



MATER DEI

Parent Handbook 2019



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School Overview

The following information is intended as a guide to detail Mater Dei school information, policies and procedures for 2019. Please read carefully and complete the attached form to receipt your acknowledgement of the following.

General Information

Mater Dei is a coeducational school for students from Kindergarten to Year 12 who have been assessed with mild to moderate cognitive impairment as their primary disability. Mater Dei is a Catholic, Congregational school located within the Wollongong Diocese and is a proud member of the ten Colleges who together comprise Good Samaritan Education (GSE).

SCHOOL HOURS

School commences:	9:00am
Supervised Eating:	10:30am to 10:45am
Recess:	10:45am to 11:15am
Supervised Eating:	12:45pm to 1:00pm
Lunch:	1:00pm to 1:30pm
School finishes:	3:00pm

Supervision is provided for students from 8:45am to 3:15pm. Mater Dei operates without school bells.

School Philosophy

The underpinning philosophy of every student's enrolment at Mater Dei is inclusion into the wider community. Inclusion is based on the dignity and uniqueness of each person, self-esteem, respect, equity, independence, interdependence and responsibility. We work collaboratively with parents, guardians and advocates of the students entrusted into our care thus providing a student-centred community at Mater Dei. In this way it is our hope that students will live as independently as possible in the least restrictive and most stimulating environment in the wider community.

Mater Dei Management

Mater Dei is managed by a Board of Directors through the CEO/Principal. In turn, each Program is under the leadership of a Program Manager.



CEO/Principal
Mr Tony Fitzgerald



Assistant Principal
Mrs Eryn Lonergan



**Admin & Business
Manager**
Ms Anne Lauder



**Director of
Development**
Mrs Catherine
Jeffcoate



**Director of
Continuous
Learning**
Mrs Tennille Bertram



**Director of
Services**
Mrs Pamela
Templeton

School Services

Development Program

This program assists Mater Dei's growth by raising awareness and financial support in the wider community. At Mater Dei we receive approximately 80% of our funding from government sources and the remaining 20% is raised from our Fee policy and initiatives undertaken by the Development Program eg Mater Dei's Annual Charity Golf day, Mater Dei Lipstick Lunch, our annual Fundraising Dinner, Mater Dei Foundation membership and preparation of funding submissions.

Administration

Administration staff will answer your questions and concerns or redirect you to one of the Program Managers where relevant. Each member of staff in Administration has a specific area of responsibility. The following personnel comprise the Mater Dei Administration team:

Name	Main responsibilities	Days/Hours of Work
Helen Flett	Reception	Mon, Wed & Thurs
Carmen Nardi	Reception	Tues, Thurs & Fri
Lisa Gruar	Payroll, student fees	Tues, Wed & Thurs
Anne Lauder	Business Manager	Mon to Fri
Emma Bray	Administrative Assistant to the Business Manager	Tues, Wed & Thurs
Michele Dunshea	Administrative Assistant to the Assistant Principal	Mon, Tues, Wed & Fri
Luisa Penman	PA to the CEO/Principal	Mon, Tues, Thurs & Fri
Katrina Sims	System Administrator	Tues, Wed & Thurs
Catherine Jeffcoate	Director of Development	Mon to Fri
Alison McManus	Development Coordinator	Tues, Wed, Thurs & Fri
Sarah Ryan	Development and Events Coordinator	Mon to Fri

School Executive

The School Executive is led by the CEO/Principal through the Assistant Principal. Each position of the School Executive has responsibilities listed below:

