

St Kevin's Catholic School Dee Why



PARENT HANDBOOK

St Kevin's Catholic Primary School Dee Why

Address: 57-59 Oaks Ave,
Dee Why NSW 2099

Phone: 02 7256 2117

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Website: skdydbb.catholic.edu.au

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WELCOME MESSAGE FROM THE PRINCIPAL

Dear Parents,

On behalf of the community of St Kevin's Catholic School, Dee Why I offer you a very warm welcome! Following are some key ideas I would like to share with you as your child begins their education with us.

We are a Catholic community. We welcome Christ's presence in our lives and our school motto; "United in Love" calls each of us to Catholic discipleship. We are committed to developing a community of learners in a safe school environment where the values of acceptance, compassion, dignity and hope are embraced, and cultural diversity is celebrated.

Being part of a Catholic community means making a choice to build a relationship with Jesus through word and action. We invite your commitment to play your part in building our community.

We believe partnership is important. When the values of the school and home share a common focus, particularly in the primary years, a solid faith foundation for life is laid. We believe we share a common purpose through faith. It follows that a trusting and understanding relationship between teacher and parent benefits each child.

We believe that children learn best when they are accepted and feel secure. We want our classrooms to be challenging but supportive places where children enjoy learning. We want them to be places in which the intellectual, spiritual, emotional and physical side of each child are nurtured and developed and where each child feels valued.

I wish you a long and happy association with St Kevin's.

Yours sincerely,

Natalie Ingram
Acting Principal

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ST KEVIN'S VISION AND MISSION STATEMENT

Our Vision and Mission Statement is the core of our role as a Catholic School.

VISION STATEMENT

United in love and challenged by our call to Catholic discipleship, we are committed to developing a community of learners in a safe school environment where the values of acceptance, compassion, dignity and hope are embraced and cultural diversity is celebrated.

MISSION STATEMENT

As a school community we are committed to:

Promote Catholic discipleship by

- proclaiming, witnessing and celebrating the Gospel message of Jesus Christ
- providing opportunities, through prayer and liturgy, for personal and communal response to God
- sharing knowledge and developing an appreciation of Catholic history, traditions and rituals in a contemporary setting
- acknowledging our place as part of St Kevin's Parish, the Broken Bay Diocese and the wider Catholic Church.

Nurture a rich learning environment which

- fosters the partnership between home and school
- develops and celebrates the gifts and talents of all members of our community
- provides meaningful learning experiences that recognise individual differences
- promotes learning which is respectful, relational and encourages responsibility
- supports, challenges and encourages students to take risks
- recognises that mistakes and failures are invitations to change and learn
- promotes a culture of reflection
- envisages learning as a lifelong process
- acknowledges the importance of appropriate resources to support learning.

Foster a safe school environment which

- promotes positive self esteem
- encourages respectful relationships
- ensures that individuals feel secure in their identity within the school
- promotes confident sharing of ideas and opinions
- enables free and safe movement within the limited school environment.

Build a culture where the values of acceptance, compassion, dignity and hope

- are witnessed along with all Gospel values
- are present in our acknowledgement of the heritages, traditions and beliefs of different cultures
- underpin our policy and practice.

Embrace and develop a school community

- promoting positive interactions and communication among the school, parish and the wider community
- fostering a culture of hospitality and welcome
- providing opportunities to celebrate as a community
- raising an awareness of social justice issues and calling individuals to action

GENERAL SCHOOL INFORMATION

St Kevin's School

ADDRESS	57-59 Oaks Avenue Dee Why
TELEPHONE	7256 2117
EMAIL	skdy@dbb.catholic.edu.au
WEBSITE	skdydbb.catholic.edu.au
SCHOOL HOURS	8:55am – 3:15pm A teacher is on duty to supervise the children from 8.25am
OFFICE HOURS	8:00am – 4:00pm

Warringah Parish

PARISH PRIEST	Father Restituto Ogsimer (Fr Resty)
Assistant Priest	Father Jose Alirio Gutierrez (Fr Jose)
ADDRESS	50 Oaks Avenue Dee Why
TELEPHONE	9982 6536
EMAIL	warringahparish@bbcatholic.org.au
PARISH WEBSITE	https://www.bbcatholic.org.au/warringah

CURRICULUM

NSW Curriculum Reform has led to the development of new K-10 curriculum and syllabuses being rolled out across all NSW schools. The new English and Mathematics curriculum was implemented in K-2 in 2023 and K-6 in 2024. HSIE, Creative Arts, Science and Technology and PDHPE will be implemented in 2027.

Catholic Schools Broken Bay have been developing and rolling out a new Religious Education curriculum in different stage groups from K-10. Kindergarten and Year 1 implemented the new RE syllabus in 2023 and Year 2, Year 5 and Year 6 in 2024. Year 3 and Year 4 Religious Education syllabus will be implemented in 2025.

