



2023 Prep Information Booklet



Address	9 Centre Dandenong Road, Cheltenham 3192
Phone Number	9584 9488
Email	office@olacheltenham.catholic.edu.au
Website	olacheltenham.catholic.edu.au
Principal	Richard Jacques
Deputy Principal	Caitlan Taig
Parish Priest	Fr Alan Fox

Welcome to OLA!

We, at OLA,
are a welcoming Christian community, living and celebrating with faith and
gratitude in the spirit of Jesus.

We know that selecting your child's school is a big decision in the life of a family and the choice of school for your child's education is of great importance.

When children begin school they learn to:

- work to a routine
- share adults' time with many children
- manage their own possessions
- play in large outside areas.

Our transition program enables the children to adjust socially and emotionally to the new experience of starting school.

We hope this booklet will provide you with information on some of the routines and procedures at our school.

2023 PREP P&F YEAR LEVEL REPRESENTATIVES

We are looking for a couple of enthusiastic volunteers!! Look out as you may be asked to take this important role on...!



2022 SCHOOL PERSONNEL

2023 Staffing will be confirmed towards the end of this term.

Leadership & Management Team

- Principal – Mr Richard Jacques
- Deputy Principal
Religious Education Leader & Mathematics Leader – Mrs Caitlan Taig
- Learning & Teaching Leader
Learning Diversity and Wellbeing Leader – Mrs Josy Reeder
- Literacy & Intervention Leader – Mrs Christine Thredgold
- Junior Leader – Mrs Michela Vella
- Middle Leader – Miss Shelby Turner
- Senior Leader – Mrs Gen O’Meara

Learning & Teaching & Wellbeing Team

- Mr Richard Jacques
- Mrs Josy Reader
- Mrs Caitlan Taig
- Mrs Christine Thredgold

Classes & Teachers

- Prep FL – Mrs Fiona Lee (M-Th) & Mrs Samantha Hudson (F)
- Prep KM – Ms Kirsten Milinski (M-F)
- Grade 1/2 MC - Miss Michelle Congerton (M-F)
- Grade 1/2 MM - Miss Meg McCallum (M-F)
- Grade 1/2MV - Mrs Michela Vella (M, W-F) & Mrs Carrie Mulcahy (T)
- Grade 3/4 JD – Mrs Julie Doyle (M-Th) & Mrs Catherine Harrison (F)
- Grade 3/4 ST – Mrs Shelby Turner (M, W-F) & Mrs Catherine Harrison (T)
- Grade 3/4 TR – Miss Tess Riley (M-F)
- Grade 5/6 GO – Mrs Gen O’Meara (M, W-F) & Mrs Samantha Hudson (T)
- Grade 5/6 MB – Mr Mark Buccilli (M-F)
- Grade 5/6 NC – Ms Nicole Collins (M-Th) & Mrs Anna Danson (F)
- Grade 5/6 SP - Mr Steve Pertz (M-F)

Specialists

- Mrs Anna Danson (STEM)
- Mrs Sam Hudson (Art)
- Ms Helene Lionakis (Japanese)
- Mrs Liz Thompson/ Mrs Mel Roberts (PE)

Library Team

- Mrs Katherine Grima
- Mrs Diana Milburn

Learning Support Officers

- Mrs Sarah Arnott
- Mrs Ann Arthur
- Mrs Sarah Dooley
- Mrs Kelly Herat
- Mrs Di McDowall
- Miss Rosie Siracusa

Admin Team:

- Mrs Gabrielle McGee (M-F)
- Miss Alicia Robertson (M,W,Th,F)

Transition Program

ORIENTATION 2022

Session 1 Tuesday 15 November 9.00am – 10.00am
Please accompany your child to the Front Office, sign your child in, find their name label and say a quick goodbye. Grade 5 students will meet you and guide your child to the Library. **Parents are invited to Frank's Cafe, 97 Cavanagh Street for coffee and cake from 9.10-9.50am.**

Session 2 Tuesday 22 November 9.00am – 10.00am
Parents encouraged to remain onsite for information on RE, Learning & Teaching

Play at the Park Tuesday 29 November 10.00am – 11.00am
Play at the Park organised by OLA P&F.
Kingston Heath Reserve, 285 Centre Dandenong Road.

Session 3 Tuesday 6 December 9.00am – 11.00am
Parents are encouraged to remain onsite for information on Literacy and Numeracy.