Role	Responsibilities
 <p>Assistant Principal Mrs Eryn Lonergan</p>	<ul style="list-style-type: none"> • Executive support • Student behaviour support (in consultation with Leader of Pastoral Care) • Student welfare (in consultation with Leader of Pastoral Care) • Student custody information and court orders • Student attendance & exemptions • Management of Personalised Plans for Students with a Disability (PPSD) with Catholic Schools NSW (CSNSW) & collation for National Consistent Collection of Data for students with a disability • Parent/Teacher Interviews • Parent Handbook Information • Fortnightly School Newsletter • Assemblies • Staffing & Class Allocations • Staff management including code of conduct • Teacher Accreditation, Professional Development and Performance Review • Staff meetings & Education Committee Contributions • NESAs and CSNSW compliance • Collaboration with School Psychologist including for psychometric assessment scheduling • Enrolments
 <p>Leader of Curriculum Ms Gemma Croft</p>	<ul style="list-style-type: none"> • Executive Support • KLA course information • Scope & Sequences • Programming requirements • NESAs Compliance • New Syllabus implementation • Semester Reports • Program Supervision • Teacher Mentoring • Student Assessments
 <p>Leader of Mission and Vision Mrs Jacqueline Gorey</p>	<ul style="list-style-type: none"> • Liturgy and Mass arrangements • Student sacramental program • Staff prayer rosters and gatherings • Social Justice initiatives • Religious Education K-12 • Senior retreat programs • Community Access (applications, risk assessments, approvals, vehicle bookings) • Shared Learning experiences • National weeks • Executive Support
 <p>Leader of Pastoral Care Mrs Kylee Laugesen</p>	<ul style="list-style-type: none"> • Student behaviour supports (in consultation with Assistant Principal) • Student welfare (in consultation with Assistant Principal) • School Wide Positive Behaviour resources and information • Uniform & grooming • Student support plans • Sensory veranda access & Toolkits • Pastoral Program • Event and logistics planning • Student Awards • Post School Transition Planning • Structured Work Placement • BYOD Organisation & Implementation • Executive Support

Other School Roles

In addition to the above Executive Team members, in 2019 Mater Dei have appointed:

Mrs Bree Jiminez as the **Special Education (Pedagogy) and Research Consultant** and will be responsible for the following:

- Coaching staff on utilising evidenced based instructional practices for students with intellectual disabilities
- Classroom observations and in-class mentoring
- Staff Professional Development

Mrs Jen Twine as the **Instructional Leader** and will be responsible for the following:

- In class mentoring
- Knowledge transfer for Universal Design for Learning & Science/Engineering practices and instruction

Mr Jake Elvin as the **Information Technology Support Coordinator** (in consultation with Simplicity IT) and will be responsible for the following:

- IT inventories
- IT training
- IT roll outs
- Trouble shooting and referrals to simplicity IT
- Room bookings (I Centre/Library, Hospitality Suite, Dance Room)

Mrs Rebecca Hanrahan as the **Sport Coordinator** and will be responsible for the following:

- Weekly sport information and timetables
- Athletics Carnival / Swimming Carnival
- Representation at sporting events and gala days

Mrs Sharon Pascoe-Thomas and Mrs Kelly Williams as **Job Coaches** and will be responsible for the following:

- Working across the School and the NextPath programs
- Structured Work Placement (Student placement and supports, community collaboration, organisation & vehicle bookings)

Classes and Staff 2019				
Class	Teacher/s		Teachers Assistants	
Primary Polding	 Mr Jake Elvin		 Donna Swain	 Tracey Osbourne
K Samaritan	 Ms Kate Bonfield		 Linda Quinlan	 Donna Swain
K/1/2 Benedict	 Mrs Rebecca Hanrahan		 Tiffany Young	 Catherine Smith
1/2 Gregory	 Mr Aleks Todorovic		 Sue Neal	 Nadine Gale
3/4 McCabe	 Ms Michelle Fogarty Mon-Tue	 Mrs Anne Salway Wed-Fri	 Leigh Hough	 Linda Quinlan
4/5/6 Gibbons	 Mrs Nicole Robinson		 Tracey Osbourne	 Kim Rossetto
5/6 MacKillop	 Ms Liz Irving Mon-Tue	 Mrs Jen Twine Wed-Fri	 Carly Hessey	 Leigh Hough

Class Ratios

Each class has one Teacher and one Teacher Assistant. Class ratios are generally one staff member with up to seven students however, this is reduced where the needs of the students increase eg. Behaviour Management Plan requirements, new student transitions, toileting needs, activity days (swimming carnival, Feast Day etc)

