



Maria Regina Avalon

2020

PARENT HANDBOOK



A MESSAGE FROM THE PRINCIPAL

Dear Parents,

On behalf of the members of Maria Regina Parish community, I welcome you to our school. You have chosen to give your child a Catholic Education and we look forward to working closely with you to achieve a high standard of Christian values and academic success. Maria Regina is a community where staff, parents and parish work towards providing our children with a happy, challenging environment.

Parents are acknowledged as the primary educators of their children and we encourage you to be actively involved in the life of the school in a variety of ways.

This information booklet is to inform you of our school's philosophy and as a reference for school procedures.

I hope your time at Maria Regina is very rewarding and that you will quickly come to value the history, culture and traditions of our school.

Kathy Gee

Principal



A Brief History of Maria Regina

Maria Regina Parish School opened in 1959 with Sister Audrey McCabe, a Good Samaritan Sister, as its first Principal.

The Good Samaritans, an Australian Order was founded by Bishop Polding in 1857, had organised and staffed schools in the area since they moved into Manly in 1880. In 1957 the Sisters at Narrabeen were asked to extend their activities to set up a convent and primary school in the fledgling parish of Avalon.

The initial building facing Central Road previously consisted of two levels. The top level opened in 1956 was used as the parish church for many years, whilst the lower level was the beginning of our school.

When the new church was built and opened in 1974 it became apparent that, even with the additional three classrooms that were the former church and several demountable buildings, the school had outgrown the available space. Plans for a second building incorporating four classrooms, a new toilet block, tuckshop and shelter areas were drawn up. An imaginative plan to incorporate the new facilities enabled them to be built without depriving the school of outdoor activity space. This building was opened in 1978.

The involvement of the Good Samaritan Sisters in the commencement and development of Maria Regina School has been invaluable. The Sisters have been traditionally recognised as community builders and evidence of their input can be seen in our strong school community today.

Those of us who are already part of the Maria Regina community are proud of our history and know that we are part of the on-going story for Maria Regina Parish and School. We welcome our new members to this Catholic community and invite you to join us in "*Making a Difference*" in all that we do and say.



Community of Catholic Schools
DIOCESE OF BROKEN BAY

Diocese of Broken Bay

Maria Regina is proud to be part of an integrated system of forty-four schools in the Broken Bay Diocese that offers high quality learning opportunities in a thoroughly professional setting. Our teachers and staff are focussed on their students and they take a “whole person” approach to ensure that all students not only achieve their academic best but also that their wellbeing and advancement in faith are nurtured.

The strong focus on community in our Broken Bay schools is reflected in the commitment of the teachers and staff and in the support that they give each other. This has been vital to the development of our schools’ culture of striving for continuous improvement. In our school system we evaluate our performance as educators so that we can continue to enhance student learning.

Maria Regina acts as an agent of the Catholic Church and we present the Church’s message to young people in our care. We are privileged to share our Catholic faith with our students, whether they are Catholic or not. This sharing is a “community effort”, undertaken in combination with the local parishes.

At Maria Regina there is a focus on hospitality, enthusiasm and genuine endeavour, and we would be very pleased to share these qualities with you as we welcome you into our community.

Expectations of Teachers, Students, Parents

Teachers

- Understand the ethos of Catholic Schooling.
- Believe in each student and the importance of developing the whole student.
- Recognise the different rates of learning, different abilities, uniqueness and gifts.
- Know their students.
- Plan programs which follow current syllabuses in Key Learning Areas and meet students' needs.
- Assess progress and evaluate teaching practices in light of student progress.
- Plan for further learning.
- Provide opportunities for ALL students to be motivated, enthusiastic, independent learners through structural and organisational strategies that clarify meaning and purpose for their students and by providing a range of open-ended activities and optional tasks for extension.
- Use resources well - within and outside the classroom including books and games, multimedia, visiting speakers e.g. school camps and excursions, storytellers, Caritas, and the Parish community.
- Carry out open dialogue with parents/caregivers - 2 way communication- e.g. keeping Parent/Teacher interview times, being available out of school hours for appointments

Students

- Attend regularly and give of their best at all times.
- Participate fully in the life of the school.
- Provide support to their peers and to the younger students.
- Adhere to school policies e.g. discipline/homework/internet use.
- Care for the resources of the school within and outside the classroom.
- Show respect for all staff: permanent, temporary and relief staff in all positions.
- Wear the full school uniform at all times.
- No student is to wear jewellery other than appropriate ear rings and a watch.
- Uphold our school rules to the best of their ability.

Parents

- Demonstrate a high level of trust.
- Show support for school by reading the weekly newsletter and responding as appropriate e.g. input for surveys, policies and programs including Sacramental and other parish programs.
- Make appropriate contact with class teachers re any concerns they have.
- Support their child with positive behaviours for learning and support the PBL policy
- Assist in class when requested by teachers, after any necessary training.
- Assist in extra curricula activities e.g. excursions, sports carnivals when appropriate
- Financial support - by paying fees when due and through P&F fundraisers

Maria Regina School Prayer

This is our school,
Let peace dwell here.
Let love abide here,
Love of God,
Love of self,
Love of others.
Let us remember,
That as many hands build a home,
So many hearts build a school. Amen



