WELCOME TO PROUILLE CATHOLIC PRIMARY SCHOOL, HOLY NAME PARISH

INFORMATION BOOKLET

June, 2014

5 Water Street, Wahroonga, 2076
Phone: 9489 3233
Fax: 9489 3954
Website: www.prouilledbb.catholic.edu.au
Email: prouille@dbb.catholic.edu.au
Prouille’s Visioning Mission

(Prouille is a Catholic Primary School in the Diocese of Broken Bay)

Inspired by our Dominican heritage,

we strive to educate individuals

in the search for truth

in a changing and challenging world

by nurturing and supporting

the development of each student

through an authentic and holistic education.

We endeavour to empower our students

to responsible and compassionate action

that engenders a sense of hope

and optimism for the future.
In pursuing our Mission we:

- encourage students and community members to celebrate our Catholic identity.

- embrace the Dominican values.

- develop in each student an appreciation of their gifts and a desire to achieve personal excellence.

- nurture reverence and respect for God’s creation through an awareness of our responsibility as co-creators of our natural environment.

- challenge students to dialogue, question and discern meaning in their search for truth.

- respond to and support the needs and interests of each student through a contemporary and innovative curriculum.

- create an environment in which students feel safe to take risks with their learning

- model respectful relationships.

- foster a sense of community working together in a spirit of “welcome” and collaboration.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Message</td>
<td>6</td>
<td>Language Lessons</td>
<td>13</td>
</tr>
<tr>
<td>General Information</td>
<td>7</td>
<td>Library</td>
<td>13</td>
</tr>
<tr>
<td>School Hours</td>
<td>7</td>
<td>Lost Property</td>
<td>13</td>
</tr>
<tr>
<td>Prouille Staff</td>
<td>7</td>
<td>Maintenance Levy</td>
<td>13</td>
</tr>
<tr>
<td>Assembly</td>
<td>8</td>
<td>Medical Information</td>
<td>14</td>
</tr>
<tr>
<td>Attendances/Absences/Permission Notes</td>
<td>8</td>
<td>Message Folders</td>
<td>14</td>
</tr>
<tr>
<td>Before &amp; After School Care</td>
<td>8</td>
<td>Morning Tea &amp; Lunch</td>
<td>14</td>
</tr>
<tr>
<td>Birthdays</td>
<td>9</td>
<td>Music – Private Tuition</td>
<td>14</td>
</tr>
<tr>
<td>Book Club</td>
<td>9</td>
<td>Music – School</td>
<td>14</td>
</tr>
<tr>
<td>Buses</td>
<td>9</td>
<td>Newsletter</td>
<td>15</td>
</tr>
<tr>
<td>Change of Address &amp; Contact Details</td>
<td>9</td>
<td>Parent Helpers</td>
<td>15</td>
</tr>
<tr>
<td>Chess Classes</td>
<td>9</td>
<td>Parents &amp; Friends’ Association</td>
<td>15</td>
</tr>
<tr>
<td>Child Protection</td>
<td>10</td>
<td>Parent Teacher Interviews</td>
<td>16</td>
</tr>
<tr>
<td>Class Names</td>
<td>10</td>
<td>Reports</td>
<td>16</td>
</tr>
<tr>
<td>Class Parents</td>
<td>10</td>
<td>Religious Education Program</td>
<td>16</td>
</tr>
<tr>
<td>Communication/Interviews</td>
<td>10</td>
<td>Road Rules/Playground</td>
<td>17-18</td>
</tr>
<tr>
<td>Complaints</td>
<td>11</td>
<td>Sausage Sizzles</td>
<td>18</td>
</tr>
<tr>
<td>Computer Technology – ICLT</td>
<td>11</td>
<td>School Accidents</td>
<td>18</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>11</td>
<td>School Items</td>
<td>18</td>
</tr>
<tr>
<td>Curriculum</td>
<td>11-12</td>
<td>School Leaver’s Form</td>
<td>19</td>
</tr>
<tr>
<td>Enrolment</td>
<td>12</td>
<td>Sports</td>
<td>19</td>
</tr>
<tr>
<td>Excursions</td>
<td>12</td>
<td>Netball &amp; Soccer</td>
<td>19</td>
</tr>
<tr>
<td>Fees</td>
<td>12</td>
<td>Prouille Soccer Club</td>
<td>19</td>
</tr>
<tr>
<td>Health</td>
<td>12</td>
<td>Tennis</td>
<td>19</td>
</tr>
<tr>
<td>Homework</td>
<td>12-13</td>
<td>Staff Development Days</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Uniform/Requirements</td>
<td>20-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suggestions to Parents</td>
<td>22</td>
</tr>
</tbody>
</table>
## APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Role Description for Class Parent Representatives</td>
<td>23-24</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Student Leadership Team</td>
<td>25-30</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Positive Behaviour for Learning (PBL)</td>
<td>31</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Universal Playground Rules</td>
<td>32</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Child Protection Information</td>
<td>33-35</td>
</tr>
<tr>
<td></td>
<td>National Anthem – “Advance Australia Fair”</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>School Song - “Prouille Veritas”</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>School Prayer</td>
<td>38</td>
</tr>
</tbody>
</table>
PRINCIPAL’S MESSAGE

Prouille Catholic School was founded by the Dominican Sisters in 1950; the school flourished under the Dominican Sisters until 1989 when the first lay principal was appointed. Our school motto is “Veritas” – Truth; the motto of the Dominican Order. “Prouille” is the name of a small village in France, and this is where St Dominic, in 1206, established the foundation of the Dominican Sisters.

At Prouille School, staff strive to provide outstanding Catholic Education, working with parents as partners in this endeavour. Importantly too, Prouille is an integral part of Holy Name Parish, Wahroonga, and the wider community.

Holy Name Parish community actively promotes and supports a strong and vibrant Parish/School connection. Our Parish Leader is Fr David Ranson, Administrator – Parish Priest.

Prouille School is an extraordinary community that is particularly characterised by the “welcoming” parents, staff and students. This invaluable trait remains constant year in year out because of the effective Pastoral Care structures in place and the Dominican spirit of generosity that permeates all aspects of school life.

After many years of planning and negotiation, Prouille School was completely rebuilt in 2010 and 2011.

Now students and staff are thriving in a remarkably well appointed, 21st Century learning environment.

