the Principal on any applications and the Principal in consultation with the School Board Finance Committee approves any special discounts granted.

Factors considered when reviewing applications for special discounts:

- Eligibility for School Card
- Total family income
- Housing costs
- Fees for siblings at other schools
- Number of children in family
- Illness or special circumstances
- remissions

Students who commence at times other than the beginning of the year, or who leave before the end of the School year, have their tuition fees reduced by the number of weeks not attending school. No refund is granted on the Resource Fee, Student IT Levy, Family Building Levy or Be Active Levy. No remissions are granted to families who take their children out of school for extended holidays or for other family circumstances.

**UNPAID FEES**

The Bursar, in consultation with the Principal, is responsible for following up on unpaid school fees.

Families experiencing difficulties in paying school fees by the due date are encouraged to discuss and make alternative arrangements with the bursar or principal. All issues relating to school fees are strictly confidential. The following steps apply for any unpaid accounts.

**Step 1.** Parents are encouraged to contact the School to discuss payment options.

**Step 2.** Reminders for any unpaid accounts are sent as soon as possible after the end of Week 6.

**Step 3.** A further reminder is sent out requesting that the family contact the School to confidentially discuss the payment of school fees.
Step 4. A letter is sent (or telephone conversation held) notifying the family that they should contact the School and make appropriate arrangements for the payment of fees or they will be referred to the collection agency.

Step 5. Referral to the Collection Agency.

CONFIDENTIALITY
School Board, Staff and parents have an obligation to respect the confidentiality of all information relating to school fees.

ELECTIVES
Electives will be charged on a participation basis. Sport electives: (these costs will vary from year to year)

- Football
- Cricket
- Volleyball
- Carnivals
- Touch football
- Swimming
- Netball
- Soccer
- Cross country

Other events include:

- Camps
- Special Activities
- Choir
- School Photos
- Casual days
- For special projects eg missions
- Sausage sizzles/special lunches

UNIFORM PURPOSE
We believe that it is important to develop in our students a feeling of pride in themselves and their school, and a sense of personal tidiness and cleanliness.

- Our School uniform presents an identity and a public image to the wider community.
- A school uniform enables each student to have equal social status with regard to dress and eliminates competition and class distinction.
- When parents enrol their child/ren at St Martin’s Catholic Primary School they agree to accept the School standards with regard to grooming, uniform and personal presentation.

Parents are therefore asked to:

- Ensure that the correct school uniform is purchased.
- Ensure that students wear the correct uniform each day.
- Ensure that the uniform is clean and well maintained.
- Clearly and permanently (as possible) name each item of clothing.
- Check that your child has brought home only their own pieces of clothing. (Return items not belonging to your child to the School.)
Please inform the School (a note in the diary) if it is not possible for your child to be wearing the correct school uniform on a particular day. (This saves embarrassment for the child.)

Students are expected to:

- Wear the correct uniform and wear it correctly each day.
- Look after their own clothing and put in their school bags if not being worn.
- Respect the clothing of other students.
- Wear the uniform with pride.