Maria Regina Staff 2020

Parish Priest:	Father Broniek Pietruszewicz SDS
Assistant Priest	Father Richard Sadowski SDS
Principal:	Mrs Kathy Gee
Assistant Principal:	Mrs Trish Biok
Religious Education Coordinator:	Mrs Jane Labone
Senior Administration Officer	Mrs Julia Duke
Kindergarten Teacher:	Miss Hannah Dyball
Year 1 Teacher:	Miss Rebecca Raso
Year 2 Teacher:	Mrs Jane Labone/Mrs Rebecca Billing
Year 3 Teacher:	Mrs Naomi Mico
Year 4 Teacher:	Mrs Lynne Pike
Stage 3 Teachers	Mrs Trish Biok/Mrs Sarah Fleming/Mrs Angela Westerway
Learning Support Teacher:	Mrs Chris King
Visual Arts Teacher:	Mrs Bronwen Wade
Music Teacher	Mr Michael Warby
Japanese Teacher:	Mrs Julia Carroll
Physical Education Teacher:	Mr Mark Hanssen
Teacher Assistants:	Mrs Kathy Bell/ Christine Mills

GENERAL INFORMATION A-Z

Absences

School commences at 8.45am sharp. If your child arrives later than this time, they need to come to the office and receive a 'Late Note' which is given to the class teacher.

If your child is absent from school it is a legal requirement that parents note the full day absence on COMPASS .

If you are collecting your child early please call the office when you arrive at the school gate and we will accompany your child to you.

If your child is late to school please ask your child to come straight to the office to be signed in and given a late slip, we will enter the partial absence at the office. Parents do not need to come into the school grounds to drop off a late student.

LATE ARRIVALS	When a child is going to arrive after 8.45 am
EARLY DEPARTURES	When a child is required to be dismissed before 2.55 pm
APPOINTMENTS	When a child is to be absent for a period of time between 8.45 am and 2.55 pm on a school day

If your child is going to be absent from school for 10 days or more for reasons other than illness, you are required to complete a written application form requesting leave from the Principal. The Principal has the right to deny leave, if it is in the best interest of the child's education. Form A1 Application for Extended Leave can be found on the school website

We promote consistent attendance throughout the school term K – 6.

Accident/illness

In the event of a serious accident or illness, the Principal or Secretary will attempt to contact the parents immediately. **It is of vital importance that the office is notified as soon as possible of ANY CHANGE in address, phone number, emergency number and work details of both parents.** Nomination of an emergency contact is required in the case of parents being unavailable or unreachable. Please keep this information up-to-date.

Allergies

There are a number of students enrolled at Maria Regina who have severe life threatening allergic reactions to nut ,egg and goat products. Children are encouraged not to bring peanut, egg or goat products to school in the interest of the safety and wellbeing of these students.

Anaphylaxis

This is a severe allergic reaction to different foods/insect bites etc. e.g. **eggs** and **nuts**. This is a medical emergency and requires immediate first aid. EpiPen's are stored in the sick bay. We educate all of our children to take particular care with management of their food, washing their hands and disposing of containers and wrappers as we work towards ensuring a safe environment for all our children.

Appointments

We ask that general appointments are made outside of school hours so minimal disruption occurs in the learning environment.

Assemblies

Assemblies are held on Friday mornings at 8:45am in the school hall. The Year 6 students are responsible for co-ordinating and running the assembly. Merit and PBL awards are presented each week as well as other items of interest. Parents and friends are welcome to attend the Friday assembly.

Asthma

All students who have asthma are expected to keep medication as per their asthma plan in the sick bay. The puffer will be administered under supervision. It is the responsibility of the parents to inform the school of a child's medical condition and clarify the actions necessary to relieve the symptoms experienced by the child.

Awards

- Merit awards are presented at Friday morning assembly. These are awarded at teachers' and specialist teachers' discretion.

- Positive Behaviour for Learning Awards (Blue, Bronze, Silver and Gold) are presented each week at the Friday Assembly to students who follow school rules. PBL awards are achieved by earning PBL tokens which must be signed by the teacher and stuck in the student's '*Making a Difference*' book.
 - 10 tokens = Blue Award
 - 20 tokens = Blue Award
 - 30 tokens = Bronze award
 - 40 tokens = Silver Award
 - 50 tokens = Gold Award

Behaviour Management

Our school Behaviour Management Policy follows the **Diocesan Pastoral Care Policy**, and **Student Discipline Policy for Diocesan Systemic Schools**.

Maria Regina Catholic School has adopted a Whole School Approach to bring about positive behaviour; **Positive Behaviour Learning [PBL]**. This approach has a strong

emphasis on *teaching* appropriate behaviours and providing systems of support to bring about these positive behaviours. Our school aims to provide a safe and supportive environment in which learning takes place. We (staff, students and parents) recognise that we all share the responsibility for Behaviour Management, with a positive and pastoral outlook for all. ***Corporal punishment is expressly prohibited in all diocesan schools. This applies to all staff and non-school persons, including parents.***

Bikes/ Skateboards/ Scooters

Bikes and other wheeled devices may be ridden to school by students if they wear a helmet and abide by safe riding regulations. Bikes are to be stored in the bike rack and they may **NOT** be ridden inside the school grounds. Please note that any child who rides a bicycle or wheeled device must fill in a permission note signed by the child and the parent. (See Appendix 2)

Birthdays

If you wish to send something to school to celebrate your child's birthday, please consider sending cup cakes or similar that can be easily distributed. The school Canteen can also organise ice blocks on a Monday or Friday.

Buddy System

Students starting Kindergarten are teamed with a Year 6 buddy. Each buddy takes special care of their Kindergarten buddy for the first year of school. There are opportunities for the buddies to work together in computer time, paired writing and reading.