Prouille Catholic Primary School has much to celebrate. The dedication of staff, the calibre of the students and the involvement of many parents/grandparents/friends assure me that we are in a privileged community that will go forward together to meet the contemporary challenges of Catholic education in the increasingly secular world in which we live.

Mr Philip Ledlin
GENERAL INFORMATION

School Telephone Number  (02) 9489 3233
School Fax Number  (02) 9489 3954
School Website:  www.prouilledbb.catholic.edu.au
School Email:  prouille@dbb.catholic.edu.au

Holy Name Presbytery Telephone Number  (02) 9489 3221
Holy Name Presbytery Fax Number  (02) 9489 7801
Parish Email:  secretary@holynamewahroonga.com.au

Parish Leaders:
Fr David Ranson  Administrator – Parish Priest
Mrs Jackie Thornton  Parish Secretary
Mrs Sally Oong  Parish Sacramental Co-ordinator

SCHOOL HOURS

Assembly Bell  8.50 am
Dismissal  3.00 pm Early Leavers – Kindy to Year 2
3.15 pm Late Leavers – Years 3-6
(* Note: At Year 3 your eldest child becomes a Late Leaver, as do any younger siblings.)

Playground Supervision begins at 8.25 am and concludes with the departure of the last bus.

School Office Hours  8.30 am – 3.30 pm
Fruit Break  10.00 am
(Children bring bite sized fresh fruit/veg. in container)
Morning Tea  10.55 am – 11.15 am
Lunch Time  12.45 pm – 1.45 pm

PROUILLE STAFF

Prouille School is staffed by:

- A full time Principal
- A Religious Education Co-ordinator
- Thirteen Classroom Teachers
- Learning Support Teacher
- Music Teacher
- Sports Teacher
- An Assistant Principal
- Co-ordinators (2)
- Literacy and Numeracy Facilitator
- Teacher Librarian
- School Secretaries (2.5)
- Teacher Assistants (2)

Student Executive

* School Captains  * Sport House Leaders  * Music Leaders
* Library Leaders  * Liturgy Leaders  * Mission Leaders
* ICLT Leaders  * Environment Leaders

Prouille Catholic Primary School is a smoke-free workplace. Smoking is not permitted on school premises or near school entrances.
ASSEMBLY

Whole School Assemblies are held on Fridays at 2.30 pm in Veritas Hall. Assemblies begin with the School Prayer followed by the National Anthem. Assembly includes presentation of Merit Awards for various achievements/exemplary behaviour and calling to the stage children who have celebrated birthdays in the current week.

Parents/carers are invited to our Whole School assemblies.

Each morning children assemble for class at 8.55 am in The Undercroft.

ATTENDANCES/ABSENCES/PERMISSION NOTES

Regular attendance at school is essential for progress. Please notify the school on any day your child is absent by phoning the School Secretary and providing a written explanation when the child returns to school. This ensures that Class Rolls (legal documents) are marked correctly.

All visitors to the school (including parents and relatives) must first report to the School Office. Visitors are required to sign in and out and wear a “Visitor’s” badge while on school premises.

Students arriving at school after 9.00 am must be accompanied by their parent/carer to be signed in at the School Office and receive a Late Pass.

Permission from the Principal is necessary to remove children from school for any length of time (e.g. holidays). Forms are available from the School Office.

Permission notes are required when a child leaves the school grounds with another adult (e.g. going home to a friend’s birthday party). If parents wish to collect their child/ren before 3.00 pm, permission must be obtained from the Classroom Teacher or Principal. Children are to be collected from the School Office and parents/carers must complete and sign the Early Leavers’ Register.

All notes from parents/carers are to be handed to the Classroom Teacher by students (not by parents). Notes should not be handed in at the School Office.

Late passes and notes for children leaving school early for special reasons must be given to the Classroom Teacher first thing in the morning.

BEFORE & AFTER SCHOOL CARE

- Water St. Kids – Margaret Hedge (Director/Owner) – Enquiries: 0413 078 355

Water St Kids is a privately owned business, providing care and recreational activities for children from Kindergarten to Year 6. Water St Kids is a Registered child care centre and offers Before School Care (7 am – 8.30 am) and After School Care (3.00 pm – 6.00 pm) at Prouille Catholic Primary School, Wahroonga.
BIRTHDAYS

Parents may send treats to school on student birthdays, but parents must remember to send nut free items to school. Lollipops or jelly snakes are recommended as treats.

Distribution of student birthday party invitations on school grounds:
Too often, teachers have been put in an invidious position when student birthday invitations have been distributed at school (this includes when parents have placed invitations in student pigeon holes). Essentially, the disappointment shown by students who have not received an invitation is unnecessarily unsettling for students; particularly the infant children.
Because of this, parents are respectfully asked not to distribute birthday invitations on the school grounds.

BOOK CLUB

Students receive title lists of inexpensive paperbacks, which may be purchased through the school, 2-3 times per year. This is offered as a service for those interested, and is not a profit-making exercise.

BUSES

There are bus services currently available covering the following areas:

Morning Bus Route:
* From Turramurra Station
* From Westleigh via Normanhurst & Fox Valley

Afternoon Bus Route:
* To Warrawee Valley Loop, Fox Valley, Westleigh & Thornleigh
* To North Wahroonga & Wahroonga East

(TRANSDEV\TSL Shorelink Bus Company - Phone 9457 8888 – Timetables available from the TRANSDEV\TSL Shorelink website (www.shorelink.com.au) – Go to: School Services - Timetables).

Buses arrive and depart from Cleveland Street. Children assemble for buses within school grounds. Staff walk students to the bus stop and supervise until the last bus leaves. Transport forms for bus and train are available at the School Office.

CHANGE OF ADDRESS & CONTACT DETAILS

The School must be notified immediately of any change of address or contact numbers (including email, work and mobile phone numbers).
This will enable records to be accurate in case of an emergency.

CHESS CLASSES

Sydney Academy of Chess runs a chess program at Prouille during term time on Mondays at lunchtime. Fees are payable to Sydney Academy of Chess. For further enquiries please phone (02) 9745 1170 or visit their website: www.sydneyacademyofchess.com.au
CHILD PROTECTION

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

In particular the school will:

1. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.
2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

CLASS NAMES

The class naming system simply relates to the Year and the Teacher (eg 1E 2014 – signifies Year 1 class taught by Mrs Emmerig).