The **Religious Education** program has been developed by Catholic Schools Broken Bay, with the focus on inspiring hearts and minds to know Christ and love learning. The new introduction of our Religious Education curriculum ensures learning experiences encompass and integrate “head, heart and hands” as a means for students to more fully know and love Jesus. Daily classroom prayer and attendance at Mass are a regular part of the school program.

The **English** curriculum involves the integration of the children's oral language and communication skills, reading (understanding texts), and writing (creating texts). The aim of English in Years K–6 is to enable students to understand and use language effectively. Students learn to appreciate, reflect on and enjoy language, and make meaning in ways that are imaginative, creative, interpretive, critical and powerful. Through modelled, guided, shared and independent learning experiences children develop the ability, confidence, and interest in both spoken and written language.

The **Mathematics** curriculum consists of 3 strands – Number and Algebra, Measurement and Space, Statistics and Probability. The aim of Mathematics K–6 is to enable students to become confident users of mathematics, learning and applying the language of maths to communicate efficiently and effectively. Students make connections within maths and connect mathematical concepts with the world around them through the regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations. They learn to understand and appreciate how mathematics is a relevant part of their lives.

Human Society and its Environment curriculum includes History and Geography.

History is a disciplined process of inquiry into the past that helps to explain how people, events and forces from the past have shaped our world. An investigation of an historical issue through a range of sources can stimulate curiosity and develop problem solving, research and critical thinking skills.

The aim of **Geography** from Kindergarten to Year 6 is to stimulate students’ interest in and engagement with the world. Through geographical inquiry they develop an understanding of the interactions between people, places and environments across a range of scales in order to become informed, responsible and active citizens.

Science and Technology curriculum provides children with opportunities to learn about the natural and made environment, as well as design and digital technologies. There is an emphasis on firsthand experiences, inquiry and problem solving.

Creative Arts curriculum includes music, drama, visual arts and dance and provides children with a wide variety of opportunities for curiosity, creativity and self-expression and collaboration.

Personal Development, Health, and Physical Education (PDHPE) curriculum includes 3 content strands: Health, Wellbeing and Relationships, Movement Skill and Performance, Healthy, Safe and Active Lifestyles. The aim of PDHPE K–6 is to empower students with the essential knowledge, understanding, skills, values and attitudes to promote wellbeing and lead a safe, active and healthy life.

Technology

At St Kevin's we have 1:1 devices (Chromebooks/iPads) in Years 4-6. Chromebooks and iPads are also used in Year 3, and iPads in K-2 classrooms. These are school owned and managed devices. We believe we are preparing our students for now and the future through using these learning tools. All classrooms have interactive whiteboards.

Home Learning

Regular home learning is a valuable component of the learning experiences provided in a child's primary education. An effective home learning program provides the children with the opportunities to develop and revise and consolidate concepts taught in class. It also provides parents with the opportunity to become more actively involved in the education of their child and offers them some insights into their academic progress and what they are learning about in class.

Reports and External Assessments

Reporting to parents/carers occurs at the end of Semester 1 and 2 using a written report and the A-E grading scale or equivalent. The scale provides a common language for reporting. You can learn more about the Common Grade Scale [here](#).

Assessments are completed in classrooms during the year and some standardised testing takes place across the school.

NAPLAN (National Assessment Program – Literary and Numeracy) Tests are administered in Years 3 and Year 5 in mid Term 1.

If your child attends an outside agency for assessment, e.g. ears, eyes, psychometric testing, it is important that a copy of the report be forwarded to the school via the office, who will send it on to the class teacher, Principal and the Diverse Learning team.

The range of ways to communicate with parents about their child's progress includes providing an outcome-based report to parents at the end of each semester (Term 2 and Term 4).

Parent / teacher interviews are held at the end of semester One and are offered at the end of semester Two. Interviews are held by the staff in the same week, with Wednesday night generally offering late afternoon/ early evening times. Interviews will be 15 minutes in duration. Any parent or teacher requiring more time will make arrangements outside the P/T interview times. The Term 2 interview is used to set learning goals for the students in consultation with the class teacher, parents, and student.

Parents are invited to the classrooms at the end of each Term. This is an opportunity for parents to view their child's work and for the children to explain what has been studied in class during the term. Teachers are available to talk to parents outside of these events. Appointments can be made with teachers through the school office. See *COMMUNICATIONS*.

CATHOLIC MISSION

All schools within our system of schools share a common purpose: to inspiring hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be.

St Kevin's Catholic Primary School is a place of learning, where students thrive in a safe and nurturing environment. United in our faith, students build strong relationships that foster trust, compassion and respect. By providing a nurturing, welcoming, caring and inclusive community we cater for and value the needs of each and every student.