Class	Teacher/s		Teachers Assistants	
7/8 Benedict	 Miss Georgia Flynn		 Julieta Borgia-Brain	 Tanya Madsen
7/8 Gregory	 Mrs Kellie Anderson Mon-Wed & Fri	 Mrs Jacqueline Gorey Thurs	 Kim Rossetto	 Tanya Madsen
9/10 Polding	 Mrs Leanne Steadman Mon-Wed	 Mrs Michelle McCauley Thu-Fri	 Nadine Gale	 Mark Sheddon
9/10 McCabe	 Mr Sid Conte		 Chris McIntyre	 Mandy Giles
11 MacKillop	 Mrs Carla Warby		 Julieta Borgia-Brain	 Chris McIntyre
12 Gibbons	 Mrs Helen Fahey Mon-Wed	 Ms Liz Irving Thu-Fri	 Donna Morrison	 Janette Fowler
Other	 Mrs Michelle Charles RFF Tues-Thurs	 Mrs Jody Musso RFF & Music	 Mrs Kerrie Borthwick (RN) School Nurse	 Mrs Caroline Ooi School Psychologist Mon-Tues

Classroom Resource Items

Students do not need to bring any resources to school. All school supplies are provided by Mater Dei, however, students normally bring a box of tissues and container of wipes to school at the beginning of the school year to use in class as needed throughout the year.

A

Absences from School

Reasons that students should be kept home from school are (not limited to) some of the following:

- Symptoms of a suspected infectious disease
- High temperatures
- Vomiting
- Diarrhoea
- Live or dead head lice or eggs
- Injuries that will need further medical clearance before returning to school (e.g. broken bones, sprained ankles etc)
- Student's personal care needs at the time are such that staff will be unable to sufficiently manage or support the student at school (some personal hygiene matters, asthma management care during critical periods, etc)

Procedure when a student is absent

- If a student is away from school on any given day parents/guardians are to contact Reception on 4655 7481 to explain their child's absence by 9.15am on the day of the absence. A message left on the school's answering machine is acceptable so long as it clearly states the child's name, class, reason for absence and the name of the person leaving the message.
- If no explanation has been forthcoming by 9.15am a staff member on school reception will phone the student's parent/guardian requesting a reason for the absence. If explanation has been gained via a phone call parents/guardians are not required to notify their child's Pastoral Teacher in writing.
- If a student is away for 4 or more consecutive days they will require a Doctor's Certificate upon return to school.
- A student's absence must be explained within 7 days. If, after 7 days of the child returning to school, there has been no explanation for the student's absence the absence will be recorded as "unexplained".

Late arrival to school

It is important that students are punctual for class. Arriving late in the morning may cause considerable disruption to classroom routines. Any student who arrives after 9:15am must be signed in by a parent/guardian at Reception as a Late Arrival. Parents/guardians are asked not to escort their child to class, as a staff member will organise for your child to get to class safely.

Early dismissal from school

Any parent/guardian who wish to take their child out of school at any time during the day need to sign them out at Reception and wait while their child is brought from class. No child is to leave the school premises prior to 3:00pm without authorisation from the school office.

Exemption from Attendance at School

Not related to Illness/Sickness

For extended periods of leave not related to illness/sickness, Parent/Guardians are required to submit an **Student Exemption from School** form available from the Mater Dei website. If exemption is granted, the student will be issued with a Certificate of Exemption.

Currently exemptions are granted for Mater Dei students who attend regular (weekly/fortnightly) external therapy/medical appointments. Importantly however, the NDIS Operational Guidelines state that "NDIS funded therapy services should generally not be delivered at school nor should children or young people be taken out of school to receive these supports". Mater Dei will continue to endeavour to accommodate requests for exemptions from school to access therapy services however such exemptions **may** only be granted after consideration is given to;

1. The potential impact on the individual learning program of the student and/or
2. The potential impact on the delivery of the teaching program for the whole class (e.g. if significant numbers of students from one class seek an exemption this will compromise the delivery of the teaching program for that class)

For this reason each exemption request will be considered on a case by case basis and where an exemption from school for such purposes is granted, the exemption will be for a specified period (e.g. likely to be one school semester) to be reviewed.

Travel

Exemption can no longer be granted for holidays taken by students outside of school vacation periods and will be included as absences. Families are encouraged to travel during school vacations. Parents/guardians wishing to make

application to the CEO/Principal for a student to be absent from attending school for reason of travel or holiday (domestic or overseas) must do so by completing a ***Student Extended Leave – Travel*** form available on the Mater Dei website. If the request for leave is granted a Certificate for Extended Leave – Travel will be forwarded to the Parent/Guardian. If the request for leave is declined the Parent/Guardian will receive a Letter of Decline for Extended Leave from School.