CLASS PARENTS

Each grade level has a “Class Parent”. (See Appendix A - Role Description for Class Parent Representatives):

* Pastoral  * Social  * Classroom  * Educational

Class parents help new parents settle in to the Prouille ‘way of life’, organising social gatherings with other class parents. They also assist teachers in co-ordinating parent helpers for reading/sport/computers/excursions/charitable works etc. Please note that any volunteer/helper must complete a Volunteer Prohibited Employment form (available from the Office) and be approved by the Catholic Schools Office before assisting at the school.

COMMUNICATION / INTERVIEWS

Teachers on duty are there for the safety of the children, whether on Playground Duty, Bus Duty or Water Street Duty. Parents are respectfully asked to understand that this is not the best time to address a specific concern.

Should you require an interview with the Principal or a class teacher, please phone the School Office to arrange a suitable date and time. Interviews with class teachers can only be made outside school hours.

The School Office is to be notified if Parents/Carers, due to an emergency, will be late to pick up children.
COMPLAINTS

At Prouille we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child, you should raise it with your child’s class teacher.
- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the Principal.
- Under no circumstances is a parent permitted to discipline a child who is not their own. If a parent has an ‘issue’ with a child who is not their own, they must first raise the issue with their child’s teacher or the school Leadership Team. (Additionally, parents are strenuously advised to never contact the parents of a child they have an ‘issue’ with).

If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection). Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the CSO website at:

COMPUTER TECHNOLOGY – I.C.L.T.

All classrooms have Interactive Whiteboards and a range of computers to support and enhance all areas of the curriculum. Classroom technology is continually upgraded; additionally, extensive Professional Development for all teachers K-6 re technology is integral in the school’s Strategic Planning.

CORPORAL PUNISHMENT

No corporal punishment is to be carried out by any member of the Prouille School Community. This includes teachers and other staff members, students, parents, tutors, volunteers, contractors, visitors to the school and After School Care supervisors.

CURRICULUM

Schools in New South Wales come under the State Education Department. The Board of Studies is the body which determines the Key Learning Areas (KLAs).

Religious Education is a critical learning area at Prouille School; it is taught daily and is integrated, where possible, into all Key Learning Areas.

Key Learning Areas

- Religious Education
- English
- Mathematics
- Personal Development/Health/Physical Education
- Human Society & Its Environment
- Science & Technology
- Creative Arts
CURRICULUM (Cont.)

Children who need support in specific academic/social areas, as well as those students who are gifted and talented, are catered for.

Prouille School provides termly Education Meetings that parents are encouraged to join.

ENROLMENT

The official period for enrolment is during the months of March and April. Kindergarten students need to have reached their fifth birthday by July 31 in the year they commence school.

Enrolments for all classes are considered throughout the year.

An Enrolment Committee acts to interpret Diocesan Enrolment Policy. Each enrolment application is considered individually and confidentially.

EXCURSIONS

A signed permission slip is mandatory before a child can attend School Excursions, Sports Carnivals or cultural performances.

If a permission slip is not received, participation will not be permitted.

FEES

The Catholic Schools Office reviews and determines School Fees annually.

In cases of severe financial problems, parents should seek an interview with the Principal to work out a satisfactory arrangement for the payment of fees.

When fees are outstanding for no apparent reason, they are automatically sent to the Catholic Schools Office for debt collection. Parents must realise that a Catholic Education will not be denied to a Catholic family because of financial difficulty.

The total account is sent home in Term 1, with dates by which certain payments are to be made. To arrange payment by instalments or payment by Credit Card, please contact the School Office.

HEALTH

Children must not come to school if unwell. Check for head lice (on a regular basis) and worms. Long hair is to be tied back for school.

HOMEWORK

Homework activities are given to children to reinforce skills learnt at school and to establish a ‘homework’ pattern, developing independent work habits and self discipline. Children from Kindergarten to Year 6 are encouraged to read every evening and complete set tasks.
HOMEWORK (Cont.)

The Homework Policy can be viewed on the School Website. Guidelines are as follows: Reading (oral and/or silent) is a recommended component of nightly homework from Kindergarten to Year 6.

The approximate time expected to be spent on homework per night:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10 minutes</td>
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<td>Grade One</td>
<td>20 minutes</td>
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<td>Grade Two</td>
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<td>Grade Three</td>
<td>30 minutes</td>
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<td>Grade Four</td>
<td>40 minutes</td>
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<td>Grade Five</td>
<td>1 hour</td>
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<tr>
<td>Grade Six</td>
<td>1 hour</td>
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Homework is generally not given on weekends.

It is sufficient if the child spends the suggested time on the homework. However, if it is not completed, a parental signature can indicate that the time has been spent productively.

LANGUAGE LESSONS

LCF Fun Languages, a privately-owned company, is offering Mandarin lessons on Monday afternoons and French lessons on Thursday afternoons at Prouille. Please phone The Language Company on (02) 8005 1237 for enquiries.

LIBRARY (The Aquinas Learning Centre)

The Aquinas Learning Centre is used for information skilling, co-operative planning and borrowing. A wide range of resources is available to support classroom curriculum implementation. The computer network provides access to the Internet for data gathering.

Children are encouraged to use The Aquinas Learning Centre regularly. Children borrow during Library lesson, before school and at lunch time. A library bag is required when borrowing.

LOST PROPERTY

- All items belonging to students should be clearly labelled.
- Lost Property is stored in a cane basket located at the top of the stairs that lead to The Undercroft.
- Children are responsible for their own articles of clothing.
- At the end of each term, clothing and items without names will be donated to the St Vincent de Paul Society.

MAINTENANCE LEVY

In 2010 it was agreed by the P&F to introduce a maintenance levy of $60 per year. (This levy appears on school fees and is a voluntary levy.)
MEDICAL INFORMATION

Medical history relevant to your child should be discussed with the Principal and Class Teachers. If your child needs to take medication at school, it is essential that the mandatory medication forms be completed and updated where necessary. These can be obtained from the School Office.

It is the parents’ responsibility to ensure medication is ‘in date’. This is particularly important for medication like ‘epi-pens’.

MESSAGE FOLDERS

All notes/work go home daily in children’s message folders. Folders must be returned each morning.