Bus Passes

Opal Card

Visit <https://transportnsw.info/school-students>

To be eligible for a School Opal Card, students may need to live a minimum distance from their school:

Year's K – 2 there's no minimum distance

Year's 3 – 6 1.6km straight line distance or 2.3km walking

Calendar

The calendar is available on the school website and Maria Regina School APP.

Canteen

The Canteen is open every Monday and Friday for recess and lunch.

Order online via Qkr (see section Qkr for more information)

Change of Circumstances

If there is a change in your family's circumstance, it is important you notify the teacher or Principal as soon as possible. Confidentiality is always maintained.

The school office needs to be notified of any change of address or phone number in the case of an emergency. It is important the school can contact parents/guardians at any time during the day.

Child Protection

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

The school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working with Children Check have a valid clearance.

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

For more information regarding Child Protection see Appendix 1.

Class Parents

Each class has one or two class parents. Their role is to act as a liaison between the school, the Parent Network and the students' parents. Class parents are responsible for;

- Distributing class information as required
- Organising class social events
- Coordinating annual events assigned by the Parent Network
- Communicating regularly with the class teacher

Cluster

Our school is a systemic school within the Broken Bay Diocese which is divided up into three clusters: Northern Beaches, Central Coast and North Shore. Our school is located in the Northern Beaches Cluster.

Competitions

Each year, we provide an opportunity for the children in Years 2 to 6 to participate in the ICAS Mathematics and English tests and in Years 3-6 the Science, Computer, Writing and Spelling Competitions. Children also can enter writing, poetry, art and various other competitions.

Complaints

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

- If you or your child has a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has 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).

See Child Protection Parent Information Sheet (Appendix 1)

- Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the Catholic Schools Office of Broken Bay website

<https://curianet.dbb.org.au/CatholicSchoolsoffice/dssresources>

Counselling Service

Maria Regina has a student counselling service provided by the Catholic Schools Office based on referral by the Principal with parental consent. Families wanting to access the Counsellor for their child should contact the class teacher or Principal.

Curriculum

The context in which classroom learning is pursued is called the 'curriculum'. In Catholic Primary Schools, the curriculum is divided into seven Key Learning Areas (KLAs).

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Human Society and Its Environment
6. Creative Arts (Music, Dance, Drama and Visual Arts)
7. Personal Development, Health and Physical Education

The Catholic Schools Office of Broken Bay, our governing body, sets the Religious Education Syllabus. The NSW Board of Studies develops the other six.

1. Religious Education

At Maria Regina religion permeates the culture of the school through the values we uphold and practise through prayer, liturgy and relationships. It underpins all Key Learning Areas. We encourage students to behave in a manner which reflects Gospel values, thus reflecting our school motto "*Making a Difference*".

2. English

In English students develop knowledge, skills and understanding about English language and literature and the ability to talk, listen, read, view and write with purpose, effect and confidence. They develop knowledge of the ways in which language varies according to context and a sound grasp of language structures, spelling and grammar. The three broad strands of English are:

- Speaking and Listening
- Reading and Viewing
- Writing and Representing

3. Mathematics

Mathematics involves the development of students' thinking, understanding, competence and confidence in the application of Mathematics. The five broad strands of Mathematics are:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

4. Science and Technology

In Science and Technology students develop competence, confidence and responsibility, in their interactions with science and technology. There are 2 main strands: **Natural** and

Made environment and within these content strands we focus on the skills of *Working Scientifically* and *Working Technologically*.

5. Human Society and its Environment

- In History students investigate their personal, family and community history.
- In Geography students investigate people, places and environments.

6. Creative Arts

Creative Arts enables students to gain increasing understanding and accomplishment in the visual arts, music, drama and dance and to appreciate the meanings and values that each of the art forms offers personally, culturally and as a form of communication. The broad strands of Creative and Practical Arts are:

- Visual Arts
- Music
- Dance
- Drama

7. Personal Development, Health and Physical Education (PDHPE)

PDHPE develops the knowledge, skills, understanding, values and attitudes students need to lead healthy, active and fulfilling lives. The three broad strands of PDHPE are:

- Fundamental Movement and Physical Activity
- Healthy Choices
- Self and Relationships

(Taken from NSW Primary Curriculum Foundation Statements)

Custody

In order to protect the rights of the child and the custodial parent in the event of a marriage separation or divorce, it is vital that the school has on file a copy of the custody and access award made by the court.

Debating

Each year the school enters a Year 5 and 6 debating team in the Northern Beaches Catholic Primary Schools Debating Competition.

Diocesan School Building & Maintenance Levy (per family)

This fee is used to maintain and/or replace the school building in the Diocese. Families who are exempt from this fee at Maria Regina are those with siblings at Mater Maria College, Warriewood and St. Paul's College, Manly.

Differentiated Learning

Each class teacher is highly trained in meeting the learning needs of each student. Teachers prepare differentiated learning programs in all key learning areas and continually assess student learning gains. Maria Regina also provides whole school and stage programs to meet the individual needs of students, for optimal learning

Diocesan

Diocesan describes any activity within our Diocese, which is Broken Bay, under the guidance of the Bishop or his representative.

Diocesan Parent Council of Broken Bay Diocese

The Diocesan Parent Council (DPC) is the official parent body recognised by the Bishop and the Catholic Schools Office to represent the parents of all children attending Catholic schools in the three regions of the Diocese. The Diocesan Parent Council has significant access to and involvement in mainstream education issues as well as input into policy and financial decisions. Membership of the Executive Committee of the Broken Bay Parent Council comes from representatives of the Parents and Friends Associations of the Catholic Schools in the Broken Bay Diocese.