STUDENT ONE ON ONE MEETINGS

On Monday 30 January and Tuesday 31 January 2023, all classroom teachers will have appointments available to meet one-on-one with students in their 2023 class. This is a valuable time for the students and teachers to get to know one another, as well as complete some assessments to plan for future learning opportunities.

All students Prep - Grade 6 will have 45 minute time slots. You will be able to book a time for your child using the School Interviews online site.

For parents that do not have access to the internet, please contact the school to set an appointment.

To book an appointment please follow the steps outlined below.

1. Visit www.schoolinterviews.com.au
2. Enter the event code - **which will be provided closer to the time**
3. Enter your details
4. Select your child's teacher
5. Select a date and time for each child

SCHOOL COMMENCEMENT 2023

Week 1	Friday 27 January	School Closure Day for staff Professional Learning
Week 2	Monday 30 January Tuesday 31 January Wednesday 1 February Thursday 2 February Friday 3 February	One on One Meetings One on One Meetings Rest Day 1st Day!! 8.45am-3.15pm 8.45am-3.15pm
Week 2	Monday 6 February Tuesday 7 February Wednesday 8 February Thursday 9 February Friday 10 February	8.45am-3.15pm 8.45am-3.15pm Rest Day 8.45am-3.15pm 8.45am-3.15pm
Week 3	Monday 13 February Tuesday 14 February Wednesday 15 February Thursday 16 February Friday 17 February	8.45am-3.15pm 8.45am-3.15pm Rest Day 8.45am-3.15pm 8.45am-3.15pm
Week 4	Monday 20 February Tuesday 21 February Wednesday 22 February Thursday 23 February Friday 24 February	8.45am-3.15pm 8.45am-3.15pm Rest Day 8.45am-3.15pm 8.45am-3.15pm
Week 5	Monday 27 February Tuesday 28 February Wednesday 1 March Thursday 2 March Friday 3 March	8.45am-3.15pm 8.45am-3.15pm 8.45am-3.15pm 8.45am-3.15pm 8.45am-3.15pm

Please note this is your child's first full week.



Term Dates 2023 For Prep

Term 1	Thursday 2 February - Thursday 6 April
Term 2	Wednesday 26 April - Friday 23 June
Term 3	Tuesday 11 July - Friday 15 September
Term 4	Tuesday 3 October - Wednesday 20 December

Dates to Remember 2023

TERM 1

Friday 27 January	School Closure Day - Staff Professional Learning
Monday 30 January	One on One Meetings - Day 1
Tuesday 31 January	One on One Meetings - Day 2
Wednesday 1 February	Prep Rest Day/Grade 1-6 Students Commence Term 1
Thursday 2 February	Prep Students Commence Term 1 9am Welcome Assembly & Morning Tea - Current and New Families
Friday 3 February	P&F Welcome Picnic
Wednesday 8 February	Prep Rest Day
Thursday 9 February	9.00am OLA Staff Commissioning Mass - all families invited 6.30pm Grade P-2 Information Night with Principal and Classroom Teachers
Wednesday 15 February	Prep Rest Day
Thursday 16 February	7.30-9.00pm Parent Workshop with Georgina Manning
Tuesday 21 February	Shrove Tuesday
Wednesday 22 February	Prep Rest Day Ash Wednesday Mass at 9.00am
Thursday 2 March	1.00pm Early Dismissal 1.30pm-8.00pm Parent/Teacher Interviews
Friday 3 March	School Photo Day (full summer uniform)
Saturday 4 March	Working Bee

Monday 13 March	Labour Day Public Holiday
Friday 17 March	St Patrick's Day
Monday 27 March	Prep-Grade 4 Swim Program (Monday 27 March - Thursday 30 March)
Monday 3 April	Prep-Grade 4 Swim Program (Monday 3 April - Thursday 6 April)
Thursday 6 April	Last day of Term 1
Friday 7 April	Good Friday

Please note these dates are as we know them on 7.11.22. They are subject to change.



First Day of School for Your Child

Tip – Add the school number to your mobile 03 9584 9488

- Plan a quiet day and an early night the day before school starts
- Walking at least part of the way to school is a great way to start the day
- Prepare your child a fruit snack, something small to eat at playtime, lunch and a drink bottle with water. Please ensure everything is clearly named and your child is familiar with their lunch box and drink bottle
- Apply sunscreen and wear a hat to and from school
- Allow your child to carry their own bag
- Please leave as soon as the teacher has taken your child. Settling in is easier if parents say a happier and confident goodbye.
- When collecting your child please wait at the tables and chairs near the stage area.
- Please remember to pack a spare pair of underpants and socks to be kept in the front pocket of your child's school bag.