MORNING TEA & LUNCH

| Morning Tea | 10.55 a.m. – 11.15 a.m. |
| Lunch       | 12.45 p.m. - 1.45 p.m. |

- Please ensure healthy student morning tea and lunch is provided.
- Students are not to bring knives/pen knives to cut fruit etc. at school.
- Please do not send canned goods, peanut butter sandwiches or nut products.
- Prouille does not have a Canteen.
- Lunch boxes/containers must be clearly marked with name and class.
- Children who come to school without lunch should report this information to the Class Teacher.
- Children sit for a set time to eat lunch (15 minutes).

MUSIC – Private Tuition

- Suzuki violin, viola and cello lessons are offered to students from Kindergarten. Orchestra participation is encouraged. Please contact Mr Dominic Meagher through the School Office on 9489 3233.
- Piano lessons are available on Wednesdays with Mrs Elizabeth Moor (9487 6405 or 0438 295 353) and on Thursdays and Fridays with Mrs Janet Wise (4359 1710 or 0417 442 452).
- Concert Band participation is welcomed. Lessons for Years 3-6 in Flute, Clarinet, Alto & Teno Saxophone, Trumpet, Trombone, Baritone, Bass Guitar, Percussion and Drums are available. Please contact Mr Frank Rugers on 0416 219 572.
- All instruments are owned or hired privately.

MUSIC – School

All children are involved in weekly developmental music lessons. Students from Year 1 to Year 6 are eligible to audition for the Junior/Primary Choirs.

The school produces a School Musical bi-annually. All students from Kindergarten to Year 6 participate. There will be a whole-school musical in Term 3 2014.
**NEWSLETTER**

“Prouille News”, the weekly newsletter, is sent electronically to all families each Tuesday and is also available on the school website (www.prouilledbb.catholic.edu.au). This is an integral form of communication between school and home. It includes upcoming dates and events, important notices, school activities and curriculum items.

Appropriate newsletter items should arrive at the School Office by 9.00 am on Monday morning. All notices are to be checked and approved by the Principal.

Any parent wishing to receive a ‘hard copy’ each week needs to inform the School Office.

**PARENT HELPERS**

Parental involvement is vitally important to the life of our school. We view it as building a partnership between parents, students and teachers in supporting faith and academic development of all students. Parents may support the school and class programs through assisting with excursions, learning support, computers, reading groups, canteen, being a class parent coordinator or through P&F activities.

It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- complete a Volunteer/Student Declaration declaring they not a prohibited person.
- sign on at the front office, be inducted and get a visitor’s badge from the office as per school procedure
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

**PARENTS & FRIENDS’ ASSOCIATION**

All existing and incoming parents and the staff of Prouille School are members of the P&F. Prouille depends on the support of parents in assisting class teachers in many and varied ways, for example: Reading, Writing, Mathematics, Craft, Excursions, Sport, Computing, and in the Library.

The P&F Executive Committee consists of: School Principal, President, Vice President, Secretary, Treasurer and Diocesan Parent Council Representative.

General meetings are held at least four times a year, with the Annual General Meeting scheduled for November. The Executive welcomes parents to the meetings.

**Buddy Family Program - A Parents & Friends’ Association Initiative**

A current Prouille family is allocated a family new to Prouille, in order to provide help and support and assimilate the new family into the school community.
PARENT TEACHER INTERVIEWS

Formal Parent Teacher interviews are held at the end of Term 1 each year.

Parents are always welcome to organise an interview at any other time if need arises. A phone call to the office is the best way to organise this.

REPORTS

A written report is sent home at the end of Term 2 and Term 4. In Term 1 you will receive a yearly curriculum overview. Class teachers conduct information sessions for parents at the beginning of each year, and teachers are available for interviews at mutually convenient times.

RELIGIOUS EDUCATION PROGRAMME

The Religious Education Programme has been sequentially developed by the Catholic Schools Office and is regularly revised. It covers:

- Scripture
- Doctrine
- Church Tradition
- Liturgy

The Sacramental Programme is Parish based, with the school working closely, ensuring appropriate Sacramental Units are taught in conjunction with the Parish Programme.

- Confirmation – Year 2
- First Reconciliation & First Communion – Year 3

The Religious Education Programme and Faith Development is not taught in isolation but as a part of everyday life, where children are encouraged to reflect on the message of Jesus and put it into practice.

Holy Name Parish, Wahroonga, is a Diocesan parish. Priests from Holy Name Church visit and support the administration, staff and children in the area of Religious Education.

School Masses

Whole School Masses are held during the school year at Holy Name Church, Wahroonga. Family Class Masses are also celebrated, as well as Liturgies. Mass in St Dominic’s Chapel is celebrated regularly (please refer to the School Calendar.) Parents are notified in advance of liturgies either via the school calendar, the school newsletter or by a special note sent home.

Buddy Programme

The “Buddy Programme” is one of Prouille’s Pastoral Care initiatives. Kindergarten children are buddied with Year 6 students at the beginning of each year.
ROAD RULES

- There is **NO ENTRY** to the school via driveways for drop off/pick up at any time on a school day. School driveways/carpark are for **Staff and emergency vehicles only**.
- The Speed Limit in Water Street is 40 kph.
- For safety reasons, it is requested that all traffic only drive one way – south to north along Water Street – and exit into Cleveland Street.
- Any traffic entering from the north, and exiting to the north, should drive past the school down to the southern end of Water Street to perform a U turn. U turns should be carried out legally.
- A Pedestrian Crossing Supervisor has been provided by the RTA to supervise the pedestrian crossing in Water Street before and after school.

End of Day Procedures

- Students are brought out by teachers to line up in front of the school.
- Teachers on duty supervise children waiting to be picked up in the Kiss & Drop zone by parents/carers.
- Parents utilising the car “pick-up” facility in the Kiss & Drop Zone must display a family name sign to assist teachers managing students.
- In wet weather, children are to be collected from The Dominican Walkway.
- Students going home by bus line up near the front gate for the teachers on bus duty. They are taken by the teachers to the bus stop in Cleveland Street and supervised until all buses have departed.