The main aim of the Diocesan Parent Council is to:

- strengthen the participation of all parents in our Catholic schools by providing input into the diocesan level committees;
- actively encourage the flow of information from parents and to provide a voice for parent issues;
- promote the parent/parish/schools partnership via projects that embrace parents, children, the school church and the community;
- promote the Catholic school parents' views to the Bishop, the schools board, the Catholic Schools Office and school administrators; and
- promote Catholic education in Catholic schools, by taking an active role in partnership with others to secure appropriate funding for Catholic Schools Council Funding.

For further information, please contact the Diocesan Parent Council Administrative Coordinator on 9847 0340 or the Parent Liaison Officer at the Catholic Schools Office either via phone on 9847 0000 or via the Diocese website:

www.cso.brokenbay.catholic.edu.au

Dropping off and Picking up children

Before school children should make their way to their classrooms, place their bags outside the classroom and play in the supervised areas. Parents may accompany their children and stay in the grounds until the bell rings. Any child arriving after the bell must go to the office for a late pass. Students are permitted to play games with tennis balls only before school.

After school - Parents who are picking up their children are asked to wait for children outside the school gate maintaining social distancing. Teachers will accompany children down to the hall and supervise them until they are picked up. Any children who have not been picked up by 3:10pm will be taken to the office foyer. Children who catch the bus or walk home will meet the teacher on duty at the top of the driveway.

Early Pick Up

If it is necessary for you to pick up your child during school hours you must report to the office. The child will be contacted via the intercom and will meet you in the office area. Early departures must be recorded on the COMPASS Kiosk in the office foyer.

Enrolments

Enrolment packages are available from the office. The school takes applications for enrolment on request throughout the school year. Kindergarten applications are accepted in Terms 1 and 2 the year prior to commencement. A child starting school must turn 5 before 31st July in the year he or she commences. All enrolments are considered by the enrolment committee. Enrolment priority is in accordance with the Broken Bay Diocesan Enrolment Policy.

Fathers' Day

This is held the Thursday morning before Fathers' Day. This commences with a Fathers' Day breakfast followed by a Mass in the Maria Regina Church. The Parent Network will allocate a class to organise this event.

Fees

The Catholic Schools Office reviews and determines school fees annually. Accounts are sent in Terms 1, 2 and 3. These accounts should be finalised by the end of each of those terms. Current school fee schedules can be obtained from the school office.

In case of financial difficulty, parents are asked to speak with the Principal to work out a satisfactory arrangement. When fees are outstanding for **no apparent reason**, they are automatically sent to the Catholic Schools Office for debt collection.

Formal Interviews

There is an opportunity for two formal interviews a year - after the half yearly and yearly report has been made available on COMPASS. We encourage students to be involved in the interview as well.

Fruit Break (Crunch and Sip)

Each day at 10:00am all classes have a fruit break. Children are encouraged to bring fresh fruit to be eaten at this time.

Gifted and Talented Education

We aim to provide educational opportunities that are appropriate, challenging and motivating to all students. We recognise that all students have individual needs and that many have specific skills or talents and that can be developed and nurtured within the school setting. It is our aim to provide the education that is appropriate to all students' needs. At Maria Regina we believe that it is our responsibility to develop the whole person and recognise that there are many areas of giftedness and that students can be talented in a wide variety of specific skills. Therefore, many opportunities and learning styles need to be presented to each child in order for students to reach their learning potential.

Hair

For health reasons hair should be out of the eyes, off the face and always tied back with ribbons in correct school colours.

Head Lice

While the incidence of head lice infestations in the school has been minimal, parents must remember that anyone can catch head lice, especially where a number of people work or play together. Long hair should always be tied back or plaited. Parents are asked to check children's hair weekly and to examine in particular the area around the nape of the neck; especially if there have been complaints of itching. Nits (eggs) look like small whitish specks stuck to the hair. In the event of finding lice or nits, please inform the school and KEEP YOUR CHILD AT HOME until treatment has been carried out. Chemists supply suitable treatment preparations

Home Learning

Maria Regina Primary School recognises that learning is an ongoing process which takes place in a variety of situations including the home. Home learning is purposeful out of class learning that seeks to enhance the extent to which each child benefits from their education. It provides an opportunity for students to share their learning with their families, to consolidate work learnt in the classroom and to prepare for lifelong learning beyond the classroom experience.

We believe home learning supports student learning by:

- developing independent learning, self discipline, time management and organisational skills.
- allowing students to practise the skills introduced to the class.
- extending students' knowledge.
- providing opportunities for individual research.
- encouraging good study habits in preparation for further education.

Types of Home Learning may include: reading, language, writing, spelling, handwriting, problem solving, mental, maths, tables, independent research, contract and

assignment work, collecting items and information, sharing family events and activities, surveys, interviews, experiments, creative activities and on-line activities.

Informal Interviews

Parents are encouraged to communicate frequently and openly between home and school. Many problems can be prevented or alleviated by prompt action. We do ask, **however, that this be done at a mutually convenient time with the teacher. A phone call** or quick note may help arrange an appointment.

Immunisation

Parents of school aged children are required to provide notification to the school of their child's immunisation status. Immunisation booklets, information and the required immunisation certificate are available from your local doctor.

