CORPUS CHRISTI PRIMARY SCHOOL CRANEBROOK

2015

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Follow us on:

PARENT HANDBOOK
SCHOOL NAME AND MOTTO

Our school name is: "CORPUS CHRISTI"

Meaning: BODY OF CHRIST or COMMUNITY OF GOD'S PEOPLE

School Motto: GROWING TOGETHER AS THE BODY OF CHRIST

Our school Motto was chosen after discussion with Parents, Staff, Children, Principal and Parish Priest.

School Principal -
Mr Richard Blissenden
Phone No. 02 4729 0696
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Assistant Principal -
Maree Tonnet
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Parish Priest -
Fr George O'Mara
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“Corpus Christi Cranebrook Parent Handbook”
Dear Parents,

A very warm welcome to the Corpus Christi School family. The school was established in 1987 by the Sisters of Mercy for the Catholic Education Office Parramatta.

From three classes (two kindergarten and one Year One), the school’s capacity has grown to twenty one classes and almost six hundred children, catering for Kindergarten to Year Six children.

Our purpose as a Catholic Primary School in the Cranebrook Community is to provide a learning environment where all members feel welcomed, cared for and supported. In this way we will communicate the message of God’s love for all people through our actions and example.

We draw our values from the teachings of Jesus Christ as lived through our Catholic tradition and as such stress the following:

- Love and forgiveness as a foundation for effective learning, quality relationships and personal growth.
- Honest open communication leading to justice in everyday interactions
- The uniqueness of each person, acceptance of each other and celebration of differences
- A learning environment which nurtures independent, discerning and critical thinkers.

This is an exciting and significant point in your child’s life and the beginning of your relationship with Corpus Christi at Cranebrook. A relationship that will deepen and grow along with your child’s religious, academic and social development.

On behalf of the staff, Fr George O’Mara and the entire school community, we welcome you to Corpus Christi.

It is our dream that your association with our school community be full of happy memories and wonderful experiences that support your wishes and child’s educational life.

With every best wish,

Richard Blissenden
Principal
SCHOOL HOURS

Children are supervised from: : 8.25am
School Office opens : 8.30am
School begins : 8.55am
Lunch 1 : 11.00 - 11.30am
Lunch 2 Yrs 3-6 : 12.50pm – 1.30pm
         Yrs K - 2 : 1.20 - 2.00pm
               (eating time 12.50 – 1pm)
               (eating time 1.20 – 1.30pm)
Dismissal : 3.05pm
School Office closes : 3.30pm

FOUR-TERM SCHOOL YEAR - DATES FOR 2015

Term 1
School opens:

Tuesday 27th January - STAFF ONLY
Thursday 29th January - Year 1 - Year 6 (8.55am – 3.05pm)
Wed 28th – Fri 30th January - Kindergarten Pre -testing in literacy and numeracy
         (individual times booked in for 30minutes sessions)
Monday 2nd February - Kindergarten commences (8.55am – 3.05pm)

School closes: Thursday 2nd April

Term 2
School opens: 20th April 2015
School closes: 26th June 2015

Term 3
School opens: 13th July 2015
School closes: 18th September 2015

Term 4
School opens: 6th October 2015
School closes: Students 16th December 2015
         Staff 18th December 2015
ATTENDANCE
Students are required to attend school every school day unless they are ill. Student absenteeism can impact on learning and Corpus Christi Primary actively encourages attendance every school day. *Late Arrivals and Early Departures also impact on learning in your child’s class and so these should be avoided except in exceptional circumstances.*

ABSENCES
If your child is away from school, please **send a NOTE** for the roll (a legal document) upon his/her return. Teachers are required to document partial absences in the roll, including late arrivals or early departures. If students are absent for 2 or more consecutive days, parents are required to notify the office.

Children that are late arriving to school must be signed in at the office by their guardian. A “sign in” pass will be given to the teacher via the student.

If a child is to leave school before dismissal time, the guardian must sign “the permission to leave early book” located at the office. Children must be collected from the office.