Parking Restrictions

- Please do not park in, or across, the school carpark or our neighbours’ driveways.
- No vehicles are to double park and/or block the street.
- Please obey the **No Stopping** (No Stopping at all where sign applies) and **No Parking signs** (RTA – “**NO PARKING is used where there is a need to load and unload passengers and goods in a short timeframe, 2 mins**.”)
- The **No Parking** area (from 7.30 am – 9.30 am and 2.30 pm – 4.00 pm) in front of the school is a **Kiss and Drop zone** – where children are dropped off and picked up safely and quickly. Drivers are requested to stay in their cars and move off quickly, when children have safely entered the school grounds. This is **NOT** a parking area for cars.
- If the zone is full, please be patient and wait further down the street, or park legally and walk.
- Parents are asked to display laminated family names prominently on your car dashboards when picking up your child/ren in the **Kiss and Drop zone**.
- Please park your car legally if you wish to accompany your child/ren into the school.
ROAD RULES (Cont.)

Parking Fines

These areas are patrolled by inspectors from Ku-ring-gai Council and fines are mailed to offenders.

Safety is Paramount

- Do not call your child/ren to cross the road if you are parked on the other side of Water Street. This is dangerous for your child/ren and other drivers.
- Please escort your child/ren safely across the road via the pedestrian crossing.
- Be especially vigilant and urge your child/ren to use safe practices in wet weather.

Playground Rules while waiting for students

Please note that, for safety reasons, siblings of children attending Prouille are not permitted to play in the playground whilst waiting for school to finish.

SAUSAGE SIZZLES

Prouille School does not have a Canteen. However, each term a Sausage Sizzle (or similar) is held. Order forms are sent to parents. Children can purchase various items, including a sausage sandwich, chips, drinks and apples.

SCHOOL ACCIDENTS

Minor injuries are cared for by the school. In the case of serious accidents, parents are notified immediately. Please ensure your contact details are updated in school records.

Enrolment forms include permission signatures of parents for your child to be seen at a hospital or medical centre or by a doctor; to be driven to hospital in case of emergency; and for Prouille School to use an ambulance if this is deemed necessary.

An Accident Record Book is kept at the school.

Prouille’s Sick Bay adjoins the School Office.

SCHOOL ITEMS - Labelling your child’s belongings

All clothing items, personal items and books must be labelled with your child’s name.
SCHOOL LEAVER’S FORM

If, at any time, it becomes necessary to withdraw students from the school (e.g. moving to another area/work transfer), a School Leaver’s Form from the School Office must be completed and returned to the Principal.

SPORTS

Pupils wear the sports uniform when their class is listed for P.E. and Swimming.

Prouille has annual Swimming and Sports Carnivals from which representatives are selected to participate in the Combined Catholic Schools’ Athletics and Swimming Carnivals.

All grades participate in the Prouille Athletics Carnival. However, only Primary grades (Years 3-6), and selected students from Year 2, participate in the Prouille Swimming Carnival.

Netball & Soccer
Prouille parents have established Netball and Soccer Clubs. Teams are trained by parents for district weekend matches. Interested parents are encouraged to participate. Team coaches, managers and netball umpires are always needed.


Prouille Soccer Club
Prouille has an independent soccer club which provides our families with the opportunity to play the world game with their school friends. The club was established in 1965 and is affiliated with the Ku-ring-gai District Soccer Association, one of the most innovative associations for the development of football. Both boys and girls can start playing soccer from 5 years of age and we also cater for parents as we have both men’s and women’s teams in the over 35 and over 45 age groups.

Our junior teams in the U6 – U11 age groups play small sided games. This means playing on a smaller sized pitch, with fewer players and a smaller ball. This improves player skills and allows more attacking play. Goal keepers aren’t introduced until U9’s which means all children have the opportunity to feel the excitement of scoring a goal or two. The full sized pitch with 11 players starts at U12’s. If we have enough interest we can offer an all girls’ competition which plays on Sundays.

Our club is run by a volunteer committee made up of parents with teams coached and managed by parents. There is plenty of support and training available for those interested. Registration Day is usually in the second week of Term 1 each year.

Prouille Soccer Club website: http://prouillesoccer.com.au

Tennis
Private coaching in tennis is available on some mornings before school and on Saturday mornings for students from Years 1-6. Contact Alan Stopford for details on 0411 426 554.
STAFF DEVELOPMENT DAYS

Six Staff Development Days are set aside each year for professional inservice. These are Pupil Free days. Parents will be notified well in advance.

UNIFORM

Prouille’s uniform is available at Lowes in Hornsby Westfield.

Please find the Uniform Price List from Lowes, Hornsby Westfield – 6707 PROUILLE WAHROONGA 2013 – on the following page.

CHANGE OF UNIFORM TIMES

Summer to Winter - Term 2 Week 4
Winter to Summer - First day of Term 4

Annual School Photographs are rotated to accommodate pictures of students in the Summer and Winter uniform.

PLEASE NOTE

- Summer Tunics to be worn at knee length.
- Winter Tunics to be worn at mid calf length.
- Prouille Soccer Jacket is not to be worn to school.
- Prouille School has a “NO HAT – PLAY IN THE SHADE” Policy.
- No jewellery is to be worn to school (small stud/sleeper earrings and watches are acceptable).
- No nail polish is to be worn at school.
- Boys’ hair must be cut above the collar.
- Boys are not permitted to wear an ear-ring/stud.
- Attach a key ring, that is easily recognised by your child, to their school bag.
**6707 PROUILLE WAHROONGA 2014 - LOWES HORNSBY WESTFIELD - 9477 5169**

### Girls' Summer Uniform

- **DRESS:** SUMMER DRESS – SCHOOL FABRIC $51.99
- **PULLOVER:** MARLE BROWN WOOL BLEND From $51.99
- **SOCKS:** WHITE ANKLE STYLE (Not concealed in shoe … approx. 8 cm minimum above shoe) $4.99
- **SHOES:** BLACK LEATHER LACE UP STYLES
- **HAT:** FAWN / BLACK NATASHA $69.99
- **BACKPACK:** BLACK WITH CREST $39.99
- **MESSAGE BAG:** MAROON BOOK BAG WITH CREST $12.99