**GIRLS’ UNIFORM:**

**Summer—Terms 1 and 4**

**Dress:**
School fabric and style

**Socks:**
Plain white ankle length socks (anklet socks are not permitted)

**Shoes:**
Black lace up school shoes (T-bar optional for R-3) (no heels)

**Sandals:**
Blue style

**Hat:**
Ink Navy with school logo. Compulsory when students are outside

**Jumper:**
Burgundy, with school logo, woollen vest—(optional)

**Accessories:**
Summer uniform fabric scrunchies, sky or ink blue ribbons

**GIRLS’ UNIFORM:**

**Winter—Terms 2 and 3**

**Pinafore:**
(Reception to Year 3)
School fabric and style

**Skirt:**
(Years 4 to 7) School fabric and style

**Shirt:**
Long sleeved ‘Chambray’ waistband with School Logo

**Socks:**
Plain white ankle length socks (not anklets) or ink navy tights

**Shoes:**
Black lace up school shoes (T-bar optional for R-3) (no heels)

**Jumper:**
Burgundy, with school logo, woollen vest—(optional)

**Hat:**
Ink navy, with school logo

**Accessories:**
Winter uniform fabric scrunchies, sky or ink navy ribbons

**Tie:**
Ink navy (optional)

**Scarf:**
Sky Blue/Ink Navy
(as supplied by the Uniform Service)
BOYS’ UNIFORM:  
**Summer—Terms 1 and 4**

**Shirt:** 
Short sleeved ‘Chambray’ with waistband and school logo

**Shorts:** 
Fly front, ink navy

**Socks:** 
Grey ankle length 
(anklet socks are not permitted)

**Shoes:** 
Black lace up school shoes

**Sandals:** 
Blue style

**Hat:** 
Ink navy, with school logo 
(Compulsory when students are outside)

**Jumper:** 
Burgundy, with school logo, woollen vest (optional)

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BOYS’ UNIFORM:  
**Winter—Terms 2 and 3**

**Shirt:** 
Long sleeved ‘Chambray’ with waistband and School logo

**Trousers:** 
Fly front, Ink navy

**Socks:** 
Grey ankle length no anklets 
(anklet socks are not permitted)

**Shoes:** 
Black lace up school shoes only

**Hat:** 
Ink navy, with school logo

**Jumper:** 
Burgundy, with school logo, woollen vest (optional)

**Tie:** 
Ink navy (optional)

**Scarf:** 
Sky Blue/Ink Navy 
(as supplied by the Uniform Service)
BOYS’ AND GIRLS’ SPORT UNIFORM

Rugby Top:
Ink navy with burgundy, sky blue and white stripe with school logo

Track pants:
Ink navy with ‘St Martin’s’ embroidered beneath the pocket

Shorts:
Ink navy with ‘St Martin’s’ embroidered on the hem

Polo tops:
long and short sleeve. Ink navy with burgundy and sky blue vertical stripes with school logo

Socks:
Sport socks with school logo

Sandshoes:
Predominately white

Hat:
Ink navy, with school logo.
Compulsory when students are outside

Bag:
Ink navy with light blue logo (Compulsory)

UNIFORM CODE: HAIR

All shoulder length and longer hair must be tied up with a blue, black or hair coloured “rubber band”. (This supports our policy for the control of head lice)

Acceptable accessories are uniform fabric scrunchies or sky blue or ink blue ribbons and natural colour clips.

• Brightly Coloured hair, coloured streaking, coloured highlights and coloured hair spray is not allowed
• The School accepts no responsibility for any jewellery worn to school
• Watches can be worn
• One set of plain (not dangling) stud and/or sleeper earrings may be worn—one earring per ear
• Rings and bracelets and other ornaments are not to be worn

UNIFORM CODE: MAKE UP

Make up and fingernail polish are not to be worn by students.
SPORTS UNIFORM

Students wear the sports uniform to school on the day of their Physical Education lesson or if participating in “Be Active” activity. Teachers will inform students and parents which day of the week this is.

Correct school uniform is to be worn every other day. Sandshoes (sneakers) must not be worn to, at and from school except with the sports uniform. Students may change into their sports shoes during the day for daily fitness, play or sports training if required. Items from the sports uniform are not to be worn with the formal uniform and vice versa.

UNIFORM SERVICE

School (Opening hours)
Tuesday 8.30am—10.00am
Thursday 2.30pm—4.30pm

Alternatively your child can be fitted at the factory situated at 98 Rundle Road, Sailsbury South. (By Appointment Only)
24 Hours Notice is Required

Factory (Opening hours)
Monday—Friday 9.00am—5.00pm
Saturday 8.00am—5.00pm

Uniform Stock is only available at the school. Orders can be placed either at the factory or via an order form from the school office, which will be passed on to the JS Sports.

All stock can be collected at the Uniform Shop during opening hours or paid stock can be collected at the Front Office or given to your child via the classroom box. Uniform stock will only be supplied when payment has been recived. Order Forms are available at the front office.

GENERAL INFORMATION

At different times in the School year parents and caregivers are invited to attend parent/teacher meetings, annual general meeting, school assemblies and masses, an in particular the end of Year Mass. Learning Conversations are held in Term 1, followed by two student reports in Terms 2 and 4. Parent/Teacher interviews are important opportunities for parents and teachers to come together in a mutually supportive way for the child’s benefit. Parents can request an interview at any time throughout the year but will need to arrange a mutually convenient time with the class teacher.