Expectation of Prep Children

I can....

- Unpack my lunch box and pack it away in my bag
- Undo and do up my school bag
- Cut with scissors
- Read, recognise and write my own name
- Pack a game or activity away
- Tell the difference between snack/play food and lunch
- Put on and take off my jumper and art smock on my own
- Say 'Please' and 'Thank you'
- Use the toilet by myself and wash my hands
- Sit quietly and listen to a story
- Talk to an adult about happy and sad feelings

SunSmart

We are a SunSmart school. In **Terms 1 and Terms 4**, all children are required to wear their school hat to and from school and at all other times throughout the day when they are outdoors. We encourage children to apply sunscreen in the morning prior to coming to school. We encourage children to drink plenty of water during the warmer weather. Children are required to bring a water bottle (clearly named) to school every day. Please note OLA has a strict '**No Hat, No Play**' policy.

Label all School Items

Please remember to clearly label your child's uniform and all their school bag items.

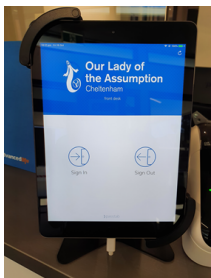
Child Safety at OLA

Safety of our students and all in our community is our number one priority. We have appreciated the support of Martin Tennant from Safesmart Solutions who has worked with our staff to ensure we have consistent processes and structures in place. Please note the attendance guidelines and volunteer legislation.

School times

Please ensure that your child/ren arrive for school on time (between 8.30am and 8.40am) each day and that you are at school to collect your children at 3.15pm. There are staff members on duty from 8.30am-8.50am each morning and after school until 3.30pm. Meditation is from 8.45-8.50am so if you are late we ask that all children gather at the school office to reduce interruptions to your child's class. If you are running late to pick up your child (after 3.30pm) please contact the office as soon as possible. ***Please try and arrange appointments and activities around school times to minimise distractions in the classrooms.*** Please note students are not to be taken from the Hall during assemblies.

It is important that your children are on time every day. Children who are late miss out socialising with their classmates and can have trouble settling in and mastering routines. Being late can throw off their whole morning or even their day, especially if the late commute to school was stressful. Children arriving late also interrupt their teachers and the learning and teaching of all the other children in their class.



On those occasions when you are running late to school, **parents or guardians need to accompany their child/ren into the School Office** where they sign the electronic Passtab 'sign in' tab for each child. Parents taking children early prior to 3.15pm must also enter via the School Office and sign out your child/ren using the electronic Passtab system.

Reporting absence and late arrivals

If your child will be absent or late for school you will need to advise in advance an explanation for your child's absence by 9.00am. This can be done by an email to attendance@olacheltenham.catholic.edu.au. This is a legal requirement and should be attended to as a matter of priority.

Attendance Guidelines - Follow up any unexplained absence

Recently a review of school Attendance Guidelines was undertaken resulting in a new requirement that schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable. We are now required to contact parents/guardians to follow up any unexplained absences. Please support the school by notifying us of an absence before 9am.

School Playground

Please assist us in ensuring that your children do not play on the adventure playground before school and only after school with your close supervision.

Traffic

Please ensure you drive with care and consideration and respect the road rules and the parking restrictions around the school. Please note that the City of Kingston has been issuing fines to our families who are not following the parking restrictions on both Wilson Street and Centre Dandenong Road, before and after school. They have also recently fined families who turn right at Centre Dandenong Road at times that are not permitted.

Kiss and Go Zone

At OLA we have created a Kiss and Go Zone, where parents or guardians may pick-up / drop-off their children whilst staying in their cars. A staff member will be at the gate closest to the Parish Office to assist your child getting out of the car and getting their bag on their back. If coming in from Wilson Street please come past Bracken Hall and turn left in the car park to join the other vehicles so that we keep our children safe and that they are all hopping out at the one point (adjacent to the Parish Office Gate, in front of the Zebra Crossing on the left hand side).

If walking or riding there are two drop-off points: The gate near Exodus Hall and the gate at the laneway on Centre Dandenong Road

If you would like to have your child meet you at the car after school, please talk to them about waiting with the staff member on yard duty at the main gate. Once your car is parked, the child or teacher has recognised the vehicle then they will be asked to make their way to you. If your child is not waiting at the gate (because they may have forgotten!!) please do a lap and try again or park and collect your child.

Thanks for working with us to keep everyone safe in our community.