### Girls' Winter Uniform

- **TUNIC:** V NECK WITH PLEATS FRONT & BACK $56.99
- **BLOUSE:** WHITE L/S P/P WITH ‘RUST’ TRIM From $35.99
- **PULLOVER:** MARLE BROWN WOOL BLEND From $51.99
- **TIGHTS:** BLACK ‘BECKY’ STYLE $17.99
- **SOCKS:** BLACK ‘KNEE HI’ STYLE $9.99
- **SHOES:** BLACK LEATHER LACE UP STYLES
- **HAT:** FAWN / BLACK NATASHA $69.99
- **SCARF:** BLACK ‘CASHMERE’ FEEL WITH CREST $15.99
- **BACKPACK:** BLACK WITH CREST $39.99
- **MESSAGE BAG:** MAROON BOOK BAG WITH CREST $12.99

### Boys' Summer Uniform

- **SHIRT:** WHITE S/S DELUXE WITH EMB. $30.99
- **SHORTS:** BIRCH ‘CLASSIC’ STYLE $25.99
- **PULLOVER:** MARLE BROWN WOOL BLEND From $51.99
- **SOCKS:** WHITE ANKLE STYLE (Not concealed in shoe … approx. 8 cm minimum above shoe) $4.99
- **SHOES:** BLACK LEATHER LACE UP STYLES
- **HAT:** BLACK ‘SLOUCH’ STYLE From $10.95
- **MESSAGE BAG:** MAROON BOOK BAG WITH CREST $39.99
- **MESSAGE BAG:** MAROON BOOK BAG WITH CREST $12.99

### Boys' Winter Uniform

- **SHIRT:** WHITE DELUXE LONG SLEEVE From $30.99
- **TROUSERS:** BIRCH ‘CLASSIC’ STYLE From $29.99
- **PULLOVER:** MARLE BROWN WOOL BLEND From $51.99
- **TIE:** PLAIN ‘RUST’ COLOUR $17.99
- **SOCKS:** BLACK ‘KNEE HI’ STYLE $9.99
- **SHOES:** BLACK LEATHER LACE UP STYLES
- **HAT:** BLACK ‘SLOUCH’ STYLE From $10.95
- **SCARF:** BLACK ‘CASHMERE’ FEEL WITH CREST $15.99
- **BACKPACK:** BLACK WITH CREST $39.99

### Sports Uniform

- **POLO:** S/S WHITE WITH EMB. From $28.99
- **SHORTS:** BLACK MICROFIBRE WITH EMB. From $30.99
- **JACKET:** BLACK BBT MICROFIBRE WITH EMB. From $49.99
- **TRACKPANTS:** BLACK BBT MICROFIBRE WITH EMB. From $32.99
- **SOCKS:** WHITE ANKLE STYLE (Not concealed in shoe … approx. 8 cm minimum above shoe) $4.99
- **SHOES:** PREDOMINANTLY WHITE
- **HAT:** BLACK ‘SLOUCH’ STYLE $10.95

**ALL PRICES ARE SUBJECT TO ALTERATION**
SOME SUGGESTIONS FOR PARENTS

Parents are always looking for ways of helping their children to do well at school. Here are a few hints that can be guaranteed to get results:

- Help the youngsters feel good about themselves and about learning. Encourage every effort. Try to praise, rather than blame.
- Read to them from the earliest age. There is no better way to create a desire to read.
- Give presents of simply-written and well-illustrated books on a wide range of topics – both fiction and non-fiction.
- Encourage the children to write regularly in a variety of ways – letters, diaries, factual accounts, imaginative stories, recipes, etc.
- With the younger ones, especially, try to cultivate a sense of number, size, length, height, width, volume, area, weight and time in everyday life. Join with them in estimating, counting, calculating, and so on.
- At the end of each day, simply ask your child positive questions like, “What was the best thing you did today?”
- All children are “equally different” … Try not to compare your child to others.
- Regularly give them one of the most precious gifts you can – Your Time.
APPENDIX A

Role Description for Class Parent Representatives

Thank you for taking on the role of Class Parent; we know you will find the following information helpful for you in this role.

Purpose

The role of the Class Parent Representatives is to coordinate class social functions, provide communication links and to encourage a sense of class unity in the school community.

This is achieved through events that are pre-set as a Year Responsibility and by functions decided on by the class parents each year. The pre-set functions have come about as a fairer way of distributing the responsibilities of the social functions while continuing the fun side of school life. There is usually a minimum of two class parent representatives for each year with a recommended maximum of four to five people.

Class Lists

A class list is circulated each year, which provides a contact for all parents in that class. The list includes: child’s name, parents’ names, address and telephone number.

Class Parent Representatives can obtain a “master” list from the office after permission has been sought by the school for the names to be published for that class (part of Privacy Act regulations). You will then need to re-format this information into a suitable contact list and ensure all parents and the school office receives a copy of this list. These lists may also need to be upgraded during the year if there are new families joining the school community or parents moving house.

Notices

Before circulation to the class, the Principal or Assistant Principal must approve all handouts/letters/notices. Please ensure you allow enough time for this when circulating information in your class.

If there are any items for the school newsletter, they need to be handed into the school office by Monday morning. If you have independent flyers, they may be given to the school office for approval.

Class Functions

Functions are decided upon by the Class Parent Representatives and help old and new parents to get to know each other. This is very helpful when it comes to encouraging someone to be a class parent for the following year.

Some suggestions that have been successful are morning teas, casual dinners, family picnics, barbecue, etc. It is advised that an invitation be given to the Class Teacher for each function. Classes usually have at least one function per term. This is especially important for our Kindergarten classes and in all classes with new families.
Role Description for Class Parent Representatives

P&F Correspondence
All messages, mail etc to members of the P&F Executive, Class Parent Representatives or parents are sent home via the class pigeon holes located in the office.

Class Mass (with the Parish on a Sunday)
Each class is asked to assist in the organisation of a class Mass once a year, which is done in conjunction with the class teacher. The Class Parent Representatives assist in asking the parents to perform certain roles during the Mass or afterwards with a morning tea.

Social Events
The P&F Social Event calendar is prepared each year. For each event there is a folder which contains past reports to assist in the successful running of the activities. The Executive Committee will pass on these folders to you.

After your allocated social event, there needs to be a report written and given to the P&F President. This allows for improvements each year and gives guidelines for those classes new to that event. Included in this report should be full financial details that will be given to the P&F Treasurer.