NEWSLETTER

A Parent Newsletter is circulated each fortnight on Wednesday. Please read it carefully as this is your way of being informed of what is happening in the School.
INTERVIEWS

Interviews, with the Principal or teachers, may be arranged by phoning the School for an appointment, or sending a letter via your child. We believe in the ‘open-door’ approach to communication. The best time to see your child’s teacher is after School. The teachers feel it is essential to spend the first 10 minutes of the day communicating with the children and organising for a happy and well-planned programme.

INFORMATION FORMS AND CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL ADDRESS

Each child must have an Emergency Information Form, filled out completely, with correct telephone numbers in case of an emergency. These are updated every year, and must be returned to the School Secretary prior to the commencement of term 1.

Parents are asked to inform the School Secretary of any change of address, temporary or permanent and new telephone numbers to avoid any unnecessary confusion when trying to contact a parent if a child is ill, or when distributing correspondence.

ABSENTEEISM

It is the law that all children past the age of six, attend school, unless they are sick. If your child is not going to be a school, you will need to inform the School by:

- Telephoning between 8.30am and 9.00am
- Sending the class teacher a note explaining the absence with a sibling or email the teacher
- In the case where you know the child is going to be absent the following day, inform the class teacher directly
- A note explaining the absence is required

DOCTOR AND DENTIST APPOINTMENTS

A note should be written in the child’s diary/communication book (or sent to the class teacher) if possible, or a phone call in the morning explaining a child’s lateness that day. When collecting a child for an appointment, please ask at the School Office and sign the relevant register.

ACCIDENT OR ILLNESS

A child showing any indication of illness should NOT be sent to School. Children suffering from infectious cold symptoms should be kept home. Please refer the infectious diseases information in this booklet. Please check the relevant pages.
for the School’s procedures for preventing the spread of head lice.

When a child is sufficiently ill and needs to go home, or injured and requires treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the child. (Hence the necessity of the Information Form being up to date and filled in correctly). Forms are available from the School Secretary. In the case of an emergency, an ambulance will be called to transport the child to hospital. The School subscribes to St John’s Ambulance, so there would be no cost to parents. All children in the School are covered by accident insurance for accidents that occur during school hours.

SCHOOL FUNCTIONS

It is expected that all children will attend important school functions such as School Masses, Sports Day, School Concert and The End of Year/Graduation Mass. In the event of a child being unable to participate, parents are requested to inform the class teacher or Principal in writing, prior to the function.

PARENTAL INVOLVEMENT – SCHOOL BOARD

The School Board operates according to the guidelines set down by the South Australian Commission for Catholic Schools. The Board consists of the Parish Priest, Principal, Parent Representatives, a representative from the Parents’ and Friends’ Committee, a representative from the Staff and co-opted members. It aims to ensure that the School fulfils its educational responsibility in the Parish and to administer school finances. Elections are held at the annual community meeting (AGM).

THE PARENTS’ & FRIENDS’ COMMITTEE

This is a social and fund-raising body in the School. Meeting times are advertised in the School Newsletter and are open to all parents. Great importance is placed on parent involvement and parents are encouraged to be involved in, or to support fund-raising and social activities, working bees and many other activities. Nominations are sort annually for all office bearer positions.

SCHOOL CURRICULUM

St Martin’s Catholic Primary School is committed to providing a well balanced curriculum in the following areas:

- Religious Education
- English
- Health and Physical Education
- History
- Geography
• Languages—Italian
• Mathematics
• Science
• The Arts

From 2016, Civics and Citizenship will be introduced for students (Years 3–7). Economics and Business will be introduced for students (Years 5–7).

Crossways is the curriculum document used to teach Religious Education.

The Australian Curriculum is used to teach all other learning areas.

The Australian curriculum will “equip all young Australians with the essential skills, knowledge and capabilities to thrive and compete in a globalised world and information rich workplaces of the current century.”

General capabilities are a key dimension of the Australian Curriculum. They encompass knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA) 2008 that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Australian Curriculum includes seven general capabilities. These are:

• Literacy
• Numeracy
• Information and communication technology capability
• Critical and creative thinking
• Personal and social capability
• Ethical understanding
• Intercultural understanding.