Infectious Diseases

Under the Public Health Act and Department of Education Regulations, some common infectious diseases require children to be kept away from school for varying lengths of time to prevent the spread of infection. Parents must seek medical advice if an infectious disease is suspected. Parents must also **contact the school office** if a diagnosis of the following diseases is confirmed:

Conjunctivitis	Measles
Impetigo	Meningococcal
Scabies	Mumps
Chicken Pox	Whooping Cough
Rubella	Polio
Slapped Cheek	Tetanus
Diphtheria	

Jewellery

Watches and earrings (studs or sleepers – one in each ear) are allowed. Chains must be worn inside clothing. Extra jewellery such as surf bands, friendship bands etc. are **NOT** to be worn.

Kiss and Drop

The Kiss and Drop Zone is in front of the Maria Regina Church.

The Kiss and Drop Zone operates in the afternoons from **3:00pm – 3:15pm**. The teachers will supervise the children to the area in front of the church and assist them into the cars. Drivers are not permitted to get out of the car. Please ensure that bags etc are in the car as the driver is not to get out of the car to go to the boot. **All signs around the Kiss and Drop area must be obeyed, eg “No Stopping”, “Bus Stop”**. (Please be aware that if you are blocking the footpath you could be booked by the ranger.)

Late Arrivals

Children who arrive after the bell are to report to the office for a late pass. Children will then proceed to the classroom and present the late pass to the teacher so that minimal disruption occurs. **Parents are not to accompany the child to the class after the bell has rung.**

Learning Support

The school has a Learning Support teacher and Learning Support assistant who work with children who have been identified by the school on specific programs.

Library

The class teachers encourage children to borrow a variety of books during each week’s Library lesson. Children in K-2 are expected to bring a Library bag to school in which to carry their borrowed books. Lost books or damage to books must be replaced by the family. A team of parent helpers, as well as the Year 6 Library team, assists in the library.

Local Excursions

A special permission note is signed at beginning of the year by the parent/guardian to cover excursions which do not require transport e.g. park, beach and shops.

Other excursions are organised by the class teachers to enhance the unit of work. Also specialised “incursions” may be organised.

Lost Property

Unmarked clothing is stored in the school office. At the end of each term unclaimed items are placed into the second-hand clothing pool. Children are responsible for their clothing and parents are responsible for ensuring all clothing is marked.

Masses

Family Masses are celebrated in the Maria Regina Church at several times a term on a Saturday evening at 6:00pm. All families are encouraged to attend all these family Masses.

Class Masses are held on nominated Thursdays at 10:00am. Parents are notified in advance of these events and are encouraged to attend.

Whole School Masses and Liturgies are held throughout the year celebrating specific events on the school and Church's calendar.

Maria Regina App

The Maria Regina Mobile application provides quick and easy access to key school news direct to your iOS and Android smartphones. The app leverages the data of our existing website while also providing valuable new features to help you stay connected.



Music Evenings

We have music evenings at the school where our school band and school choir perform. There are also individual performances on woodwind, brass, percussion and stringed instruments.

Medical Reports

Parents are asked to inform and supply the school of any relevant medical reports on their child. A copy of reports such as; audiograms, speech therapy, occupational therapy, educational and psychological assessments should be given to the class teacher. These reports provide valuable information which teachers implement to enhance student learning.

Medication

Broken Bay Diocese has asked all schools to implement the [Medication Policy](#). It requires parents to complete a number of forms and to attend a team meeting with relevant staff. The school is now required to administer prescribed medication daily in an organised and closely monitored way. There is to be **no self-medication** except in the case of children who are asthmatic and this is supervised in the office. Teachers are not expected to take responsibility for administration of medication. The Principal and School Secretary will be responsible for the administration of medication. Please complete the [Permission for Administer Medication Form found on the website](#). This form must be signed by a Medical Professional.

Mothers' Day

Mothers' Day is celebrated on the Thursday before the Mothers' Day weekend. A special celebration and Mass is celebrated in the Maria Regina Church.

NAPLAN

Years 3, 5, 7 and 9 will sit national tests in literacy and numeracy each May. The National Assessment Program will be carried out in the same week across all four year groups.

Newsletter

The school newsletter emailed fortnightly on a Monday. The newsletter can also be accessed via the school website www.mradbb.catholic.edu.au

Office Hours

The school office is open 8.00am – 4:00pm Monday to Friday.

OOSH

Maria Regina has an onsite OOSH (Out of School Hours Care). This service is run by OOSH Northern Beaches

After School Care 3pm – 6.30pm

For more information on OOSH please go to the [website](#)

Open Day

Open Day is for all prospective parents who are considering Maria Regina School for their child. It is generally for parents of children who will be entering Kindergarten the following year, however all are welcome. It is an opportunity for prospective parents to meet the Principal, walk through classrooms, speak to staff and students and have morning tea. Open Days are usually held in March and May.

Parent Education

At Maria Regina School we believe Parent Education is essential in a strong home/school partnership. Several times throughout the year Parent Education sessions are conducted in key learning areas and areas of interest to parents. All parents are encouraged to attend.

Parent Helpers/Volunteers

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

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

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.

- check with the school what the current requirements are for the working with children
- 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).

Parent Information Session

In February there is a Parent Information Session held in your child's classroom. Teachers explain what is going to be taught in the different Key Learning Areas and the expectations and procedures for the coming year.