Food Allergies

Allergies have become more common over the past few decades and is most common in school aged children. Allergic reactions to nuts can be severe, even potentially life threatening. In the case of young children, cross contamination via hands and mouths and toys is as serious a threat to children as eating trace amounts of peanuts themselves. Most parents educate their peanut allergic children not to eat strange foods, however we ask that no Peanut Butter, Nutella or other nut products are brought to school. We do have children at OLA with severe allergies to nuts and while we are unable to be a nut free school we need to make every effort to ensure the safety of all our students.

Birthday Treats to Share

If sending food to school for classmates to share on birthdays please discuss with your child's classroom teacher about any food allergies in that class, the best foods to provide (for example, chocolate frogs – no lollipops as the sticks can be dangerous) and appropriate timing for treats. If your child has a food allergy which restricts them from common treats please provide something your child can have at times like this.

Up to Date Medical Action Plans

Please ensure that the school has a copy of your child's current Medical Management Plan ie. Anaphylaxis /Asthma Plan as soon as possible if your child suffers either from a medical condition. It is important that staff know how you and your family doctor prefer us to assist your child should they show any symptoms or discomfort as a result of such a condition.

Asthma Action plans are to be completed/reviewed annually for each student with asthma or whenever their condition or asthma medications change. Anaphylaxis Action Plans should be reviewed and reissued when patients are reassessed by their doctor, and each time they obtain a new adrenaline autoinjector prescription.

Administering Medicine at School

Staff cannot legally dispense any medication or herbal remedies without proof of a prescription from a doctor. If your child requires medication at school **you must provide proof of prescription either in the form of the pharmacist's label on the original package, or a doctor's letter.** This information needs to be discussed with the school Principal, Deputy Principal or Wellbeing Leader prior to administering the medication. A form is kept at the office for you to complete giving us permission to administer medicine as prescribed by the doctor or pharmacist.

Sickness at School

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. A child should not be sent to school while they are recovering from an illness.

Rather than suggesting to your children ‘See how you go and get the school to ring if you are not well’ we ask that you keep your child at home until you are sure they are well enough to attend and are not contagious.

Please note that if we do call you, your child has been cared for by the teacher and the office staff and/or staff member, and after assessing the situation it is believed it is in the child’s best interest to go home.

Immunisations

Before enrolling at OLA we require evidence that your child is up to date with all vaccinations that are due for their age, or that they are able to receive. On 28 February 2018, the ‘No Jab, No Play’ legislation was amended so that an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation accepted. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

Volunteers

OLA acknowledges that parent and grandparent volunteers play a vital role in supporting the school to provide a safe, open and nurturing learning environment for all students. To preserve the safety of our students we require that each parent involved in any school activity including incursions, excursions, classroom helpers, provide a Working with Children Check (WWCC) and have signed the OLA Child Safety School Community Code of Conduct (copy attached). This includes parent volunteers who are teachers and hold current VIT. As per government regulations, people who work with children including as a volunteer are required to have a current WWCC. Volunteer applications are free of charge. To obtain a WWCC, please apply online www.workingwithchildren.vic.gov.au. All families must be familiar with the Child Safety School Community Code of Conduct which all families signed as part of the enrolment form and is available on the school website.

Other Helpful Information

Learning Diversity

We take considerable time and effort to plan for the needs of all students. If you have any reports from specialists that may help to best support your child, could we please have these as soon as possible. These may include:

- Speech Therapists
- Psychologists
- Occupational Therapists
- Medical Reports: Asthma, Anaphylaxis (including medical plans)

Student Wellbeing

At OLA, we believe that positive and trusting relationships with students lead directly to a strong sense of wellbeing in all learners. The connection between the promotion of wellbeing and positive learning outcomes is vital. We aim to ensure that each child is known and supported through their learning journey at OLA. Some of our Wellbeing programs and approaches include:

- Make Jesus Real (MJR)
- Circle Time
- Class Meetings
- Chill Out Room
- Mindfulness meditation each day at 8.45-8.50am
- Prep/Grade 6 Buddies Program
- Orientation to school (for new Preps and Grade 6 entering secondary school)
- Student Representative Council (SRC)
- FIRE Carriers (“Friends Igniting Reconciliation through Education”)
- Grade 6 Leaders Program

Parental Involvement

We welcome parental partnership and involvement in our school and there are many ways for you to be involved at OLA:

- Working Bees
- Excursions
- Parents & Friends Association (P&F)
- OLA School Advisory Council (OSAC)
- Classroom Helpers (training required)
- Learning Expos
- Parent Information Nights/Seminars/Workshops
- Fete
- Scholastic Book Club - run by parent volunteers
- Second Hand Uniform Shop - run by parent volunteers

Extra Curricular Programs

- Art 4 School Club - after school
- STEM Club - after school
- Chess Club
- Music - Instrumental/Vocal Lessons on a Friday during school hours
- OSHClub - before and after school care program
- Netball Teams
- Soccer

Newsletters

A school newsletter is emailed home every second Friday via email. Families are urged to read the newsletter to keep informed of all school events and news. Items for the newsletter need to be sent to the office by Wednesday of newsletter week. Previous newsletters are archived on the School Website.