Please refer to the ACARA Website for further information. www.acara.com.au

**PHYSICAL EDUCATION**

The overall aim of the Physical Education Program is to foster development of socially acceptable behaviour by providing structured situations in which students are given the opportunity to develop and enhance their natural tendency for movement, active play and physical challenge. Physical Education allows each student to be recognised as an individual with special gifts and talents and to develop a sense of pride, excellence and self-discipline in accordance with Christian Values. The St Martin’s Physical Education Program incorporates the following areas:

• Fitness (daily for 15 min)
• Skill Development: Dance,
Gymnastics, Games Skills, Movement exploration
- Aquatics
- Sport Education
- Outdoor Education
- Special Events: Sports Day
- Sports presentation night
- Participation in the following
  S.A.C.P.S.S.A sporting carnivals
  - Athletics
  - Swimming
  - Touch Football
  - Netball
  - Soccer
  - European Handball
  - Rec Football
  - Volleyball

These carnivals are participation carnivals and are run during school time. Year level participation is dependent on association rules. However most of these carnivals are Year 5 to 7.

For skill learning a ‘hands-on’ approach will be undertaken, involving all children, using equipment individually and in co-operation with others.

**Time allocation:**
R–Yr 2: (1 x 45 min session per week)
Yr 3–7: (1 x 45 min session per week)

(3 x 45—60 min Let’s get Active sessions a Term)

Fitness will be taken by the students’ respective class teachers. Monday, Tuesday, Wednesday and Thursday mornings. The children will participate in different activities each morning, to develop fitness.

**LET’S GET ACTIVE**
The Let’s Get Active program provides opportunities for students to enjoy a wide variety of sporting experiences and to develop basic skills to be able to participate in appropriate sporting activities and to receive the highest possible quality teaching and coaching experiences. There is an emphasis on good sporting behaviour and appropriate sports, suitable for the varying needs of the students. The program is offered to Reception to year 7 and includes special sessions with qualified external community coaches e.g. Footsteps Dance, Milo Have a Go Cricket, SANFL etc.

**AFTER SCHOOL SPORT**
The school also offers a range of after school sport. After school sport is run by parent volunteers who take up the position of coach, team manager etc. Teachers assist with coordinating nominations and permission slips. All sports are open to girls and boys.

After School Sport offered:
- Cricket Term 1 & 2 Yr 2–7
- Football Term 2 & 3 Yr 2–7
- Volleyball Term 2 & 3 Yr 4–7
- Netball
DUTY OF CARE: BACKGROUND

At St Martin’s Catholic Primary School, the Principal and staff are responsible for two levels of ‘duty of care’.

The duty of care exists in the case of a teacher and child. As an educational authority, St Martin’s Catholic Primary School endeavours to create a safe environment where the students’ physical, intellectual, emotional and spiritual needs are met.

A similar duty of care exists between employer and employee—and this is outlined in the Occupational Health, Safety and Welfare Act 1986.

“To ensure that, as far as is reasonably practicable, the employee is, while at work, safe from injury and risks to health.”

(Refer to HS&W Policies and Procedures for details.)

DUTY OF CARE: DEFINITION

The duty of care owed by a teacher to a student is just what it sounds like; it is a duty or a responsibility binding the teacher/staff member to care for the student. The duty of care is that expected of a ‘reasonable parent’ or ‘reasonable professional’ in the area of supervision.

Duty of care relates to the law of negligence and, simply, it means that the teachers and schools owe a duty to students to take all reasonable measures to protect their safety and welfare.

FACTORS INFLUENCING DUTY OF CARE

Teachers will be aware that the duty of care will vary according to circumstances. Age is not the only factor to take into consideration. The ability of the group is relevant too, as is the particular situation in which the teacher and students find themselves. Another important factor is the previous history of the group of students.

Policies and Procedures in place at St Martin’s Catholic Primary School assist staff in providing effective duty of care:

- Anti Bullying and Harassment Policy
- Child Protection Policy
- Outdoor Education and Excursion Policy
- Positive Resolution Policy
- Responsible Behaviour Policy
- Sport Policy
- Sun Smart Policy
FIRST AID

One obligation of St Martin’s Catholic Primary School is to take the necessary steps to ensure the safety of every student whilst they are at school. The contents of this policy outline the procedures staff are to follow in the treatment of First Aid. First Aid is the immediate care given to victims of a sudden injury or illness. It is the approved method of treating a victim until responsibility is assumed by an ambulance officer, nurse or doctor and in minor cases the parent.