Liturgical Celebrations

Celebrating the Catholic faith as a school community is an integral element of St Kevin's spiritual life. The children celebrate prayer and services or Eucharistic liturgies throughout the year. Grade masses are celebrated once a term and on Feast Days or Holy Days of Obligation. A yearly celebration of our patron saint, St Kevin occurs on June 3rd and is a time where we gather as a school community to remember his qualities and celebrate the wonderful things in our school. All parents are always welcome to join us at Masses or Liturgies Days of reflection. Opportunities for the Sacrament of Reconciliation are available to enhance each student's spiritual life. Opportunities are available to become Eucharistic ministers, liturgical musicians & singers, and altar servers through the Parish.

Sacramental Programs

All sacramental programs are parish based at the request of the Bishop of Broken Bay. The doctrine of the sacrament is taught as part of the whole school Religious Education program. Children are prepared for the Sacrament by their parents, with the assistance of the Parish Sacramental Team and in line with the in-class Religious Education units of work. All baptised children are eligible to make the following Sacraments in these grades, at the correct age:

- Confirmation Year 3 (must be at least 8 years old)
- Reconciliation Year 4 (must be at least 9 years old)
- First Eucharist Year 4 (must be at least 9 years old)

Please contact the Warringah Parish Office to make arrangements for your child to receive instruction for Confirmation, Reconciliation and First Eucharist.

Social Justice

At St Kevin's Social justice begins in the classroom where we value the variety of our children's personal experiences, values, and worldviews that arise from race, ethnicity, religious and spiritual beliefs, class, age, disability, or national origin. Our teachers are empowered to incorporate children's backgrounds and experiences to enhance student awareness, build empathy, creativity and learning potential through open and respectful dialogue.

Helping other people is a strong focus at St Kevin's and the school is involved in annual community service projects such as St Vincent De Paul Winter Appeal, Harmony Day, Catholic Mission, Mary MacKillop's House and St Vincent De Paul Christmas Appeal. Reinforcing the message that our generosity and care helps those in need, these events and many others provide our children with opportunities to develop an understanding of the world beyond St Kevin's.

We have a focus on awareness, advocacy, and action. Our Social Justice programs aim to provide the children with platforms to investigate key areas of justice such as homelessness, helping those impacted by natural disasters, ethical shopping in clothing and support for our community partner St Vincent De Paul with their social programs.

WELLBEING FOR LEARNING

As a school community we believe that one of the primary aims of school is the development of individuals who are capable of self-direction, of choosing freely, intelligently, and responsibly in accordance with their conscience.

We believe that school, as a preparation for life, should foster the development of self-discipline, self-esteem and self-knowledge and assist each person to grow.

School Rules and Behaviour Expectations

At St Kevin's Catholic School, we believe that each of us must respect the dignity, rights and fundamental freedom of individual students, and we are committed to ensuring all students at our school feel safe, supported, and ready to learn. We have developed a Student Management Policy and a Code of Conduct which are part of a consistent and positive approach to student management and aligns with Diocesan guidelines. There is no place for corporal punishment at this school. The school follows the Diocesan Anti-Bullying Policy.

Children are expected to respect the feelings, and property, of others. We aim to assist children to grow in responsibility for their own actions and to be able to accept the consequences when their behaviour is contrary to the rules of the school. There are four very clear rules:

At St Kevin's we are safe, responsible, respectful and proud learners.

Positive Behaviour for Learning (PBL)

PBL is a whole school approach to behaviour management that adopts proactive strategies for defining, teaching and supporting appropriate student behaviours to create a positive school environment. It also provides a broad range of systemic and individualised strategies for achieving important social and learning outcomes while preventing problem behaviour. A Student Response to Behaviour Flowchart is also used consistently across the school to support students to support students in being responsible for their own words and actions.

At St Kevin's this school wide program is grounded in ensuring every child has the opportunity to learn. The values embedded in developing safe, responsible learners have been unpacked and are explicitly taught and practiced in our classrooms. St Kevin's Code of Conduct features as a strength of this behaviour management program.

Acknowledging Positive Behaviour & Awards

St Kevin's Catholic Primary School community is committed to acknowledging students to encourage the behavioural expectations and school rules. We endeavour to acknowledge students through a wide variety of means.

AWARDS –

Individual efforts and achievements are recognised regularly through the following awards:

Birthday Awards - Birthday awards are presented to students in class.

Class Awards - Two weekly awards, for each class, are presented by teachers for effort or achievement, with a particular focus on acknowledging students' efforts in displaying Positive Behaviours for Learning, at Monday Assembly.

Principal Awards - This award is presented by the Principal at the Friday Assembly, every second week. These awards are based on our school values of hope, compassion, dignity and acceptance.

Read with Me Award - This award is given for children recording 100 reads on their Read with Me record. Read with Me is used as the classroom home reading program throughout the school.