LATE ARRIVALS - EARLY DEPARTURE
If children are late for school for any reason, Parents/Carers are asked to sign the Late Arrival Book located in the Office.

We ask that early departures from school be kept to a minimum. There are times when it is unavoidable, but it is **very disruptive** to the children and teachers if a child is called for during teaching time. To collect your child early an Early Departure book must be filled in at the school office. Children must be collected from the school office not the classroom. Should anyone else be picking up your child this has to be cleared with the Office. Notes must be sent to school explaining your child’s absence for legal reasons.

LEARNING
We are committed to avoiding interruptions to learning time especially between 8.55am and 1.20pm each day. For this reason messages to students/classes/teachers (except in emergencies) will be passed on close to Lunch 1 and Lunch 2 break times.

STAFF DEVELOPMENT DAYS
Staff Development Days occur throughout the year. This day is a **PUPIL FREE DAY** on which school staff are involved in some form of professional learning. There is no school for the students on these days.

EMERGENCY PROCEDURES
The school has a number of protocols for Emergency procedures. These are displayed in each room of the school.
ACCIDENTS
Precautions and supervision are undertaken to prevent these as far as possible. Serious accidents are recorded at the school. In such cases you are also notified or your emergency contact number is rung. The emergency contact number should be someone other than you. If time does not permit, the Principal assumes responsibility and seeks medical or hospital treatment immediately.
Parents will be notified of any injury to the face or head.

CHANGE OF ADDRESS
It is most important that you notify the School Office during the year of a change of address or telephone number, both home and business and that of a contact person. This needs to be done as soon as possible.

BUS TRAVEL
All infant children (Kinder, Years 1 and 2) are entitled to FREE bus travel. Students in Years 3, 4, 5 and 6 must apply for a bus pass and qualify residentially. If a bus pass is lost, a new one is obtainable from the bus company. This carries a covering charge of $10.00 (subject to change). Children who do not behave while travelling on public transport may have their bus pass confiscated by the bus company. Children catching buses home must assemble on the school bus line. If your child is not catching the bus, and usually does, would you please notify your child’s teacher, preferably in writing, on the specific day.
PARENT HELPERS IN THE SCHOOL
Parents are encouraged to be involved as much as possible, helping in the classrooms with Numeracy, Literacy, Sport, Gross Motor, Art/Craft or in the School Library. Parent helpers must complete an online Child Protection Course. They must also sign in at the office before entering the school. Please see Child Protection Procedure below.

CHILD PROTECTION PROCEDURES

VISITORS – HELPERS - PARENTS

1. All visitors to the school must report to the office. This includes Parent Helpers and any other person who will have direct contact with children.
2. At the office you will need to sign in and collect a visitor’s badge.
3. You need to make sure you have completed the Online Child Protection Training for Volunteers and completed a Volunteer Declaration Form before you can volunteer at the school.
4. Badges must be worn on the school site. If you are not wearing a badge you will be asked to report to the office by a member of staff. Children will also inform a member of staff if they notice anyone not wearing a badge.

ON LINE CHILD PROTECTION TRAINING FOR VOLUNTEERS
(to be completed every two years)

It is a Catholic Education Office requirement that child protection training be completed by all volunteers commencing work in our schools.

An online training module for use by volunteers is available. After successfully completing the module, an email notification will be sent automatically to the volunteer’s email address and to the school email address.

The training module “Child Protection for Volunteers” may be accessed via the following link http://childprotection.parra.catholic.edu.au (this link is also available from our website)

- Click on training – Child Protection Training
- Open the module by clicking “Start the module” (for volunteers)
- Read through the presentation
- Complete and submit quiz questions
- After successful completion of the module, fill out the form by typing name, email address, contact number etc.
- A notification of successful completion of the module will be sent via e-mail to the school and also to the volunteer’s email address
IMMUNISATION
Children starting school are encouraged to have had the following injections to prevent illness:

* TRIPLE ANTIGEN - at various ages
* SABIN VACCINE - at various ages
* MUMPS & MEASLES COMBINED plus
* TRIPLE ANTIGEN & SABIN VACCINE COMBINED just prior to starting school

MEDICATION AT SCHOOL

Permanent Medication
(Prescribed by your doctor)
Parents will need to complete documents which include a written request by the parent allowing our staff to administer medication during school hours and a request to the prescribing doctor for details and medical advice to the school. This paperwork is an essential part of CEO Policy Guidelines. Please see Office for details.