Related Policies

Mater Dei Student Attendance Policy
Mater Dei Exemption from Attending School Policy
Mater Dei Student Extended Leave Policy

Arrival & Dismissal

Parent Pick-up/Drop-off

Location

The location for parent pick up and parent drop off is the ramp that runs alongside our Early Intervention building. The gate for the commencement of the ramp is just on the other side (school side) of the Early Learning Group closed in playground and room.

Parking

Parents and guardians will need to park their car on the opposite side of the road where our Early Intervention parents and visitors park and not alongside the hedges, due to Assisted Travel vehicles assembling along the hedges as part of unloading procedure. We also ask that parents and guardians DO NOT park in the allocated staff parking, which is situated further around in front of the school building.

Times

Mater Dei staff will be available each morning from 8:45am to 9:15am and each afternoon from 2:55pm to 3:15pm to direct parents and students. After 9:15am for drop-off in the morning and after 3:15pm for pick up in the afternoons, students will need to be signed in or out of school via the school reception.

Procedure

Families access the pedestrian crossing to cross the road to make their way through the gate at the start at the ramp and up to the doors of the building where staff will be waiting to sign students in or out. Please note: there is a lot of traffic that goes past the ramp each morning and we ask that parents and guardians and students adhere to the road safety signs and use the pedestrian crossing at all times. **Younger students must be escorted by a Parent/Guardian at all times to and from the car, to the door of the building for safety reasons.**

Assisted School Travel Program (ASTP) "Taxi"

If you are unable to provide or arrange transport to school for your child, transport services may be available from the Assisted School Travel Program (ASTP), run by the NSW Government. The scheme provides transport to eligible students with a disability.

Students who are successful in their application for the ASTP are transported to and from school on what Mater Dei call 'taxis'. Students arrive at school via taxis that are named different colours. Teacher's Assistants receive the students at the 'taxi ramp' and ensure students make their way safely to class. In the afternoon, students stay in their classrooms with their Pastoral Teachers and Teacher Assistants until their colour taxi is called via the intercom. Students move to the taxi ramp where they are supervised to safely board the appropriate taxi.

For more information go to:

<https://education.nsw.gov.au/public-schools/astp/parents>

To apply contact: Ms Anne Lauder (Administration & Business Manager)

Changes to Afternoon Arrangements

If a student is being collected by a different family member or family friend

Parent/Guardian is required to phone through to School Reception on ph. 4655 7481 and notify of the full name of the person responsible for collecting the student. Upon presenting at Parent Pick Up to collect the student, the nominated person will be requested by Mater Dei staff to produce a driver's licence for identification purposes. Failure to do so will result in the student not being released into the care of the person presenting for pick up.

If a student is being collected by a Service Provider

Parent/Guardian is required to complete a ***Changes to Student Afternoon Arrangements Form***, available on the

Mater Dei Website (School Policies & Forms > Student Attendance and Leave), including the calendar on the back of the form, and email it to studenttravel@materdei.org.au This Form must be received by Mater Dei before 2:30pm on the day before the new arrangement is to take place.

If the Parent/Guardian is unable to provide the full name of the Service Provider Staff Member who will be collecting the student, the Parent/Guardian is to request that the Service Provider completes the **Service Provider Letter** in the **Changes to Student Afternoon Arrangements Form**, available on the Mater Dei Website (School Policies & Forms > Student Attendance and Leave), and email to studenttravel@materdei.org.au at the earliest possible time, but no later than 2pm on the day of the arrangement. Failure to receive the full name of the person collecting the student from either the Parent/Guardian or Service Provider will delay and/or prevent the collection of the student.

Upon presenting at Parent Pick Up to collect the student, the nominated Service Provider staff member will be requested by Mater Dei staff to produce a driver's licence for identification purposes. Failure to do so will result in the student not being released into the care of the person presenting for pick up.

If a student is being collected by a Parent/Guardian instead of departing on "Taxi"

Parent/guardian is to phone through to School Reception on ph. 4655 7481 and notify them of change so staff can direct student to correct location for dismissal.

For any change involving the Assisted School Travel Program ("Taxi"), Families are solely responsible for contacting the taxi driver to advise of any change of routine.