Sport - For each school swimming and athletics carnival, a junior (8-, 9- and 10-year-olds) and senior (10, 11 and 12+ year olds) boys and girls champion will be awarded based on a set criteria.

Criteria for determining and age champion: to identify the junior and senior athletics/swimming champion for both boys and girls, we assign points based on the performance of each individual in each competitive event. For example, we award points for event rankings (1st, 2nd, 3rd) and time achievements. After calculating the total points for each athlete, the one with the highest total is the champion. If an athlete doesn't participate in an event, we assign zero points for that specific event.

Scoring criteria for competitive events:

- 1st place = 3 points
- 2nd place = 2 points
- 3rd place = 1 point
- Fastest time of each event for both junior and senior categories = 4 points.

END OF YEAR ACHIEVEMENT AWARDS –

Achievement awards are awarded to ONE child in each category for each class from Year 2 to Year 6.

Academic - Shows excellence in a minimum of 3 Key Learning Areas (with at least one being English or Maths). Displays Highly Commendable effort in application to tasks.

Sport - For each of the Summer Sports, Winter Sports and Carnivals (excluding the school ones) offered through the NSW Catholic Schools/PSSA Pathways, a child will receive points for their selection and participation. The higher the level of representation, the greater the number of points awarded from there on.

Effort and Application - Has shown consistent application to their learning from the beginning of the year, with or without support. Displays Highly Commendable effort in application to tasks.

Arts - Plays an instrument, participates in the choir, or displays talent in drama or art.

Safeguarding

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

In particular the school will:

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

See Appendix

Student Leadership Opportunities

Student Representative Council (SRC) - The Student Representative Council (SRC) meets on a regular basis at lunchtime. The SRC consists of a representative from each primary class, Kindergarten to Year 6. The SRC discusses matters of interest to the student body and provides a student voice into the decision-making process at St Kevin's.

Peer Support Program - The Peer Support program involves children in Years 5 and Year 6 working with a mixed group of students from other classes to promote a community aspect to the school or to discuss issues relating to "bullying" and other social issues as part of our Pastoral Care Program. It provides an opportunity of leadership for the senior students as well as support and links for the younger students.

Year 6 Buddy and Kindergarten Buddy Program - To assist the new kindergarten children settle into the school community – the school utilises a buddy system. Each Year 6 child is paired with a kindergarten child to look after and to be a special friend for the first 12 months of school. They are there to help their Kindergarten buddy on the playground and in the classroom. It also enables the Year 6 children to develop a responsible attitude towards the newest members of our school.

Support for Students & Families

The **School Counsellor** is available to assist students and their families when the need arises. The school may initiate this support, or it may be a request of parents to gain access to the school counsellor.

Our **Learning Diversity Support** team is designed to identify those children who have specific needs and to plan and implement appropriate intervention as required. The interventions and support are coordinated and provided by a Diverse Learning teacher and Learning Support Aides who work in collaboration with the class teachers.

Diverse Learning assistance is linked to the Nationally Consistent Collection of Disability Data (NCCD) and may also involve additional targeted funding applied for children as needs arise. The targeted funding applications are reviewed by Catholic Schools Broken Bay.

Adjustments of various types and intensity are available to children who may have specific physical, intellectual, sensory, or emotional needs and/or children who may be gifted and talented. Our model aims at supporting children to learn within the mainstream school. This is achieved by working with children in class or, in some cases, withdrawing children individually and in small groups where intervention may be required. Diverse Learning at St Kevin's utilises a team approach incorporating the many talents of children, parents, and teachers, as well as educational and medical professionals.

COMMUNICATION

At St Kevin's we are committed to a partnership with parents in the education of their children. There are many forms of communication, where parents can stay informed and connect with the school, as well as keeping us up to date with family information and circumstances. More information about communication between parents and school can be found here: [CSBB Parent Charter](#)

Catholic Schools Broken Bay has developed a Parent Charter outlining how families and schools work together in a partnership based on mutual respect, trust and a spirit of collaboration. A copy of the Parent Charter can be found [here](#).

Appointments

Parents are encouraged to speak with the class teacher or Principal if they are concerned about their child or any matter related to the school. The class teacher should be the first point of contact for class matters, however, if appointments are necessary parents are asked to contact the school via the school office skdy@dbb.catholic.edu.au to arrange a suitable time.

Parent Meetings - Teachers are visible and present at the end of each school day for a brief chat. If there is a matter of concern, please make an appointment for a parent teacher meeting. Class learning time is important for all students and should not be interrupted.

Communication Channels

Compass – Compass is our main form of communication – parents can use app on phone or web browser. Reminders and updates regarding general school or class specific news, links to our Around the Grounds newsletters, as well as information and invitations for school and parish events.