Our role as a school is to implement the approved method of treatment until assistance arrives.

First Aid is administered to:

- Preserve life.
- Protect the unconscious.
- Prevent the condition worsening and relieve pain.
- Promote recovery.

It is the responsibility of the First Aider to:

- Assess the situation.
- Identify the threatening condition and establish priorities and treatment.
- Give immediate, appropriate and adequate treatment.
- Arrange without delay for the casualty to be transferred to a doctor, hospital or home according to the severity of the illness or injury.

It is the responsibility of the parents to:

- Inform the School of medical conditions affecting their child/children.
- Complete a medication form, which is available from the front office.
- Let the School know (preferably the School Secretary) if information on the medical form and/or Asthma form needs to be altered, i.e., contact phone numbers, change of address, medical conditions, etc.
- Provide the School with spare medication for ongoing medical conditions, e.g., Ventolin for asthma.
- Inform teachers of medication required when their children are on out of school activities, e.g. excursions, camps etc.
- Educate their own child in the management of pre-existing medical conditions.

MEDICINES

The responsibility for the administration of medication rests with the parents. If preventative / maintenance medicines are required, eg, antibiotic treatment, nebulas for nebulisers, parents are to send a signed note, stating the dosage, times to be taken and means of administration to the School. This medication is to be given to the School Secretary who is the Senior First Aid Officer. It is the Senior First Aid Officer’s role to administer the medicine.
The exception to this practice is the self-management of Asthma where children have been educated in the proper treatment of their condition or other situations that may arise, e.g. diabetes, which are to be negotiated between the parents and Principal. Otherwise all medication is to be distributed through the Office by the Senior First Aid Officer.

It is important to note the following:

- A medicine register is filled in by the Senior First Aid officer if medication is administered.
- Medication cannot be given without prior written consent from a parent. A medication form is available from the School Secretary.
- Teachers will not generally give medication unless circumstances provide no alternative e.g. camp or absolute emergency.
- All medicines are to be stored, with the name to which the medicine belongs, clearly labelled.

### STUDENTS WITH SPECIAL MEDICAL CONDITIONS

Parents upon enrolment are required to complete a Medical Management Plan. Existing conditions must be stated on this form and depending upon individual cases, further information may need to be sought from medical authorities. Parental permission is required to proceed with this action.

For children with special medical conditions, a management plan will be formulated. This plan will be designed in consultation with the Principal, parents, teacher and appropriate medical authority.

One such example of a special condition includes Asthma. Due to the high percentage of children who suffer from this medical condition, a Management of Asthma Policy has also been formulated which will be implemented in line with this First Aid policy. Upon enrolment where an Asthma condition is stated, parents will be asked to follow through with the Asthma guidelines.
INFECTIOUS DISEASES

To prevent and control infectious diseases being transmitted to others in the school community, any child who has an infectious disease (please refer to the SA Health website for further information http://www.dh.sa.gov.au/pehs/youve-got-what.htm) cannot attend school until a medical practitioner deems they are no longer infectious.

The Public and Environmental Health Act 1987 says that “A person infested with vermin’ must take all reasonable measure to prevent transmission of the vermin to others”. A parent is legally responsible for a child.

‘Lice are defined in the Act as vermin.

More information can be found though the: Local Council Environmental Health Officer, Community Health Centre,, Pharmacies. the Women’s and Children’s Hospital, Health Information Centre. and Department of Human Services Environmental Surveillance Section. You can also contact the Child and Youth Health Parentline on 1300 364 100.
**HOMEWORK POLICY**

Homework is a part of the total educational experience. It is a continuation or extension of the classroom and is intended to enrich and extend student initiative.

**Purposes for Homework**

- To reinforce learning by providing practice and application of skills or completion of familiar, unfinished work.
- To develop responsibility and independent study habits through learning to manage time.
- To utilize out-of-school resources for learning, giving students the opportunity to explore, create and broaden interests without classroom limits.
- To incorporate parents or significant others into the students’ school experiences through related home activities.