Assemblies

Principal's Assembly are held twice during a term, on Friday at 1:30pm in the Sr Camela Ricthie Hall. Dates are posted in the **Important School Dates** document (see appendix) and in the fortnightly School Newsletter. Parents/Guardians are most welcome to attend. Assemblies have a set routine and structure including Acknowledgement of Country, entrance procession (Student Leader participation), school song, prayer (hosted by select classes), awards, special presentations and the National Anthem. Classroom Teachers provide notification via the diary if students are participating in an upcoming assembly or receiving an award.

Awards

Positive student behaviour and good choices are encouraged and recognised at Mater Dei by way of either:

- informal feedback (eg. immediate verbal praise, incidental high-five gestures etc),
- informal tangible recognition (eg. Classroom reward charts, stickers & stamps)
- formal award structures for:
 - Curriculum and academic achievement, i.e. **"Merit Award for Learning"**
 - Swimming achievement, i.e. "Swimming Award" (Distributed by Swim Teachers)
 - Pastoral and social achievement, i.e. "Samaritan Awards" (wristbands).

Merit Awards for Learning contribute to bronze/silver/gold awards distributed at Principal's Assemblies (see below).

Classroom Teachers track via our online database (Synergetic) and will notify Parents/Guardians via the school b diary a week prior to the assembly, when a student is due to receive an award.

Classroom Teachers track **Merit Awards for Learning** via our online database (Synergetic) so there is no need to send in these awards. The cut-off date to be counted towards bronze/silver/gold awards at a Principal's assembly is two weeks prior. The Classroom Teacher will then advise Parents/Guardians via the diary if a student is receiving an award, with at least one week's notice.

Merit Award for Learning Structure

Merit Awards for Learning are accumulative and carry over from year to year (no expiration date). All students would likely receive at least one **Merit Awards for Learning** for each term. Most students would achieve, or be close to achieving, a bronze award by the end of a calendar year and some (few) students might achieve, or be close to achieving, a silver award by the end of a calendar year. No students would be likely to achieve a Gold Award within one calendar year.

<p>initial x 10 Merit Award for Learning</p> 	<p>Bronze Award</p> 
<p>an additional x 10 Learning Merit Awards (i.e. 20 in total)</p> 	<p>Silver Award</p> 
<p>an additional x 10 Learning Merit Awards (i.e. 30 in total)</p> 	<p>Gold Award</p> 
<p>3 x Gold Learning Awards (ie 90 Learning Merit Awards in total)</p> 	<p>Good Samaritan Medallion (awarded at EOY assembly)</p> 

Samaritan Awards Structure



Samaritan Awards (wristbands – see above) are awarded to students during recess and lunch, transitions, on the playground or during community access. Every staff member will distribute Samaritan Awards, on average, one of each of the three coloured ribbons every day. For example, over the course of a week, one staff member might award:

- Monday – two 'red' and one 'blue';
- Tuesday – one each of the three colours;
- Wednesday – all three 'green';
- Thursday – one blue, one green and no red;
- Friday – two blue, two red and one green;

Once Samaritan Awards (wristbands) are awarded, they will be cut-off on return to the classroom and placed in classroom wristband jar. If students would like to wear their wristband home, then an end piece will be cut off and placed in the jar. Each fortnight wristband will be collected and the class with highest tally overall each week will be rewarded with a pre-determined 'prize' (eg. activity, ice-block etc)

B

Behaviour Management

At Mater Dei we believe in a supportive and harmonious school atmosphere in which all members of staff, children, parents and guardians are consistently treated with dignity, respect and compassion. We believe that the rights and responsibilities of all should be recognised in a place of quality learning and teaching, that specifically caters for each student's disability and reflects their individual needs.

Mater Dei will ensure that in providing a positive approach to behaviour management, the balance between duty of care, dignity of risk and Workplace Health and Safety (WHS) issues will always be carefully considered. Please refer to the ***Mater Dei Behaviour Management Policy and Procedures*** on our school website.

Where individual students are consistently encountering difficulty in meeting appropriate behaviour outcomes, individual student behaviour management plans will be devised and implemented.