Temporary and “One Off” Medications
Wherever possible, children should be kept at home until medication is finished. If medication must be given at school. Parents or an adult must bring the medication to the office with written permission signed by the parent.
The following information must be included with the written permission in order for the school to administer any medication. Temporary Medication forms are available on the school website.

Date of administration
Students full name
Name of medication
Time of administration
Dosage
Reason for medication
Special instructions
Parents name and signature.
Please note all extras (e.g. measuring cup) must be supplied

ASTHMA PUFFERS
Children who use reliever puffers need to have these with them, most likely in their bag. Students are reminded not to share puffers. An emergency supply is kept in the office.
PARENT REPRESENTATIVE GROUP
The Parent Representative Group (PRG) is an important supportive body within our school, which provides opportunities for parents to come together to meet each other in a social atmosphere or as a fundraising group. Corpus Christi has such a dedicated group of Parents and we need your support. All parents are invited to attend these meetings.

PROGRESS REPORTS
Parents are welcome to make an appointment with their child’s class teacher at any time regarding their child’s progress. Written reports are sent home twice each year.

CONTACTING TEACHERS
Most messages for class teachers can be left with the School Secretaires who will pass them on. Telephone calls to teachers are best between 8.30 and 8.45am or during Lunch 1 and Lunch 2 Breaks.

HOMEWORK
Kinder - Year 6 children are encouraged to read or be read to for a short time each day. Children in Years K-6 will be given some activities to complete at home as outlined in the Corpus Christi Homework Policy. Your child’s teacher will give further details at the beginning of each year.
CATHOLIC SCHOOLS WEEK and BOOK WEEK
Activities for these weeks are planned by the staff as a whole and presented by the whole school.

LIBRARY
Children attend weekly library lessons and may borrow books at this time. The library is also open at lunch time for all children. In order to borrow from the library, all that is required is a library bag, big enough to hold a book. Lost or damaged books must be replaced. All books are to be returned promptly at the end of each term and particularly, at the end of each school year. Library bags are available from the clothing pool. There is a Parent Resource Centre in the library and parents may borrow books before or after school Monday to Thursday.

ASSEMBLIES
Parents are invited to our weekly assemblies, held on a Tuesday from 2.20pm. We pray, share learning and give awards. We conclude each assembly with the National Anthem.

LITURGIES
Children and teachers prepare class prayer services, Masses and whole school liturgical celebrations. These are celebrations of our faith and parents are invited to join us for special prayer times. Dates and times are advertised in the newsletter.
EXCURSIONS/ INCURSIONS
Class excursions at all times will be integrated with some curriculum study area and will be discussed between Teacher and Principal. These will be planned bearing in mind the cost involved for each individual parent. Notes will be sent home to parents giving details of the excursion, and a WRITTEN permission note returned to the respective class teacher. At NO TIME is money (or lack thereof) to be the basis for a child not attending an excursion

MONEY
Please don't allow your child to bring money to school unless it is needed for some object being purchased through the school. If this is so, please put it in an envelope, clearly marked with the child’s name, class, what it is for and the amount enclosed. Such money will be collected by the teacher first thing in the morning and sent to the office.

The School Office will be open from 8.30am each morning. Please ensure that money is sent to school in clearly marked envelopes with child’s name, class and amount for whatever item.

CANTEEN
The School canteen is run by volunteers during Lunch 2 on Mondays and Fridays only. A healthy menu is available (published at the beginning of the school year). Parent volunteers are welcome to assist in the canteen.

CRUNCH AND SIP
Students are able to take a short break at approximately 10am for a Crunch and Sip break. Children may eat a small piece of fruit or vegetable and have a drink of water.