**GENERAL GUIDELINES FOR HOMEWORK**

Homework must be suited to the needs and abilities of the individual child with consideration to the availability of materials needed to complete the assignment.

Homework assignments should be specific. Students should know what is expected of them and the task should be within the student’s ability. The teacher will introduce the concept or skill and provide guided practice before making the homework assignment. The purpose, appropriateness, quality, and timeliness of homework should be evaluated periodically.

Homework in the Primary Grades should generally last no longer than:

<table>
<thead>
<tr>
<th>Year</th>
<th>Duration (including reading)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year R</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Year 1</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Year 2</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Year 3-5</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Year 6-7</td>
<td>40 minutes plus reading</td>
</tr>
</tbody>
</table>
RESPONSIBILITIES

Students
• To record homework in their diaries (or appropriate place) and to have parents sign the diary as required.
• To ensure that all materials required to complete the homework are taken home and returned to School the next day.
• To complete the homework to the best of their ability and to present it to the teacher at the required time.
• To inform the teacher of any problems associated with the homework.

Teachers
• To assign and provide feedback on homework.
• To communicate any concerns relating to homework to the parents.

Parents
• To become familiar with the School policy on homework and the current teachers’ expectations and procedures.
• To support the School’s policy by providing a suitable environment for homework i.e. an environment of support and a place and time for working.
• Strive for a balance between supporting the child in their work and making sure that it is the child’s work.
• Monitor homework and communicate any concerns to the teachers concerned. To sign the student’s diary as required. Write a note in the diary if there are issues relating to home work. e.g. difficulties or inability to complete.
• Let your child teach you something he/she has learnt. (This provides the child with a lift in self-esteem and reinforces their learning)
ADDENDUM TO THE HOMEWORK POLICY

Types of homework:

**Continuation:** Doing further work on assignments commenced in class.

**Reading:** Using readers, library materials and references.

**Writing:** Creating original pieces of writing, compositions and summaries.

**Experimentation:** Working to uncover further findings of an experiment initiated in class.

**Research:** Working on long term projects.

**Drill:** Practicing the fundamental skills of a particular subject.

**Observation:** Purposefully seeking ideas and information through such activities as viewing television programmes or plays and preparing evaluations of them.

**Memorisation:** Committing to memory such materials as poems, speeches, plays, words and their meanings, mathematical formulae.

**Exhibits:** Collecting and preparing materials for others to view and examine.

**Make up:** Completing essential or appropriate work due to absence or redoing work for better understanding.

**Interviews:** Gathering information from authoritative sources through personal contacts.
PRIVACY POLICY

1. PURPOSE
St Martin’s Catholic Primary School (hereinafter referred to as the School) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This policy sets out how the School uses and manages the personal information provided to or collected by it.

The School 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.

2. SCOPE
This Policy applies to St Martin’s Catholic Primary School which is administered by the legal entity for which is the Catholic Church Endowment Society Inc.

3. DEFINITIONS
The School includes St Martin’s as well as sites on which staff or others are engaged in duties or activities such as excursions or conference attendance sanctioned by the School. ‘Staff’ means staff employed by the School.

4. POLICY

4.1 What kinds of personal information does the School collect and how does it collect it?
The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- Students and parents and/or guardians (Parents) before, during and after the course of a student’s enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

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

4.1.2 Personal Information provided by other people:
In some circumstances the School 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.
4.1.3 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 treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and the employee.

4.2 How will The School use the personal information you provide?
The School 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, or to which you have consented.

4.3 Students and Parents:
In relation to personal information of students and Parents, the School’s primary purpose of collection is to enable the School to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students’ educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the School; and
- to contribute to aggregated data that the School may require from time to time to meet its reporting, planning, contract and funding responsibilities;
- to satisfy the School’s legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or Parent, if the information requested is not obtained, the School may not be able to meet its legal obligations or to enable a quality learning environment for students.

4.4 Job applicants, staff members and contractors:
In relation to personal information of job applicants, staff members and contractors, the School primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:
• in administering the individual’s employment or contract, as the case may be;
• for insurance purposes;
• to contribute to aggregated data that the School uses to meet its reporting, planning, contract and funding responsibilities;
• to enable the School to maintain necessary staff information for entitlements including long service leave, maternity leave, workers compensation and other necessary industrial or employment purposes, and for accreditation and funding purposes.
• to satisfy The School legal obligations, for example, in relation to child protection legislation.