School Wide Positive Behaviour Expectations

The Mater Dei School rules are fair, simple, enforceable, positively stated and owned. All rules are based on key areas that include safety, treatment, peace, stewardship and communication so that students may be good learners in each of the different school physical environments that they encounter each day – classroom, playground, community access, break out areas, masses/liturgies and assemblies in the Hall etc.

Mater Dei School Rules are explicitly taught and modeled around school wide positive behaviour expectations of:

1. Be kind.
2. Be safe.
3. Be respectful.

Bullying

Mater Dei staff have a duty to provide students with a safe and positive learning environment where individual differences and diversity within the school is respected and accepted. For this reason bullying is not tolerated at Mater Dei School. Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power.

It is our policy that:

- Bullying be managed through a whole of school community approach
- Bullying prevention strategies be implemented within the school on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately;
- Bullying response strategies be tailored to the circumstances of each incident;
- Staff establish positive role models emphasising our no-bullying culture; and
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

If Parents/Guardians have concerns about bullying they should contact the student's class teacher. See ***Communication - Parent/Guardian Initiated Communications with Teachers***

Related Policies

- *Mater Dei Behaviour Management Policy*
- *Mater Dei School Wide Positive Behaviour Expectations Matrix*
- *Mater Dei Student Code of Conduct*
- *Mater Dei Student Bullying Prevention and Intervention Policy and Procedures*

C

Calendar

Important school dates can be viewed on the School Calendar on the Mater Dei website and also in the appendix. More detailed Diary Dates for each term are distributed via the School Newsletter (available on the website or via the Skoolbag app).

Canteen

Our school canteen is coordinated by a group of volunteer Parent/Guardians and operates only on selected Fridays for recess and lunch. Price lists and dates are sent home via the school newsletter for each term. Orders can be sent in any day during that week up to and including the Thursday prior.

- Infants students may order their recess and lunch by clearly indicating on a lunch bag, their name, class, class teacher, the items ordered and the amount of money enclosed.
- Primary and Secondary students may purchase items over the counter at recess and order their lunch by clearly indicating on a lunch bag, their name, class, class teacher, the items ordered and the amount of money enclosed.

Any parents/guardians interested in helping out on canteen are welcome and will be requested to volunteer their time and indicate their availability. A Canteen Roster will be devised for each Term. Canteen volunteers over the age of 18 years must complete a Volunteer Working with Children Check before they can act as a volunteer in the school. This can be done by going to www.newcheck.kids.nsw.gov.au, filling out the online application form and then presenting proof of identity at a Service NSW. Once a Working with Children number has been obtained you are to provide it to the Personal Assistant to the CEO/Principal along with your surname and date of birth (Contact the Personal Assistant to the CEO/Principal on 4655 7481 for further information on how to obtain a Working with Children number).

To avoid disruption to student routines we request that all canteen volunteers refrain from accessing student learning spaces unless previous permission has been granted.

Child Protection

Mater Dei is committed to ensuring that we provide a safe environment for students by complying with the requirements of Child Protection Legislation. This legislation is intended to view child protection as providing a safe and supportive environment for children and also all members of staff by ensuring that systems and processes are in place for preventing, identifying and investigating reportable conduct.

Working with Children Clearance

All Mater Dei staff are required to hold a current Working with Children Clearance Number. All volunteers over the age of 18 years must provide a Working with Children Clearance Number before they can act as a volunteer in the school.

Child Protection Training

Child protection training is provided to all staff who have direct contact with students. Staff are informed of legal responsibilities related to child protection, mandatory reporting, reportable conduct and working with children checks as well as other school expectations.

Mandatory Reporting

Mater Dei staff are mandatory reporters of any physical, emotional, mental and sexual abuse of children up to the age of 16 years, under the Keep Them Safe Guidelines. Abuse of this kind may come to our attention through observations or student disclosure and relevant policy guidelines and procedures will be followed accordingly.

Reporting of abuse by Parents/Guardians

Where a Mater Dei Parent/Guardian suspects, observes or receives a report of any incident of student abuse/neglect, inclusive of those that may not meet the threshold of 'Reasonable Grounds that a Child is at Risk of Significant Harm', they are encouraged to make a report to the Assistant Principal (if the report does not involve an employee or volunteer), CEO/Principal (if the report does involve an employee or volunteer) or the Chair of the Board of Directors if the matter involves the CEO/Principal. This report is to be made on **Part A Student at Risk Report (available**

on the school website). Alternatively a copy can be requested via email or hard copy by contacting the Personal Assistant to the CEO/Principal.