MOBILE PHONES AND OTHER VALUABLES
Children are not to bring expensive toys or iPods/iPads to school as they may be lost or damaged. Any child who is required to bring a mobile phone to school must send a letter to Mr Blissenden signed by a parent explaining the need to have a phone during school.

All phones must be signed in and out of the office daily.
FEES
School fees are set by the Catholic Education Office, Diocese of Parramatta, and sent out to parents in Terms 1, 2, and 3.

Fees for 2014 are below.
Fees for 2015 will be increased in line with the CPI increase of approximately 3%-4%

<table>
<thead>
<tr>
<th>Per Year</th>
<th>1st Child</th>
<th>2nd Child</th>
<th>3rd Child</th>
<th>4th Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$996</td>
<td>$747</td>
<td>$498</td>
<td>Nil</td>
</tr>
<tr>
<td>1 to Year 6</td>
<td>$1287</td>
<td>$963</td>
<td>$642</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Parents should inform the Principal where there is difficulty meeting school fees. It would be appreciated if fees could be paid as soon as possible each term - either in full or part-payment.

No family will be denied a Catholic Education for their child due to genuine financial difficulties. Families in difficult financial circumstances should speak confidentially with the principal.

Diocesan Building Levy
The building levy supports the capital works of all Catholic schools in the diocese and is payable per family. The amount for 2014 is $669.

Resource Fee
In 2015 the Resource Fee will be $120 per child. This amount covers paper, books, equipment, and Art & Craft supplies as required by the Class Teacher.

Incursion / Excursion Fee
The children experience a number of activities and programs at school throughout the year e.g. Life Education, Dance Fever, Book Week performance. The cost of these activities is approximately $110 per child.
## COMMUNICATION - STAYING INFORMED

Corpus Christi shares information with the community in the following ways:

<table>
<thead>
<tr>
<th>Form of Communication</th>
<th>Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website</strong></td>
<td>Our Website has a wealth of information about the school, staff, fees &amp; programmes with links to our Newsletter, FaceBook, Twitter Accounts etc. <a href="http://www.cccranebrook.catholic.edu.au">www.cccranebrook.catholic.edu.au</a></td>
<td>Available 24/7, updated daily and as required</td>
</tr>
<tr>
<td><strong>Newsletter</strong></td>
<td>This is our main form of weekly communication. We share updates, events, student learning and tips and hints to assist families with the education of their children. We also share student learning and achievements.</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>- in print form to all families</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- via email to families who subscribe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- on the school website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- via the SkoolBag app</td>
<td></td>
</tr>
<tr>
<td><strong>FaceBook</strong></td>
<td>This is a corporate page maintained for people aged 13 years or older. Our FaceBook page has information about the school and often photos of events.</td>
<td>FaceBook is updated regularly and as needed</td>
</tr>
<tr>
<td><strong>Twitter</strong></td>
<td>The school, each grade and many staff have Twitter accounts. Short messages about learning are shared via Twitter. Parents are encouraged to follow their child's grade Twitter accounts to keep in touch with learning in the school.</td>
<td>Tweets are sent as events happen</td>
</tr>
<tr>
<td><strong>SMS</strong></td>
<td>SMS messages are used as reminders. They are sent from the administration of the school. Messages can also be sent to update parents about excursions (especially if changes to arrival times are expected), events or meetings.</td>
<td>SMS messages are sent as needed</td>
</tr>
<tr>
<td><strong>YouTube Chanel</strong></td>
<td>Our school posts videos to share students work and promote a love of learning. You can access the videos by subscribing to the Corpus Christi Channel at <a href="https://www.youtube.com/corpuschristi">YouTube</a>.</td>
<td>On a regular basis</td>
</tr>
<tr>
<td><strong>Radio Station</strong></td>
<td>CCCFM broadcasts on 97.5FM daily 8.30am – 9.30am and 2.30-3.30pm. This is a ‘stage’ for students to share their work with a broad audience. The radio station can be heard on your car radio in the carpark or you can listen to the podcast at <a href="https://sites.google.com/a/parra.catholic.edu.au/corpus-christi-chat2/">https://sites.google.com/a/parra.catholic.edu.au/corpus-christi-chat2/</a></td>
<td>A radio recording is updated weekly</td>
</tr>
<tr>
<td><strong>Assembly</strong></td>
<td>A whole school assembly is held each week on a Tuesday in the hall (Mondays in Term 3) from 2.20pm. Students lead prayer, share work and celebrate achievements.</td>
<td>Weekly</td>
</tr>
<tr>
<td><strong>SkoolBag App</strong></td>
<td>For families with a smart phone or tablet this app allows them to receive the Newsletter, calendar and reminder notices. Simply download the free app for access to these features. Push notifications are also available – which means that you are made aware instantly we update the newsletter, calendar or send notices out on our Website.</td>
<td>As required</td>
</tr>
</tbody>
</table>
COMMUNICATION WITH PARENTS POLICY