Handing over to other Class Representatives
It is advisable to try and find replacements for this role towards the end of the year if possible and inform the P&F President who these will be. This makes it easy to organise the early functions in the year and start off the year smoothly.

General Guidelines
- You need approval from the P&F Executive for spending over $50.00.
- There may be the need to organise support for families experiencing difficulties at different times. The role of Class Parent Rep is to help facilitate this support. For example, the birth of a baby, someone may be sick in the family or a death has occurred. The type of help may be simply dropping off or picking up children, sending a card or flowers, or maybe organising a meal roster for a couple of weeks.
- It should not be assumed that all families require help and so it needs to be discreetly approached and asked first. However, it can be an invaluable service.
APPENDIX B

Student Leadership Team

Purpose

To provide direction for Student Leadership at Prouille School.

Year 6 Student Leadership is designed to enable students to develop knowledge, understanding, skills, values and attitudes about what good leadership brings to a learning community.

Outcomes and content are organised under the following headings:

- **What is Leadership?** Globally, Nationally and Locally
- **Behaviour/Expectations of Leaders**
- **Respectful Relationships through Responsible Action**
- **Leadership in a Dominican school**

**Leadership Preparation … Election Process for ‘elected’ positions … Nomination Process for ‘non-elected’ positions**

- A formal leadership teaching and learning programme is completed in Yr 5 Term 4 each year (expanded below)
- The School Leadership Team works closely with Yr 5 students in Terms 3 and 4 in Yr 5 each year … Roles, responsibilities and expectations etc are addressed
- Nominations for the following year’s student leadership are made by students in early Term 4 of Yr 5
- Yr 5 students who have nominated themselves for various roles (outlined below) present a speech to the student and staff community (Yrs 3-6 only)

**Election Day One:** Yrs 3-6 vote for School Captain Roles (2 captains):

- Student Speeches (2 mins)
- All staff invited to vote too
- Leadership Team tallies student votes and staff votes ON THE SAME DAY
- Leadership Team discerns results and determines School Captains for the following year

**Election Day Two — USUALLY THE FOLLOWING DAY:** Yrs 3-6 vote for 2 Colour House Captains for each Colour House:

- Student Speeches (2 mins)
- All staff invited to vote too
- Students in individual Colour House teams vote specifically for 2 leaders for their respective Colour House
- Leadership Team tallies student votes and staff votes ON THE SAME DAY
- Leadership Team discerns results and determines School Captains for the following year

**Immediately After The Elections:**

- Leadership Team works with **all** other Yr 5 students who have not secured an ‘elected role’ to determine suitability for the various roles listed below
- NB: **ALL YR 6 STUDENTS ARE LEADERS WITH IMPORTANT ROLES AND RESPONSIBILITIES AT PROUILLE**
APPENDIX B (Continued)

Student Leadership Team

Yr 5 Leadership Teaching and Learning Programme Framework

Through its implementation, we aim to assist Year 6 students in our community to:

- Understand the importance of his/her role in society
- Develop skills for taking active, responsible and informed roles
- Appreciate, value and utilise their personal relationship with God
- Share their leadership qualities with the Prouille community

The Leadership Program will be reflected through:

- Gained knowledge of successful leaders
- Awareness of individual gifts
- Developing skills for active roles in the school community
- Developing respectful relationships through responsible action

The Program will:

- Provide a sequential series of learning experiences
- Ensure selected students are given experiences of service in a structured and supportive atmosphere
- Make responsible choices about serving others and develop confidence to stretch beyond their comfort zone
- Provide student leadership support to staff, students and the community
Student Leadership Team

Broad Description for all Leadership Positions

- Demonstrates leadership qualities based on the 10 Dominican aspirations
- Demonstrates competence in communication
- Demonstrates empathy and respect towards others
- Demonstrates management skills in diversity between themselves and others based on the Gospel message: “Love one another as I have loved you”.

Support Program

- Specific Role Descriptions
- Termly meetings
- Celebration of achievements

- **School Captains**
  Represent the school:
  - Parish activities
  - Commemorative gatherings – both in and out of school
  - Prepare and deliver speeches
  - Support staff in various activities when required
  - Support Buddy system
  - Assist staff on Orientation Day and new Kindergartens at the beginning of the school year

- Display exemplary behaviour at all times
- Wear uniform badge with pride
- Show initiative and take responsibility when asked
APPENDIX B (Continued)

Student Leadership Team

Liturgy Leaders

With the Religious Education Co-ordinator, School Leadership Team and class teacher, Liturgy Prefects prepare and support:

- Class Masses
- Parish Masses
- Liturgies
- Liturgical music/number board/overheads
- Practise readers
- Distribute Mass booklets – School and Church
- Correct protocol in Masses and liturgies
- The return of all items used in liturgies to correct storage

Mission Leaders

With the Religious Education Co-ordinator, Mission Prefects:

- Select charities for specific fund raising
- Establish a profile on the selected charities
- Organise a process for the fundraising and advertise appropriately
- Write letters to the specific charities explaining how and why donations were made
- Share with the community any certificates or letters of appreciation from the targeted charities
- Assist in various Mission related liturgies
APPENDIX B (Continued)

Student Leadership Team

Colour House Leaders

Colour House Leaders liaise at all times with the PE teacher to:

- Assist with the implementation of Prouille’s Physical Education program that caters for core, modified and extension levels
- Ensure members of their Colour Houses understand the history of established House names
- Prepare colour teams for the Swimming and Athletics Carnival by developing:
  - Spirit
  - War Cries
  - Mascots
  - Aerobics
  - Knowledge of program
  - Guiding teams to follow rules of the day
  - Representing Prouille with pride at combined sport meets, gala days and competitions

ICLT (Information, Communication and Learning Technology) Leaders

- Liaise with the School Leadership Team at the start of the year re specific roles for the year
- Meet with all classes in Term 1 to outline important care and safety procedures re ICLT for students
- Assist Staff with ICLT needs/issues
- Monitor security procedures (with the Leadership Team) at the end of each term

Environment Leaders

- Liaise with the Religious Education Co-ordinator in Term 1 re “possibilities” for the year
- Promote the recycling programme
- Monitor the recycling programme
- Liaise with the Religious Education Co-ordinator re yearly environmental initiatives
APPENDIX B (Continued)