Alerts and email notifications should always come through to all primary parents and carers.

Thank you for being responsible for keeping up to date with what's happening in the school by reading these messages.

School Website - Our school website is filled with useful information, including a live calendar to keep you up to date with school events. Some of the pages of most use are:

[School Calendar - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](http://skdydbb.catholic.edu.au)

[Introduction - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](http://skdydbb.catholic.edu.au)

[Policies, Guidelines and Forms - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](http://skdydbb.catholic.edu.au)

[School Fees - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](http://skdydbb.catholic.edu.au)

[Frequently Asked Questions - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](http://skdydbb.catholic.edu.au)

Curriculum Overview - At the beginning of each term your child's class teacher will provide a curriculum note communicating specific learning intentions for all subject areas. Important information such as class sport day, schedule of specialist classes will also be specified.

Email contact – For all classes, the main form of communication with your class teacher is via email. Teachers will respond to emails within 48 hours. Please always contact the school office via phone or email for more urgent communications.

Please do not email change of arrangements for child going home in the afternoon or any matter that requires immediate attention regarding your child. Please contact the school office directly before 2pm if you require a message to be given to your child regarding an afternoon change of arrangements.

Social Media - St Kevin's Primary School Dee Why Facebook and Instagram pages are often updated with gallery images of events that have occurred in the school. At times upcoming events are posted too. Our handle for both accounts is @stkevinsdeewhy.

Around the Grounds Newsletter - Details about anything school-related. Awards, Teaching & Learning from the AP, REC news, PEC update, schedule changes, updates, events, policy reminders, news, articles, community happenings... anything important and enjoyable will be included here. The newsletter is sent via link on Compass and is available on our school website every second Thursday.

Parent Teacher Interviews - Parent teacher interviews are offered in both Semester 1 and Semester 2 after the reporting period.

School Reports - Student reports K-6 are distributed via the Compass Parent Portal at the end of Terms 2 and 4. Parents will be notified via Compass when these reports are accessible.

Note: Parents must download all of their child's reports from Compass before your child finishes at St Kevin's.

Keeping the school informed

Contact Information - As it is most important that the school be able to contact a parent at any time of the day, parents are asked to make sure that any change in address, mobile and home phone numbers is made known to the school.

Emergency contacts - Please ensure we also have your most current Emergency contact details, should a parent/carer not be accessible when the school is trying to make contact.

Visa information – You must keep the school informed of current visa status and any changes – including updating us on permanent residency and Australian citizenship.

Other - It is important for you to keep the school informed of any other change in circumstances in your household.

SCHOOL INFO – A TO Z

Allergies

The school has a commitment to minimise the risks associated with severe anaphylaxis reactions to nuts. While it is impossible to create a total risk-free environment, staff, students and parents can take important steps to minimise the potentially fatal allergic reactions. For some people, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell.

As we have children with peanut allergies, we ask parents to support this by not sending products containing nuts to school with their children.

If your child has a specific allergy, an Allergy Management Plan needs to be given to the school for our records.

See also MEDICAL MATTERS

Asthma, Anaphylaxis and other Medical Conditions

St Kevin's is committed to supporting students' health and wellbeing and requests that you provide the school with any relevant health information essential to supporting your child.

Whilst this information is collected at enrolment it is crucial that any change in this information is provided to the school immediately. Any student who suffers from anaphylaxis, severe asthma, diabetes, epilepsy, heart conditions or other significant medical conditions is asked to complete additional action plans/health care plans.

If this applies to your child, please contact the school and an appropriate form will be emailed to you for completion. These plans must be completed in writing and signed by the parent/guardian and the medical practitioner/prescribing or qualified health professional.

If your child has a specific Asthma Management Plan, please ensure a copy is given to the school for our records. If your child requires a puffer, this is kept in our First Aid room.

See also MEDICAL MATTERS

Attendance and Absences

Children attend school every day and be on time. Please send your child to school on time each day. Regular attendance at school is essential for progress.

If a student is away from school, there is a legal requirement for parents to notify the school.

Compass should be used to record when your child is sick or absent from school for a **full day** (full days only). Please complete the Compass record on the day your child is sick/absent. If your child will be away for more than one day in a row – please see below for more information.

*Note: For late arrivals or early departures – parents must come into the foyer and use the kiosk to sign your child in or out of school. Do **not** use your Compass app to add or record notes about late arrivals or early departures.*

Being on time – getting your child to school between 8.25 and 8.45am is ideal – the children have time to settle and play with friends before heading into class. The morning session is key learning time, so every minute late adds up over time to lost learning time.

If you have any difficulties with using Compass, please contact the office for help via email skdy@dbb.catholic.edu.au or phone 7256 2117.

FYI - It is a legal requirement that class rolls are marked each day by the class teacher. The rolls are marked by 8.55am.