Rationale
- The staff at Corpus Christi believe that we are in partnership with parents in the education of their children. Parents are invited to discuss any relevant issues regarding their children with their child’s teacher, the module co-ordinator or the Principal. We acknowledge the importance of Child Protection and therefore it is essential that all communication be open and transparent following the appropriate guidelines.

Aims
- To provide the school with the necessary information to maintain a safe, secure environment in line with child protection laws for students, teachers and parents.
- To provide formal and informal communication structures which enable an open and honest exchange of information, which respects the needs of all, concerned.
- To ensure that parents are continually informed on school issues and organisation.
- To provide parents with verbal and written reports on their children’s progress.

Implementation
- Parents are invited to share any concerns regarding their child by contacting their child’s teacher. In most cases the child’s teacher will be first point of contact. Parents may request an interview by appointment with the class teacher, Module Co-ordinator or the Principal.
- Parents are invited to be part of, and contribute to the life and organisation of the school, through the Parent Representative Group which conducts regular meetings.
- Through the PRG, parents will be kept informed about current events and curriculum issues as required.
- Parents will be informed of school events through the weekly newsletter.
- A Parent Information Evening will be conducted at the beginning of each school year outlining class/grade organisation and expectations.
- Parents will be provided with written/verbal reports indicating their child’s progress in each Key Learning Area.
- Parents will be contacted by phone in regards to any matters that may require their immediate attention.
- Parents will be kept informed of, and invited to relevant classrooms activities.
PASTORAL CARE AND STUDENT MANAGEMENT POLICY
(Extract)

At Corpus Christi, school based pastoral care is the total climate of care which exists in our school for children, parents and staff.

Our aim in pupil management is the development of individuals who are capable of self-direction, of choosing freely, intelligently and responsibly in accordance with their conscience.

Children will learn how to make choices, which lead to their needs being met in ways that are productive for themselves and others.

The Corpus Christi community believe that pupil management should -

- reflect love and understanding based on Jesus' life and teaching
- be consistent and just
- be peaceful
- encourage self-discipline and responsibility
- be creative
- respect the rights of all individuals
- enable decision making
- be supportive
- encourage communication with parents
- recognise and develop the gifts and talents of individuals

Responsibilities of Students:

- Respect teachers and other carers
- Care and respect the rights of other children
- Be polite and honest
- Care for our school community
- Play safely
- Wear their school uniform with pride

Responsibilities of Staff

- Respect the rights of all children, parents and staff
- Be Positive. Commend good behaviour whenever possible
- Establish a climate of mutual respect
- Develop and consistently follow clear guidelines for behaviour and consequences for misbehaviour
- In accordance with the Education Reform Amendment (Corporal Punishment) Act 1995 corporal punishment of students who attend Corpus Christi School is not permitted
PASTORAL CARE AND STUDENT MANAGEMENT POLICY
(Extract) cont:

Responsibilities of Parents

- Display an active interest in your child(ren)'s behaviour
- Maintain open communication with teachers
- Discuss incidents fully with your child(ren)
- Be positive - Commend good behaviours
- Notify the school of any changes in family situation
- Be supportive of the school and the Pastoral Care Policy
- Respect the rights of all children, parents and staff

Restorative Practice Questions 1: When Things Go Wrong

What happened?
What were you thinking at the time?
What have you thought about since?
Who has been affected by what you have done? In what way?
What do you think you need to do to make things right?