Parent Network and School Council

The School Council is an advisory group established to support the Principal and the school. It is made up of parent representatives, the school principal, school staff and a Parish representative. They assist Maria Regina by providing support to our school, staff and students. This support is in community building, fundraising for school improvement and providing a parent voice.

Maria Regina also has numerous ways in which parents can contribute to school life.. The Parent Network is fundamental in helping create community events and celebrations, and for communication and information flow amongst the heart of our school. The Parent Network hosts numerous parent led events throughout the year. These events help to promote school community and also raise funds towards school improvement. Events are an ideal opportunity to meet other parents from the school. Each class has been assigned an event to run and organise. All events can be found on the school calendar which can be found at www.mradbb.catholic.edu.au .

Parents during school hours

Parents who are at the school after the morning bell must report to the office. If you are assisting in the classroom you must sign in/out on the COMPASS Kiosk and a "Visitor Badge" must be worn.

Parents are not to go to the classroom during school hours. If a child has forgotten an item or lunch etc. it is to be left at the office and staff will ensure it is given to the child.

Parent Involvement

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 Parent Network 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 in at the COMPASS Kiosk in the front office,
- be inducted and get a “Visitor Badge” from the office
- not engage in any inappropriate behaviour towards any children.
(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).

Parish Sacramental Program

The Church recognises the importance of the parents’ role in their child’s faith formation. The Parish of Maria Regina conducts family-centered sacramental programs for Reconciliation, Confirmation and First Eucharist. These sacraments complete the journey of the Sacraments of Initiation that began with Baptism.

Parents are invited to enrol their children in these programs. Children are presented for the Sacrament of Confirmation (in Year 3 or later) before they receive the Sacraments of Reconciliation and Eucharist the following year(s). Families meet in groups led by parent facilitators and use support materials prepared by the Diocese of Broken Bay. All enquiries should be directed to the Sacramental Co-ordinator of the Parish.

Payment of Fees

The school accounts are payable at the time of receiving the statement in full, in 3 instalments (dates set by Catholic Schools Office) or monthly.

Pastoral Care

Classroom practices and discipline at Maria Regina School is based on ‘Positive Behaviour for Learning’ practices. Behaviour management at Maria Regina is seen as guiding, leading, encouraging and demonstrating Christ-like behaviour and Christian values.

Pets

No animals are permitted on the school grounds without the permission of the school Principal.

Photographs

School photographs are taken annually. Students are photographed in class groups, leadership groups, individually, and at parental request, with brothers and sisters.

During the year there will be a few times when your child's photograph may be taken for inclusion in class displays, on the school's website page or Facebook, in the Newsletter, local papers or Diocesan publications. You will be asked to sign a permission note which is given out at the beginning of each year to students.

Phones & Smart Watches

Mobile phones or smart watches are not permitted to be used by children to contact parents during school hours.

Professional Development for Staff

As professionals in the education field, teachers need to constantly update their professional development. Much of this occurs out of school hours, during staff meetings, in-service courses, university courses and professional conferences. However, there are times when professional development is necessary during school time. When this occurs a relief teacher is employed to follow the normal class program left by the class teacher.

Privacy

The school abides by the Privacy Act. Information collected by the school is used only for school purposes and stored in a secure location. [The Diocese of Broken Bay Privacy policy can be found on the school website.](#)

Prohibited Use of Drugs

Drugs and misuse of prescription drugs and smoking on school premises, including school buildings and playgrounds is prohibited. This includes students, employees, visitors and other people who use school premises.

Public Speaking

Each year the senior students enter in public speaking competitions such as Northern Beaches Catholic Primary Schools Public Speaking Competition. All students Kindergarten to Year 6 also enter the Maria Regina Public Speaking Competition.

Pupil Free Days

There are 5 Staff Development Days per year. The first one falls on the first day of term 1 and two during the year and two on the last days of term 4. These are pupil-free days and parents are given advanced notification through the school newsletter.

Qkr!

Our School has launched *Qkr* (by *MasterCard*) as an easy to use, secure phone app for making school payments from your mobile phone. *Qkr* will accept payment using **ANY** credit/debit card (except American Express) and has a simple checkout function. No info is stored on the mobile phone. We are encouraging all credit card payments to be completed through *Qkr* particularly for canteen orders, school fees or other special events etc.



Step 1. Download *Qkr!* on your Android phone or iPhone.

iPad users can download iPhone App. [App Store](#) or [Google Play](#)

Step 2: Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3: Find **Maria Regina Catholic Primary School, Avalon**

Step 4: Register your Children

When first accessing your school menu, you will be prompted to register your child. This allows you to make school payments on their behalf.

Note: The [Qkr web client](#) is available for those not wanting to complete transactions from their mobile phone.

About the *Qkr!* App

Qkr is a safe, secure and reliable way to pay for school items. *Qkr* is provided by MasterCard so you know the payments are secure. No information is stored on your phone. Registration details and card information are saved securely on the MasterCard network. *Qkr* will accept payment using **ANY** credit/debit card (except American Express).

Reports

Parents receive two formal reports on their child's progress through the year via COMPASS. The first report is received mid year and is followed up with a '3 Way Interview' (teacher, student and parents). During the 3 Way Interview educational progress is discussed and learning goals set to be achieved. The second report is received at the end of year, in which an optional interview is offered by the class teacher.

Sacramental Programs

All sacramental programs are parish based. At school the teachers teach the doctrine of the sacraments as part of the whole school Religious Education program. Children are prepared for the Sacraments by their parents, with the assistance of the Parish Sacramental Team.