Any student absent from class in the morning will be marked as absent in the roll. A notification is sent to your Compass app at 10am showing your child as an ‘unexplained absence’. You must enter a reason for your child’s absence on the same day.

ABSENCE 1+ days

If your child will be away for more than one day, please email the school – skdy@dbb.catholic.edu.au to inform us of where your child is. This may be due to illness, travel, or other pressing domestic necessity.

ABSENCE 10+ days

If your child will be away from school for 10 or more days - permission from the principal must be sought **before** the planned absence. A [Form A1 Application for extended leave](#) is required to be completed by parent/guardian and submitted to the school office. Once this has been completed, a Certificate of Extended Leave will be sent home.

LATE ARRIVAL

If your child is late to school, they should be accompanied by parent/carer to the school office and parent/carer will sign them in via the Compass Kiosk in the school office foyer. The Compass Kiosk Late Arrival slip is to be handed to the class teacher by the student. Your child will have been marked “absent” by the class teacher, however the sign-in via the Compass Kiosk will then override the absence.

EARLY DEPARTURE

If it is necessary for your child to leave early please visit the school office to sign your child out via the Compass Kiosk. The school office will contact your child’s class and arrange for your child to meet you in the school office foyer.

Want to know more? Learning Every Day Counts! And Tips for Parents both have great information for you.

[Learning at St Kevin’s - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](#)

[Policies, Guidelines and Forms - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](#)

[Tips for Parents.pdf](#)

Before and After School Care (OOSH – Out Of School Hours Care) – ‘St Kevin’s Kids Club’

Before and After School Care is provided by OOSH Northern Beaches.

Before school care: 7am-8.25am

After school care: 3:15pm-6pm

See more here - [Before and After School Care - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](#)

Excursions or Incursions

Class teachers plan excursions or incursions for all grades. These are always relevant to the delivery of curriculum. When children attend a school excursion or a sports carnival, a permission note will be required. The permission note may be online or a paper copy.

Fees

BPAY is the school's preferred payment option for paying school fees. Parents can also pay fees via the Compass app.

School tuition fees are determined by Catholic Schools Broken Bay. School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due February and the last payment being in November. School fees may be paid more frequently (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21st of the month.

Immunisation

Parents enrolling Kindergarten students need to present the school with an Immunisation Certificate. No child will be prevented from enrolling, however, under the Public Health (Amendment) Act 1992, children without a certificate may be sent home during an outbreak of a vaccine preventable disease.

Kiss and Ride

There is a 5min 'Kiss and Ride' zone outside of St Kevin's on Oaks Avenue which is in operation from 8-9am for drop offs and 2.30-3.30pm for pick ups.

Morning Drop Off – parents are to stay with their cars and say goodbye to their children. Children are to use the pedestrian entrance to enter the school.

Afternoon Pick Up – parents are to display their Kiss and Ride A4 laminated name sign in the front window of their car. Children are supervised and escorted to their car by the teachers on duty.

Please ensure that your child knows if they are on Kiss and Ride each day. If you need a Kiss and Ride sign, please contact the school office.

Note: Northern Beaches Council rangers often monitor this area for both drop off and pick up times. Fines will apply if you do not follow the rules. See [School road safety | Northern Beaches Council \(nsw.gov.au\)](https://www.northernbeaches.nsw.gov.au/school-road-safety)

See more about End of Day Dismissals - [St Kevin's End of Day Dismissal and Routines - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](https://www.skdydbb.catholic.edu.au)

See also SUPERVISION

Lost Property

The lost property container is located in front of the school canteen in the undercroft. All lost items are placed in this contain. Labelled items are returned to students daily. Unfortunately, unlabelled items cannot be returned. Students and parents are able to check the lost property container for missing items.

Please ensure **all items** (including hats, jackets, ties, lunchboxes and drink bottles) are **clearly labelled** to enable these items to be returned to your child if found.

Local Excursions

To attend Masses and liturgies in the Church, the children are required to walk to across the road to our Parish Church. To attend our Cross Country and for some sporting activities, the children walk to James Meehan Reserve and Dee Why Beach which is also nearby. On other occasions, teachers may plan short walking excursions around the community.

Each year, parents must complete a general permission note for your child to attend these local excursions.

Medical Matters

Administering Medication

Staff at St Kevin's will only be able to administer medications to students when accompanied by written instructions from a medical practitioner. All medication will need to be labelled with the child's name and required dosage as supplied by the Pharmacist. A request to Administer Medication in school form will need to be filled out by the parent and the form will need to be stamped and signed by their doctor or practice. This includes all prescribed medications such as for diabetes or ADHD, and all non-prescribed medications such as Panadol and Nurofen.