Restorative Practice Questions II: When Someone Has Been Hurt?

What did you think when you realised what had happened?
What impact has this incident had on you and others?
What has been the hardest thing for you?
What do you think needs to happen to make things right?
**SCHOOL DISMISSAL**

- Children leaving school prior to 3.05pm need to have their parent complete the early dismissal book at the office.

- Afternoon dismissal is via the main gate. Gates are re opened at 3.05pm.

- All students are placed on dismissal lines (Car, Walkers, Bus and After School Care). Kinder students & siblings are dismissed near the Parish Centre. Yr 1-2 students and siblings are dismissed from the sail area. Students in Yr 3-6 are dismissed from the area adjacent to the Principals Office.

- Walkers and Bus children assemble outside the breezeway at 3.05pm under teacher supervision. Early Bus Children assemble near the School Office.
  - Wishing Well After School Care assemble outside the canteen and are collected by Wishing Well Staff.
  - After School Care children for other establishments assemble with the bus children under teacher supervision.

- Children who have not been collected by 3.25pm will be escorted to the office by a teacher. These children will then be collected from the office by parents.

- In the event of Extreme Weather conditions, children can be collected from the classrooms from 2.50pm to help ease traffic and parking congestion.
1. CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together ‘Students’) and their parent/s, carer/s or guardian/s (‘Parents’) before and during the course of a Student’s enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.

3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.

4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.

5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited at 5 above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.

7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.

8. Occasionally photographs or videos are taken of individual Students and groups of Students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the principal, care centre director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.

9. Our Privacy - Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal
information collected about their child. However, there will be occasions when access is
denied. Such occasions would include where access would have an unreasonable impact
on the privacy of others, where access may result in a breach of our schools’, CELCs’,
COSHCs’ or offices’ duty of care to the Student, or where Students have provided
information in confidence.

10. Our Privacy - Statement also sets out how you may complain about a breach of privacy
and how we will deal with such a complaint. Our Privacy - Statement is available in Policy
Central at http://www.parra.catholic.edu.au/privacy

11. As you may know, we may from time to time engage in fundraising activities. Information
received from you may be used to make an appeal to you. It may also be disclosed to
organisations that assist in our fundraising activities solely for that purpose. We will not
disclose your personal information to third parties for their own marketing purposes without
your consent.

12. We may include your contact details in a class list and our schools, COSHCs, CELCs and
office directories.

13. If you provide us with the personal information of others, such as doctors’ or emergency
contacts, we encourage you to inform them that you are disclosing that information to us
and why, that they can access that information if they wish and that we do not usually
disclose the information to third parties.

14. We may use service providers who provide certain services to us and our staff and
Students, including data
storage and contemporary online teaching tools. We may provide your personal
information to such service providers in connection with the provision of these services.
Such service providers may store, or process, data outside Australia, including in the
United States, Singapore, Ireland and possibly other countries. We endeavour to find
where these providers store their data and update this collection notice as such
information becomes available to us. In addition, our email service provider may store and
process emails in the United States or in any other country utilised by Google.

15. You may obtain further information from the following:
* For our schools: the school principal
* For our CELCs: the CELC director
* For our COSHCs: the COSHC supervisor
* For our offices:

Privacy Officer:
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UNIFORM POLICY

PURPOSE
The wearing of our school uniform plays an important role in instilling pride in the children and maintaining our school identity and spirit. This Uniform Policy clearly states our school expectations for parents and encourages students to consistently wear the correct uniform.

BROAD GUIDELINES

UNIFORM
- Children are to wear the correct school uniform neatly and with pride and are not to deviate from items on the School Uniform list in the parent handbook.
- All items of clothing must be clearly marked with the child's full name. Shoes and sport shoes can be marked on the inside with a waterproof texta. The school can not accept the responsibility for items that are lost.
- No lost Property Strategy – from 2012 the school will no longer have a lost property box – all items of clothing with names will be returned to their owner immediately and un-named items will be donated to the clothing pool.