Students make the following Sacraments:

- Confirmation Year 3
- Reconciliation Year 4
- First Eucharist Year 4

Serious Injury

In the event of a serious injury a parent/emergency contact person will be notified by a teacher or administrative staff. If necessary the child may be transported to hospital by ambulance, accompanied by a staff member if the parent is not available.

Sick Children

If your child is unwell at school the class teacher advises the office. Parents are then notified if a child is too sick to return to class.

School Band

The school has a Concert and a Training Band. Any child who is just starting an instrument will join the Training Band. Year 3 students will usually remain in the training band for the entire year. Older students will be moved into the Concert Band as soon as the Band Director feels they have reached the required standard. The bands usually rehearse at separate times but there will be some overlap. This way the members of the concert band can act as mentors for the Training Band.

Tuition is an essential component of being in the band. The Band Director will assist in securing a tutor for your child.

School Choir

The school choir performs on numerous occasions throughout the year at a variety of events at the school and in the community. Children from Kindergarten to Year 6 are able to join the choir.

School Hours

8.15 am	Playground supervision begins
8.45 am	School Commences
10.45 – 11.05 am	Morning Tea
1.00 - 1.50pm	Lunch
2.55 pm	School Dismissal

Stages of Learning

The school is organised into four stages of learning:

- Early Stage One Kindergarten
- Stage One Year 1 and 2
- Stage Two Year 3 and 4
- Stage Three Year 5 and 6

Sport and Physical Education

The school follows an active sport and physical education program. The sport program seeks to develop skills to prepare the children for involvement in various sports and develop healthy attitudes toward physical activity, teamwork and social development. The children can participate in a variety of sports such as; netball, eagle tag, soccer, rugby, tennis and cricket.

All students are involved in the school swimming and athletic carnivals. Years 3 to 6 children can participate in representative sports at school, cluster, regional, diocesan and state levels.

Sun Safety

Our Sun Safety policy requires all children to purchase the school hat. It is mandatory for children to wear their school hats daily. Students who do not wear a school hat when outdoors, are asked to sit in the shade. Parents are encouraged to provide SPF15+ for their children.

Specialist Teachers

Library

Each class will have a weekly library lesson with the Teacher Librarian and can borrow from a wide selection of fiction and non-fiction books. The Teacher Librarian also coordinates the Premier's Reading Challenge.

PE

There is a qualified Physical Education Teacher who teaches the students for 45 minutes each week. In addition to this the classroom teacher takes the students for physical education activities to ensure that the students receive the mandatory 2 hours physical activity per week.

Visual Arts

As part of the Creative Arts program all classes have Visual Arts lessons once a week with a specialist teacher.

Dance Fever

As part of our Creative Arts program we have employed **Dance Fever Australia** to teach a dance program for all grades Kindergarten to Year 6 during Term 2. Participation in the Dance program is compulsory. At the end of the term there is a Dance Fever Interschool Challenge at Homebush for those who wish to represent the school.

Japanese Classes

As part of the National Asian Languages and Studies Grant our students in years K -6 are introduced to Japanese language and culture through Japanese classes 40 minutes each wee

Learning Support

The school's Learning Support Team includes a Learning Support Teacher 2 days per week and Teacher Assistants. The members of this team work with teachers, parents and students in a collaborative model to support and enhance students' learning in the classroom

Special Events

Some of the special events to look out for in the term calendar are:

- Welcome to New Parents Cocktail Evening early in Term 1
- Walk-a-thon
- Mother's Day Breakfast and Mass
- Father's Day Breakfast and Mass
- Grandparents Day - Mass and Morning Tea
- Musical (every 2 years)
- Art Show
- Annual celebration of Timor Leste Independence Day (May)

Student Leadership

We believe that schools have a responsibility to develop the leadership skills of all our students. At Maria Regina students are expected to lead by example and model the values of our school. Many opportunities are provided to encourage student leadership. The Student Representative Council are an active committee of students from Years Kindergarten to Year 6. Leaders are commissioned from the senior classes and leadership roles include School Captains and Vice Captains, Colour House Captains, Library Team, IT Team, Liturgy Team, PBL Team and Band Captains. Year 6 also are involved in the Buddy Program for Kindergarten.

Supervision

Supervision commences in the school grounds at **8.15 am**. The playground is supervised at recess and lunchtime. The teachers on duty supervise children who travel home by bus to the bus stop then remain with the children until the bus arrives and they are safely onboard. Teachers also supervise children going to Kiss and Drop and Pick Up in front of the hall.

NOTE: If a child misses a bus, or a parent is late, the child will go to the office area and parents are notified.

Team Meetings

Teachers or parents may see the need for a team meeting. This meeting usually involves the parents, the teacher, the Principal, the Learning Support Teacher. It may also involve Catholic Schools Office Education Officers and any other professionals involved in the child's education such as speech therapist, psychologist, occupational therapist etc. It is an opportunity to share information and to plan co-operatively about the future needs of the child.

Technology

Each classroom has state of the art technology to enhance student learning. Teachers follow the school's technology scope and sequence to sequentially develop all students' technological skills and proficiency from Kindergarten to Year 6.

At the beginning of the year each class participates in cyber safety lessons. Maria Regina has a clear policy on cyber bullying.

Parents and students at the beginning of each year are asked to sign an internet user agreement.

Technology is integrated into all Curriculum Areas. Classes have access to computers and iPad in their classrooms, in the Library Resource Area and a bank of laptops are available for student use. All classes have Interactive Whiteboards.