Reporting of abuse by students

Where a Mater Dei student wishes to report any incident of abuse/neglect they are encouraged to make a report using either Part A Student at Risk Report or the Tell Someone Form. Students can access both Forms from the school website or as hard copies at various locations throughout the school (School Psychologist Office, Primary and Secondary Break Out areas, Executive office, School Reception). Students will be educated in all areas of self-advocacy, how to get help and who they can talk to in their Pastoral Program, as well as through the PDHPE 'Right to Know' program.

Related Policies

- *Mater Dei Child Protection Incident Management Overview Flow Chart*
- *Mater Dei Child Protection – Abuse, Grooming & Neglect Identification & Initial Notification*
- *Mater Dei Child Protection - Mandatory Reporting of Abuse & Neglect*
- *Mater Dei Child Protection - Reportable Conduct of Staff, Volunteers & Others*
- *Mater Dei Child Protection – Detecting, Reporting and Addressing Grooming Behaviours*
- *Mater Dei Child Protection - Working With Children Checks*
- *Mater Dei Statement of Commitment to Child Safety*
- *Mater Dei Child Safety Code of Conduct*
- *Child Protection Compliance Policy*

Communication

At Mater Dei School we believe that positive, clear and effective communication between the school and community members is central to providing a mutually supportive environment that will enable our students to meet their full potential. See below forms of parent communication:

Diaries

All students are issued with a Mater Dei school diary at the beginning of each year. This diary is used as a communication tool between the classroom teacher and the parents. It is used for passing on any relevant information that has occurred during that day at school. Daily, generic comments will not appear in diaries. For extended messages, a member of staff will phone you or if you need to discuss something at length, we ask you to phone the school.

Messages from staff in your child's diary informing you that an incident with your child has occurred at school means that the matter was low level and it has been resolved without further incident. The intention of the communication is to simply inform caregivers that the matter has taken place and has been dealt with satisfactorily. For incidents that are not low level or may not have been resolved, or require further follow up, then a relevant staff member will make contact by phone to discuss the matter.

Email

Classroom and Teachers may also wish to communicate via email. Email procedures remain the same as school diaries above. Email can be utilised for any passing on of short, relevant information. If any issue needs to be discussed at length, we ask you to phone the school. If contacting staff by email, please understand that responses may not be immediate and please ensure business hours are respected.

Parent/Teacher Interviews

Parent/Teacher Interviews take place twice a year in Terms 1 and 3. Interviews are an important part of the communication process between the Classroom Teacher/s and Parent/Guardian/s. It is an opportunity to review students Personalised Plans and identify two-three key curriculum goals, which will be mapped against relevant syllabus outcomes. Parents/Guardians are expected to attend both Semester One and Semester Two Interviews. Dates will be advised in the **Important School Dates** document (see attached) and more information will be sent home prior to each interview including documentation that requires input from Parents/Guardians by identifying discussion points in the areas of student communication, mobility, safety, social skills and personal care.

Semester Reports

Classroom Teachers provide two formal student reports each year. These reports provide details on individual student progress throughout each semester including overview of learning in each Key Learning Area and progress grades.

- Students in Kindergarten to Year 6 are graded based on the regular NESA Syllabus stage content
- Students in Years 7-12 are graded based on NESA Life Skills Syllabus content
- A commitment to learning scale in each Key Learning Area highlights student attitude towards learning
- English and Mathematics also outline a selection of skills the student has attained in the semester known as 'Learning Gains' and targeted skills to develop the following semester known as 'Areas for Growth'
- The Positive Behaviour Profile identifies behaviours and social skills that build wellbeing and contribute to positive learning outcomes.

Semester Reports are completed at the end of Terms 2 and 4 and are sent home on completion of the Term.

Class Newsletters

Classroom Teachers publish an electronic class newsletter twice a term in weeks 5 and 9, which includes more detailed class information and photos of what has occurred during the previous weeks. The newsletter for each class will be sent out via the **Mater Dei SkoolBag app** only. Refer to the appendix for instructions on how to register for the Mater Dei SkoolBag app.