JEWELLERY
- Girls with pierced ears are to wear a single sleeper or stud only.
- Boys are not permitted to wear ear rings to school
- Coloured nail polish is not to be worn.
- Only signet rings are to be worn to school.
- Bangles, bracelets or anklets are not to be worn. Only medical bracelets are permitted
- A single necklace of a religious nature may be worn but because of safety issues and the potential to lose valuable items, this should be worn under the child's shirt.

HAIR
- Hairstyles are to be neat and simple and devoid of any type of cosmetic colouring.
- Students with shoulder-length hair are to have it tied back away from the face to allow clear vision and for hygiene reasons.
- Ribbons and 'scrunchies' worn by girls are to be in the school colours of emerald and white. Hair accessories such as multi-coloured clips are not to be worn.
- Boys' haircuts are not to be radically cut or multi-layered (such as pronounced, shaved undercuts) or so long that it is below the collar or impairs vision.
UNIFORM POLICY – cont:

SHOES and SOCKS
- Children are to wear black school shoes.
- On sports days predominately white sandshoes are to be worn. Sport shoes are to be devoid of brightly coloured patterns.
- Ankle-high boots, desert shoes, loafers and thongs are not to be worn.
- High-tops (eg Converse) and mid-cut shoes (eg Rabens) are not to be worn.
- Low-cut socks are not to be worn at any time Only socks sold in the Uniform Shop are to be worn.

SCHOOL HATS
- Students are to wear the correct school hat every day, regardless of the weather. If children do not have a hat they will be directed to stay in a shaded area.
- School hats are to be worn in the correct manner.
- Generic brand-name hats or caps are not to be worn to school unless as a substitute for a lost hat. This must be accompanied by a note from the parent.

BASIS OF DISCRETION
- Parents are encouraged to use the clothing pool. Operating times are published in the School Newsletter.
- If uniform items are temporarily out of stock, children may wear substitute clothing (shirts, socks, hats) as close to the school colours as possible.
- Children involved in specialist sports activities such as Cross Country, Athletics, Swimming, CPSSA, Gymnastics, Touch Football, or Rugby League training may deviate from the above guidelines in regard to bringing sports clothes (especially shorts and footwear) to school on training days.
- Year 6 children, in consultation with parents and the School Principal, may purchase a graduation sports shirt. These may be worn by the children on sports days.
- Parents are requested to provide a letter if the correct uniform is not being worn. Classroom teachers are responsible for maintaining and checking that the correct uniform is being worn.
UNIFORM SHOP OPERATING HOURS
Please refer to the weekly Newsletter for days and times.

UNIFORM LIST

**GIRLS**
Bottle green tartan skirt or skort
White blouse - tartan piping with school crest
White ankle socks
Black tights - optional

**BOYS**
Grey shorts
White shirt with school crest
Grey long pants - optional
Grey (with bottle green and white stripe) socks

**UNISEX**
Bottle green jumper with school crest
School cap or bucket hat – bottle green both with school crest
Shoes – black (no ankle boots)
Corpus Christi school bag with school crest

**SPORTS – UNISEX**
Bottle green shorts with yellow piping and school logo
Polo shirt – yellow and bottle green with school crest
Socks - white with green and yellow stripe and school logo
Joggers - predominantly white
Tracksuit jacket – bottle green with yellow piping and school crest - optional
Tracksuit pants – bottle green with yellow piping and school logo - optional

**Optional**
Bottle green bomber jacket with school crest
Corpus Christi library bags

NO LOST PROPERTY STRATEGY
As from 2012 we introduced our No Lost Property Strategy. This involves parents having labels on all clothing and regularly checking this during the year. The school will ensure all “found” items are returned to their owner ASAP.
Teachers on duty will ensure items found during breaks are displayed to the children before returning to learning spaces. Unnamed clothing will be donated to the clothing pool.