Student Leadership Team

Music Leaders

- Work with the Music teacher to ensure the Band/Music needs are catered for (ie setup / pack up, etc)
- Work with the Religious Education Co-ordinator re Music needs in liturgies
- Work with the Parish re Music needs in liturgies
- Promote the School’s Music Programme / initiatives at various functions and events

Library Leaders

- Display a strong interest in all areas of Library
- Support Librarian during set lunch times
- Oversee use of computers
- Scan library books
- Return books to correct areas
- Support librarian and class teachers in preparation for the Book Week activities
- Promote short-listed books annually
- Read with Kindergarten children and help to choose appropriate books when borrowing
- Collect library box from classrooms
- Ensure Library protocol is followed
APPENDIX C

Positive Behaviour for Learning (PBL)

At Prouille we are:

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Responsible</th>
<th>Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak and act with kindness</td>
<td>Look after your belongings and the belongings of others</td>
<td>Always try your best</td>
</tr>
<tr>
<td>Be fair and just</td>
<td>Make good choices</td>
<td>Have a go</td>
</tr>
<tr>
<td>Take pride in appearance</td>
<td>Be truthful</td>
<td>Show a positive attitude</td>
</tr>
<tr>
<td>Care for our environment</td>
<td></td>
<td>Be cooperative</td>
</tr>
</tbody>
</table>

- Respectful:
  - Speak and act with kindness
  - Be fair and just
  - Take pride in appearance

- Responsible:
  - Look after your belongings and the belongings of others
  - Make good choices
  - Be truthful
  - Care for our environment

- Learners:
  - Always try your best
  - Have a go
  - Show a positive attitude
  - Be cooperative
APPENDIX D

Universal Playground Rules

- There is no playground supervision until 8.25 am each morning.
- Eat your lunch before you play (10 mins Yrs 3-6; 15 mins K-2). Do no put your lunch in the bin.
- **NO HAT – SIT IN THE SHADE.**
- Keep out of the gardens.
- It is forbidden to play in or around the toilet areas.
- Watch out for other people and respect others on the playground.
- Respond to bells immediately.
  - **1st Bell** – Toilet & wash bell – move to Assembly area. (No running).
  - **2nd Bell** – Come to attention for the supervising teacher.
- Running permitted **only** on the top area basketball court, eastern end of bottom area basketball court and on St Lucy’s Oval.
- **No tackling.** (“Hands off” play.)
- Place all rubbish into the bins.
APPENDIX E

Child Protection Information

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

In particular the school will:

1. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer.

2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.

3. Follow an established process to address allegations of inappropriate behaviour by staff towards children.

4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with children.

Responding to risk of harm

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

School staff are expected to inform the Principal when they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report, the Principal will consider all of the information and seek appropriate advice from the CSO’s child protection team. Any information about a child at risk is kept confidentially by the Principal.

In any situation where a child is considered to be at risk the school will develop a support plan and will work with the child and family to assist them as much as possible.

If you have concerns about a child at this school who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.
APPENDIX E (Cont.)

Child Protection Information

Maintaining Professionalism

All staff at Prouille are expected to act professionally in their behaviour towards children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff members have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

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

- Demonstrate appropriate relationships with children 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
- Maintain appropriate physical contact with children, including physical contact that may be necessary to exercise appropriate duty of care
- Follow the school’s policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

Addressing complaints of inappropriate behaviour by staff

Providing a safe and supportive environment for both students and staff includes addressing complaints of inappropriate behaviour by staff towards any child or young person. Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974.

The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that ‘staff’ includes paid staff as well as volunteer helpers.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO’s Child Protection Team (CP Team). Because of the legal requirements such complaints are assessed by the CP Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to ‘both sides of the story’ and giving all involved an opportunity to be heard.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring, formal warning/caution, removal from duties or termination. If harm has occurred to a child counselling or other support may be made available.
APPENDIX E (Cont.)

Child Protection Information

Screening of those working in schools

Background screening checks are conducted for all employees working in our school. This is known as the Working With Children Check. External tutors and coaches working with students in our school in dance, music, sport, art etc are also expected to obtain a check which the school verifies prior to engagement.

Parents and carers should also be aware that they are able to verify online that a person who they have engaged privately outside of school, to work with their children, has completed the appropriate check.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment. It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity.

Further information on screening checks can be found on the website for the NSW Commission for Children and Young People http://www.kids.nsw.gov.au

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

Phone: 9847 0618 or Office Fax: 9847 0611
NATIONAL ANTHEM

ADVANCE AUSTRALIA FAIR

1. Australians all let us rejoice,
   For we are young and free;
   We've golden soil and wealth for toil;
   Our home is girt by sea;
   Our land abounds in nature's gifts
   Of beauty rich and rare;
   In history's page, let every stage
   Advance Australia Fair.

   In joyful strains then let us sing,
   Advance Australia Fair.

2. Beneath our radiant Southern Cross
   We'll toil with hearts and hands;
   To make this Commonwealth of ours
   Renowned of all the lands;
   For those who've come across the seas
   We've boundless plains to share;
   With courage let us all combine
   To Advance Australia Fair.

   In joyful strains then let us sing,
   Advance Australia Fair.
SCHOOL SONG

PROUILLE VERITAS

1. Prouille Veritas!
   Open my eyes and show me the Light.
   Prouille Veritas!
   The Way and the Word that you plant in my heart
   And as I grow to learn and to know
   The truth will come first in my life.
   Prouille Veritas!
   Open our eyes to the life.

2. Prouille Veritas!
   Heavenly Father I give you today
   Prouille Veritas!
   All that I think and do and say
   Fill us Lord with your life and goodness
   Unite us in charity
   Prouille Veritas!
   Open our hearts to the life.

3. Prouille Veritas!
   Open our minds to our destiny
   Prouille Veritas!
   Show God’s Holy Spirit living in me
   Let the Spirit show me what to do
   And give me the strength to shine through
   Prouille Veritas!
   Open our minds to the life.
SCHOOL PRAYER

Heavenly Father, I give to you today,
All that I think and do and say,
Fill us, O Lord, with Your life and goodness
And unite us in charity.

Holy Spirit, living in me,
Show me what to do and give me
the strength to do it. Amen.

St Dominic – pray for us.

Our Lady Help of Christians – pray for us.

St Mary of the Cross MacKillop – pray for us.