Communication with Staff

The priority for staff members at OLA is the welfare and education of all students in their care on a given day. The school Principal and staff members are therefore not required to respond to emails and telephone calls or meet with parents instantaneously. They will, however ensure they attend to all correspondence within a reasonable time frame (24-48 hour turn around). Parents are also reminded that a response to communication should not be expected outside normal working hours, or during school holidays unless it is an emergency. Please remember the golden rule, 'if your email cannot be written in two sentences or less then email is not the right platform for communication'. Please make a phone to call to make an appointment to meet with your child's teacher and one of the Wellbeing Team. Please address your correspondence to principal@olacheltenham.catholic.edu.au or office@olacheltenham.catholic.edu.au

Social Media

At OLA we use Social Media as a tool to celebrate the learning and achievements of our students and community. We love to have our families follow us on Facebook and Instagram and we really appreciate your warm feedback and support.

Lunch Orders



The school canteen is open on Fridays and provides a varied selection of food and drink that is healthy, nutritious and enjoyable. Lunch orders can be placed online through an account with 'flexischools' (www.flexischools.com.au) and must be in before 8:30am. The lunch will then be sent to the class at lunchtime.

Operoo



Operoo is a secure online application where parents/carers store all the medical information for their child. Parents and carers share this information with the school. Excursion, camp permission and information forms are distributed through the Operoo app and parents are able to sign permission forms via their smart phone or computer. Time consuming medical information forms are no longer required for all school events as staff have access to the most up-to-date information available for each student via their phone for the duration of the event. Parents can update their details and their child's medical status at any time.

Out of School Hours Club (OSHClub)



Outside School Hours Club (OSHClub) administers a number of our Out of School Hours Care programs, including at OLA, which is managed by the supervisor and assistants. The program is available every morning from 7am and in the afternoons until 6pm. Further information regarding costings can be obtained from the office or via the [OSHClub website](http://oshclub.com.au). General enquiries can be made by phone on 0478 100 455 or via email ourladyofassumption@oshclub.com.au

OSHClub is operated from OLA's Bracken Hall on Wilson St before and after school and during the school holidays.

Uniforms

Uniform is available at Bob Stewart Uniform Shop, 93 Balcombe Road, Mentone 3194.

Phone: 9036 7367

<http://www.bobstewart.com.au/products/our-lady-of-the-assumption>

The uniform shop at OLA is run by parent volunteers, they can be contacted by email on uniform@olacheltenham.catholic.edu.au. There is also an order form that can be completed and emailed.



ESTD **BOB STEWART** 1925

Our family serving you since 1925

OUR LADY OF THE ASSUMPTION PARISH PRIMARY SCHOOL UNIFORM LIST 2022

SUMMER UNIFORM



Dress



Short Sleeve Shirt



Shorts Elastic waist



Shorts Pull On



Stripe Navy Sock



Slouch Hat

WINTER UNIFORM



Pullover



Blouse Long Sleeve



Tunic



Shirt Long Sleeve



Tights Cotton Navy



Trouser Doubleknee



Pants Gaberdine



Shorts Elastic waist



Shorts Pull On



Stripe Navy Sock

*For current prices, please refer to
www.bobstewart.com.au*





ESTD **BOB STEWART** 1925
Our family serving you since 1925

OUR LADY OF THE ASSUMPTION PARISH PRIMARY SCHOOL UNIFORM LIST 2022

SPORTS UNIFORM



Bomber Jacket



Polo Top



Polo Top Long Sleeve



Sports Short



Trackpant Doubleknee



Slouch Hat



Sports Socks 2pkt

SCHOOLBAGS & ACCESSORIES



School Backpack



Library Bag



Artsmock

*For current prices, please refer to
www.bobstewart.com.au*





Our Lady of the Assumption Parish Primary School

Uniform Shop order form and price list

Family Name: _____

Eldest child name: _____

Class of eldest child: _____

Contact phone number: _____

Date: _____

Summer uniform

Item	Circle your size	Brand new or second hand	Price (new/second hand)	Quantity
Shorts	4 6 8 10 12 14 16		\$15 / \$10	
Skort	4 6 8 10 12 14 16		\$20 / \$10	
Shirt-short sleeves	4 6 8 10 12 14 16	Second hand only	\$10	
Dress	4 6 8 10 12 14 16		\$25 / \$10	