<https://www.skdydbb.catholic.edu.au/wp-content/uploads/2018/06/Request-to-Administer-Medication-in-School-Form.pdf>

Emergency

All staff are prepared for first aid Anaphylaxis, Asthma and CPR training. This training is refreshed annually. Some St Kevin's Staff are First Aid Officers and have received relevant training. Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated and parents/carers are contacted.

Note: It is the parent or carer's responsibility to notify the school of changes to contact phone numbers for home, work, and emergency contacts.

Note: Is it important that the emergency contact be someone other than the parent eg a grandparent, neighbour or close family friend. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents, we will then use the nominated emergency contact provided.

Sickness

A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep them at home until completely well.

If a child is sick at school, the teacher will contact the school office to advise that the child is being brought to Sick Bay. If your child needs to be sent home, the school office will then contact a parent and make the necessary arrangements.

See also ALLERGIES/ ASTHMA, ANAPHYLAXIS AND OTHER MEDICAL CONDITIONS

Mobile Phone and Wearable Devices

Messages for children can be phoned into the school office. There is no need for a mobile phone at school. If a parent requires their child to have a mobile phone for AFTER school contact, it is to be handed in to class teacher for safekeeping throughout the day. Mobile phones should be turned off and is not to be used in school time.

Wearable devices should be treated the same as mobile phones at school. These are to be handed into the class teacher for safekeeping throughout the day. School mode or do not disturb must be set during school hours.

Parents should not try to reach their child via the child's phone or wearable device during school hours where supervision is provided (8.25am – 3.30pm).

If you need to get a message to your child during these hours, please call the school office.

The school '*Student Mobile Phone/ Wearable Technology*' policy is available on our school website - [Policies, Guidelines and Forms - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](https://skdydbb.catholic.edu.au/Policies_Guidelines_and_Forms_-_St_Kevin's_Deep_Why)

Parents and Friends Association

The St Kevin's P&F consists of parent volunteers who work alongside the school's leadership team (Principal, Assistant Principal and Religious Education Coordinator) with the aim of strengthening the partnership between family, school, parish and the wider community for their benefit of our children's overall development and learning.

General meetings of the association are held each term in the school library or via Zoom on the 5th Wednesday of the term starting at 7pm.

Parents are encouraged to participate in activities by the P&F or the school. These may be for special projects or for ongoing programs. Information about this type of involvement can be found in the school newsletter.

Visit the P&F page on our website for more information on the P&F and Class Parents as well as P&F events for the year ahead - [Parents and Friends Association - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](https://skdydbb.catholic.edu.au/Parents_and_Friends_Association_-_St_Kevin's_Deep_Why)

Parental Engagement and Involvement

Your school Parent Engagement Coordinator (PEC) works in partnership with the Principal, leadership team, families, Parish, School counsellor and CatholicCare to support activities to build respectful relationships and to support the faith formation of our families.

Decades of research has shown that when parents engage in their child's learning, both at home and at school, student achievement and wellbeing are increased. Schools that prioritise parental engagement can form a positive, collaborative culture that values input from both parents and teachers, and ultimately benefits students.

At St Kevin's there is ample opportunity to engage with the school throughout the school year. Get involved in the P&F, become a class parent, volunteer to help at a school event such as a sporting event, helping in the library, or joining your child's excursion.

Qkr

P&F events, second-hand uniforms, and occasional other St Kevin's items/ events require payment via Qkr. Parents can download the app and sign up easily.

See more in the 'Qkr Guide for Parents' on our school website - [Policies, Guidelines and Forms - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](#)

Photo/Video Permission

We value student privacy. Each year parents must complete a photograph/video permission form via Compass.

Catholic Schools Broken Bay uses an app called [Pixevity](#) to manage school photos and privacy. Pixevity uses Automated Face Recognition Technology for photo consent management in line with information on the Photography/ Video permission forms completed by parents.

This helps the school ensure we only utilise images of children whose parents have given consent for them to be photographed and utilised in newsletters, social media or other marketing materials.

Policies

Catholic School Broken Bay develops, publishes and assists schools to implement a range of policies setting out clearly the approaches we take to important issues. By adopting system wide approaches, we ensure consistency of decision making between schools and within a school. Policies also provide a statement of intent from which school procedures and guidelines can be developed.

Links to the policies can be found on our St Kevin's website - [Policies, Guidelines and Forms - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](#)

Additional CSBB policies can be found here - [Policies - Catholic Schools \(csbb.catholic.edu.au\)](#)

Raising Concerns

St Kevin's fosters a harmonious, positive and safe school and community for all students, parents and staff. The school relies on clear and open communication with the community and aims to resolve complaints or concerns fairly, efficiently, promptly and in the best interests of all. Confidentiality and privacy are always respected in processes taken to resolve any matter. *A Guide to Making a Complaint* brochure is available at the school office and the *Complaints Handling Policy* can be located on the Catholic Schools Broken Bay website - [Policies - Catholic Schools \(csbb.catholic.edu.au\)](#)

School Photos

School Photos are taken each year on an alternating basis of seasons. Children are photographed in their summer uniform one year and their winter uniform the next.