4.5 Volunteers:
The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as to enable the School and the volunteers to work together.

4.6 Marketing and fundraising:
The School 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 enable a quality learning environment in schools in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in School fundraising.

Parents, staff, contractors and other members of the wider 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.

4.7 Exception in relation to related schools:
The Privacy Act allows each school, being legally related to each of the other schools conducted by the school or CEO to share personal (but not sensitive) information with other schools conducted by the school or CEO. Other schools may then only use this personal information for the purpose for which it was originally collected by the school or CEO. This allows schools to transfer information between them, for example, when a student transfers from one school to another school administered by the CEO.

4.8 To whom might the School disclose personal information?
The School may disclose personal information, including sensitive information, held about an individual to:
• another school;
• the Catholic Education Office in South Australia
• government departments;
• the local Catholic parish;
• people providing services to the School;
• recipients of The School publications, such as newsletters and magazines;
• Parents;
• anyone you authorise the School to disclose information to; and
• anyone to whom we are required to disclose the information by law.

4.8.1 Sending information overseas:
The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with ‘cloud’ service providers which are situated outside Australia. However, The School 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.

4.9 How does the School treat sensitive information?
In referring to ‘sensitive information’, the School 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.

4.10 Management and security of personal information
The School staff are required to respect the confidentiality of students’ and Parents’ personal information and the privacy of individuals.

The School has in place steps to protect the personal information held 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.

4.11 Access and correction of personal information
Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their Parents, but older students 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 the School holds about you or your child, please contact the Principal in writing.

The School 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, the School 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.

4.12 Consent and rights of access to the personal information of students
The School respects every Parent’s right to make decisions concerning their child’s education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student’s Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will 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 student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student 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 student and/or the student’s personal circumstances so warranted.

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

6. RELATED POLICIES and/or PROCEDURES
This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), School or CEO Policy, Procedure or Guideline. All Staff are required to comply with the provisions of any such document, including the following:

- SACCS Code of Conduct
- SACCS Charter for Staff
- SACCS Information and Communications Technology (ICT) Policy

7. RELATED DOCUMENTS/LINKS
Privacy Amendment (Enhancing Privacy Protection) Bill 2012

www.comlaw.gov.au/privacyamendments

National Catholic Education Commission and National Council of Independent Schools’ Association Privacy Compliance Manual September 2013
THE FOLLOWING FLOW CHARTS ACCOMPANY POLICY DOCUMENTS WHICH WERE ISSUED ON COMMENCING SCHOOL. ADDITIONAL COPIES ARE AVAILABLE ON REQUEST OR ON THE SCHOOL WEBSITE. POLICIES ARE REVIEWED PERIODICALLY AND RATIFIED BY THE SCHOOL BOARD.
ADULT POSITIVE RESOLUTION FLOW CHART

Resolution can be achieved at any stage within this process

NOTE: ON NO INSTANCE
is any parent to confront someone else’s child

The process of reconciliation is of the most importance. Therefore, apologies may be sought from the infringing party(ies), in order for reconciliation to occur and issue(s) resolved.

Non-compliance of action plans by relevant party(ies) may result in:
• Exclusion from school based activities, for a specified period. The discussion and possible implementation of legal options.
BULLYING AND HARASSMENT
FLOW CHART

If harassment occurs, tell the person to stop.

No further action required.

Yes

Resolution?

Yes

No

Report the bullying to class teacher or a staff member.

Teacher investigates and attempts a resolution through mediation. (The school counselor may be involved in this process) Information is documented (Incident Report) & parents of all students involved will be notified. Teacher sends brief email to Principal notifying of incident and then contacts the parents of the bully and victim a week after the incident.

Parents, child and Principal/Deputy Principal meet to discuss the child’s behavior and develop and document a proactive behavior plan with agreed consequences.

Yes

No

Internal suspension will occur. Further bullying will result in: External suspension, Expulsion.

Principal will contact parent 1 month after the incident to see how the child is going.

Yes

No

No further action required.

Teacher checks with student a week later.