Winter uniform

Item	Circle your size	Brand new or second hand	Price (new/second hand)	Quantity
Shorts (lined)	4 6 8 10 12 14 16		\$15 / \$10	
Trousers	4 6 8 10 12 14 16		\$20 / \$10	
Shirt-long sleeves	4 6 8 10 12 14 16	Second hand only	\$10	
Tunic	4 6 8 10 12 14 16		\$30 / \$10	
Blouse (Peter Pan)	4 6 8 10 12 14 16	Second hand only	\$10	
V-neck jumper	4 6 8 10 12 14 16		\$30 / \$10	
Bomber jacket	4 6 8 10 12 14 16	Second hand only	\$10	

Sport uniform

Item	Circle your size	Brand new or second hand	Price (new/second hand)	Quantity
Shorts	4 6 8 10 12 14 16	Second hand only	\$10	
Polo shirt	4 6 8 10 12 14 16	Second hand only	\$10	
Tracksuit pants	4 6 8 10 12 14 16	Second hand only	\$10	

Thank you for your order please email this completed form to uniform@olacheltenham.catholic.edu.au. The Uniform Shop volunteers will endeavour to confirm the availability of your order within 5 days of receipt. Should you have any questions, please contact the OLA office (9584 9488).

All donations of uniforms in good condition can be dropped into the school office and are greatly appreciated!

Our Lady of the Assumption Parish Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Central to the mission of Our Lady of the Assumption Parish Primary School is an explicit commitment to providing a safe and supportive environment where the emotional, social, intellectual, spiritual and physical wellbeing of our students is a priority.

All students enrolled at Our Lady of the Assumption Parish Primary School have the right to feel safe and be safe. The wellbeing of children in our care will always be our priority, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

Purpose

This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding children and young people at Our Lady of the Assumption Parish Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy at Our Lady of the Assumption Parish Primary School are expected to actively contribute to a school culture by respecting the dignity of its members, affirming the gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy must sign and abide by this Code of Conduct.

Acceptable behaviours

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Our Lady of the Assumption Parish Primary School are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety, at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- taking into account the needs of all children and students
- listening and responding to the views and concerns of children – particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal or Torres Strait Islander child's self identification)

- promoting the cultural safety, participation and empowerment of children with culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance for discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- understanding and complying with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the schools reportable conduct policy
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- ensuring as quickly as possible that the child is safe if an allegation of child abuse is made
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- ensuring they comply with any and all applicable professional or occupational codes of conduct.

Unacceptable behaviours

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Our Lady of the Assumption Parish Primary School must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any special relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example, toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- work with children while under the influence of alcohol or illegal drugs
- have contact with a child or their family outside school without the school leadership's or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging) or their family unless necessary (for example, providing families with eNewsletters or assisting students with their schoolwork)
- use any personal communication channels/devices such as a personal email account
- exchange personal contact details such as phone numbers, social networking sites or email addresses
- photograph or video a child without the consent of the parents, guardians or carers

- consume alcohol or drugs at school or at school events in the presence of children.

Teachers

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

Psychologists and school counsellors

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency
- the Australian Counselling Association
- Speech Pathology Australia.

Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

Breaches of this code

Where a member of staff is suspected of breaching this Code of Conduct, Our Lady of the Assumption Parish Primary School may start the process under clause 13 of the Victorian Catholic Education MultiEnterprise Agreement 2018 (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the MACS Regional General Manager. Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools policy. In

appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

I, _____ confirm I have been provided with a copy of the above Code of Conduct and will abide by it.

Signed: _____ Date: _____

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Related documents	PROTECT: Identifying and Responding to Abuse - Reporting Obligations Reportable Conduct Scheme Policy Child Safety and Wellbeing Policy
Superseded documents	Child Safety Code of Conduct - v1.0 - 2021
New policy	

Prayer

God loving creator,
Thank you for this day.

Guide our hearts to live in your way of love.

Lead the OLA community into actions of generosity and kindness.

May we learn to be just like Jesus.

Amen

Our Lady of the Assumption.

Pray for us.