Sport

Sports activities are held 1-2 times a week for each grade. A specialist Physical Education (PE) teacher is employed one day a week. Information on sport days is shared at the beginning of each term.

School Athletic, Swimming and Cross Country Carnivals are held each year.

There are opportunities for St Kevin's students to represent the school in zone, Diocesan, and inter-Diocesan levels of competition across the year.

St Kevin's students in Years 3-6 also participate in combined Catholic Schools Gala Days.

Sport Colour Houses

In Kindergarten students are allocated to one of four colour houses **Samaritan (Blue)**, **Mercy (Green)**, **Samaritan (Red)** and **MacKillop (Yellow)**. Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.

Staff Development Days

Staff Development days are conducted each year. These days are designated for staff to work together on planning or developing an aspect of the school. These are declared pupil-free days and notice of such will be given well in advance. The first day of the year and final day of the year are often designated staff development days with other days throughout the year.

Supervision

Before School

Staff will be on duty in the playground from 8.25am. Supervision is not provided before this time. This means no student should be at school unless they are booked into Before School Care.

After School

At the end of the school day teacher supervision is provided for both the crossing on Oaks Avenue as well as the Kiss and Ride Zone located at the front of the school. Children are expected to make their way home promptly.

Note: The play equipment is not to be used before school or after school.

See more about End of Day Dismissals - [St Kevin's End of Day Dismissal and Routines - St Kevin's Dee Why \(skdydbb.catholic.edu.au\)](https://www.skdydbb.catholic.edu.au/school-community/end-of-day-dismissal-and-routines)

Before and After School Care (OOSH)

St Kevin's Kids Club provides supervision for registered children each morning from 7 - 8.25am and each evening from 3:15 - 6:00pm. The provider of this service is *OOSH Northern Beaches*. Information outlining registration procedures and contact numbers are available on our school website - <https://www.skdydbb.catholic.edu.au/school-community/before-and-after-school-care/>.

See also *KISS AND RIDE* and *BEFORE AND AFTER SCHOOL CARE*

Uniform

Students are expected to always wear the full correct school or sport uniform on the assigned days.

Uniform items can be purchased from Cowan and Lewis – [Cowan and Lewis](#).

[St Kevin's Uniforms.pptx](#)

A small selection of second-hand uniforms are available from the school clothing pool.

Note: We encourage our families to donate uniforms when they are no longer needed to be added to our clothing pool. Clean uniforms can be handed into the school office.

SCHOOL UNIFORMS

Girls' Summer Uniform

Blue and white A-line dress
Black Shoes
White Socks
Navy Hat

Girls' Winter Uniform

Navy princess style tunic
Light Blue long sleeve Peter Pan blouse
School tie or school tab
Black Shoes
Navy long socks or tights
Navy Hat

Girls' Sports Uniform

Gold Sports shirt with emblem
Navy skort or shorts
White Socks
Sandshoes or Joggers
(Predominately white)
Navy Hat
Navy School Track Pants

Boys' Summer Uniform

Blue Shirt
Navy Shorts
Black Shoes
Navy Socks
Navy Hat

Boys' Winter Uniform

Navy Pants (long or short) Not **drill material**.
Blue long sleeve Shirt
School Tie
Long navy socks with shorts
Short navy socks with long pants
Navy Hat
Black shoes

Boys' Sports Uniform

Gold Sports shirt with emblem
Navy unisex knit shorts
White Socks
Sandshoes or Joggers
(Predominantly white)
Navy Hat
Navy School Track Pants

Blue or yellow hair ribbons. No jewellery is to be worn (except for sleepers in pierced ears). All items of clothing must be clearly marked with child's name. Hair should be always kept clean and tidy. Long hair on both boys or girls should be worn tied back.

Valuables

Students are not permitted to bring valuable toys or electronic equipment of any kind to school. If they do so, then the school accepts no responsibility for loss or damage.

Visitors

All visitors to St Kevin's must sign in at the Compass kiosk at the school office and take a visitors' badge to wear. Staff members are identifiable by their name badges.

No parents or visitors are to go to classrooms during school hours unless you have been signed in at the Compass kiosk in the school office and are with a St Kevin's staff member.

SAFEGUARDING

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: *families and communities are informed and involved* and National Catholic Safeguarding Standard 3: *partnering with families, carers and communities*.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office, and get a visitors badge from the office as per school procedure.
- Complete the [CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.
- All parents must comply with the parent code of conduct.

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

APPENDIX 1:

SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

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

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).

APPENDIX 3:

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;

- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.