Travel Arrangements

We ask that you avoid changes in travel routines as much as possible. This minimises disruptions in lessons, class routine and in general enhances the child's sense of security. Children need to have a clear understanding of all travel arrangements. Make sure your child knows their routine each day (**emergencies are always the exception**). When catching the bus for the first time, notify the class teacher who will ensure the child knows the correct procedures. **Please do not call the office last minute unless it is an emergency.**

Uniforms

At Maria Regina we take great pride in our school uniform as it reflects who we are. Therefore, it is imperative all children wear the correct school uniform daily.

All uniforms to be purchased from Pickles

Pickles School Wear

Unit 8/42-46 Wattle Road, Brookvale

9905 2711

Mon – Fri 9am to 5pm

Saturday 9.30am to 12noon

<https://www.pickleschoolwear.com/home>

All children are expected to have the Maria Regina school bag

Generally, Summer Uniforms are worn in Term 1 and Term 4 and up to the long week-end in Term 2. Winter uniforms are worn after the long week-end in June and all of term 3. Parents will be informed in extreme out of season weather which uniform may be worn.

Volunteer Helper Forms

All parents volunteering to help in any capacity must fill in the [Volunteer Prohibited Employment Declaration](#) Form.

Website

Please visit our website for any additional information

www.mradbb.catholic.edu.au

Uniforms	
Girls	Boys
Summer	Summer
Aqua dress (white tabs sewn on) Black shoes (no boots or sneakers) Plain white ankle socks White aqua or blue ribbons, headbands or scrunchies School hat (summer and winter)	Grey shorts (not Corduroy or Surfing Brands such as Billabong, cargo etc) School Blue Shirt – Short Sleeve with School Logo Grey ankle socks Black shoes (no boots or sneakers) School hat (summer and winter)
Winter	Winter
Tunic with button tie ribbon School Blue Shirt (long sleeve) Navy Blue School Jumper Grey tights or ankle socks Black shoes (no boots or sneakers) School hat (summer and winter)	Grey shorts/trousers Long sleeve polo shirt Navy Blue School Jumper Grey socks(ankle socks) Black shoes (no boots or sneakers) School hat (summer and winter)
Sports Uniform Boys and Girls	
School Polo Shirts Navy Blue School Logo Shorts Plain white socks Navy Blue School Tracksuit (micro fibre) Sandshoes/Sneakers	
School Bag with School Logo	

Summer Uniform



Girls Summer Check Dress



Boys Blue Shirt



Boys Grey Gaberdine Short

Winter Uniform



Girls Winter Check Tunic



Girls Blue Shirt



Boys Grey Gaberdine Pant



Unisex V-Neck
Sweatshirt



Boys Navy
Long Sleeve Polo

Sport Uniform



Unisex
Sports Polo



Unisex Microfibre
Sport Shorts



Unisex Microfibre
Track Pants



Unisex Navy
Microfibre
Trackjacket



Unisex
Fleece
Vest



Backpack

Jacket

Backpack

Accessories



Slouch Hat



3 Pack White
Socks



Thick Cotton
Tights



Girls Winter
Tie Tab



Summer Narrow
Headband



Summer Wide
Headband



Summer
Scrunchie



Winter Narrow
Headband



Winter Wide
Headband



Winter
Scrunchie



MARIA REGINA
ON-LINE
UNIFORM SHOP

Shop Now


picklesschoolwear.com

APPENDIX 1

CHILD PROTECTION INFORMATION for Parents

At Maria Regina 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:

Always maintain professionalism in our interactions with children 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.

Maintaining Professionalism

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward 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 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 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 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;

- Minimise physical contact with children 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 by staff

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

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the 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 volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person, it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection 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. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

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

Screening of those working in schools

Working with Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc. are also expected to obtain a check which is verified prior to engagement.

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

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is

important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. 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.
- Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.
- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.
- Similarly, any volunteer working in a high-risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:
 - Providing personal care with intimate contact to children with disabilities
 - Providing mentoring services
- Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.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

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 if 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 (CP team). Any information about a child at risk is kept confidentially by the Principal.

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

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

Appendix 2 – Bicycle/Wheeled Device User’s Permission Note

The Catholic Schools Office and NSW Roads and Maritime Services (formerly NSW Roads and Traffic Authority) recommend that children under 10 years of age DO NOT ride bicycles or wheeled recreation devices (scooter, skateboard, rollerblades) to or from school unless accompanied by an adult.

I agree to the following conditions:

- I will obey all RTA road rules concerning bicycles and wheeled recreation devices. This includes the pedestrian’s right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- I understand cyclists 12 years and over must not ride on the footpath unless it is signposted as a shared footpath, they should use the road.
- I understand that it is a joint responsibility between my parents and I to keep the bike or wheeled device in good and safe working order and that all protective equipment as required by law is provided.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle or wheeled device to and from school.
- I will dismount before entering the school grounds and walk my bicycle or wheeled device whilst on site.
- I understand that if I bring my bicycle or wheeled device to school I do so at my own risk and will secure it with a lock and chain in the bike rack. Bicycles and helmets are brought and stored on school grounds at the owner’s risk.
- I will not ride my bike or wheeled device in the school grounds during and after hours.
- I will not lend my bike or wheeled device to another student when travelling to and from school.
- I will not carry any passengers on my bike or wheeled device.

Signed (child/student): _____

Date: _____

Signed (parent/carer): _____

Date: _____