School Newsletter

The fortnightly Mater Dei School Newsletter is distributed to Parents/Guardians every second Monday (even weeks) via the **Mater Dei SkoolBag app** or in hard copy for those that make a request in writing.

SkoolBag App

The Mater Dei Skoolbag app is the primary communication tool for Mater Dei to communicate with families. This app features class newsletter items, fortnightly newsletters, flyers and events as well as the capability to send "alerts" and "push notifications" about important messages. The app can be downloaded on devices at no cost. Refer to the appendix for instructions on how to register for the Mater Dei SkoolBag app.

Official Mater Dei Facebook Site

The official Mater Dei Facebook Site ensures accurate, current and updated information about all Mater Dei information and events to all members of the Mater Dei community and those seeking information about the Organisation, its programs and facilities. The Facebook Site is updated regularly.

SMS Alert/Reminder

Mater Dei also utilises SMS for notifications, alerts and reminders.

Mater Dei Matters

On a Term basis, "Mater Dei Matters" is published and distributed to parents/guardians and members of the local and wider community. This publication is put together by the Development Team and comprises of reports and information from all Program Areas at Mater Dei.

Mater Dei Yearbook - Tempus

Each Year Mater Dei issues a Yearbook, known as Tempus. Tempus includes a wealth of information about the calendar year including special events and articles from each class. Yearbooks are issued well into the following year due to articles included right up until the very last day of school, then an editing process and professional printing.

Mater Dei Website

The Mater Dei website ensures extended communication with all members of the Mater Dei community and those seeking information about the Organisation, its programs and facilities. The website is updated regularly and includes copies of the School Newsletter, additional flyers, photo galleries and many important school policies. The Mater Dei website is: www.materdei.org.au.

Parent/Guardian Initiated Communications with Teachers

Parents/Guardians are reminded that Mater Dei teachers have multiple responsibilities outside of their direct teaching commitments. It is therefore usually difficult to arrange meetings on short notice during a school day. As a matter of general guidance, the first point of contact should be addressed to a student's Classroom Teacher.

If your matter is not able to be satisfactorily addressed you may wish to consult a member of the School Executive specific to their area of responsibility outlined in the School Executive Responsibilities page as part of the introduction to this handbook. If a parent/guardian is dissatisfied with the response of the relevant member of the Executive

Team (they should request an appointment with the Assistant Principal. If a parent/guardian is dissatisfied with the response of the Assistant Principal they should request an appointment with the CEO/Principal. If you feel that the issue or concern has not been adequately addressed, there are formal Complaint Handling procedures that may be followed. See 'Complaints'.

When seeking to arrange a meeting with the Classroom Teacher or member of the School Executive, Parents/Guardians should make a formal appointment for either a telephone or a face-to-face meeting. Appointments can be made by requesting in student diaries, telephoning the school reception or by emailing the teachers directly.

Social Networking

Communication between staff, students and Parents/Guardians should not extend to social networking sites such as Facebook. The Mater Dei Staff Social Networking Policy states that Mater Dei staff are not permitted to invite or accept invitations of current students or Parents/Guardians of Mater Dei students on social networking sites. Parents/guardians are therefore asked to respect staff policy by refraining from requesting staff to accept social networking invitations.

Related Policies

- *Mater Dei Parent and Guardian Communication Policy*

Complaints

Complaint Handling Policy

If a parent/guardian is dissatisfied with the conduct or outcome of their communications with a Teacher or other member of Mater Dei's staff they may lodge a formal complaint, which will be dealt with in accordance with our Complaint Handling Policy.

Mater Dei is committed to ensuring that its students and their Parents/Guardians have the right to lodge a complaint or to appeal a decision of the Organisation and to have their concerns addressed in ways that ensure access and equity, fairness, accountability and transparency. A complaint is an expression of dissatisfaction made to or about Mater Dei, its service, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required.

A person wishing to make a complaint may do so in writing or verbally to

- the staff member they were dealing with at the time
- the Program Manager of that staff member
- the CEO/Principal
- the Mater Dei Board of Directors, or
- The NSW Ombudsman
Telephone: 02 9286 1000
Toll free 1800 451 524
(TTY) 02 9264 8050
nswombo@ombo.nsw.gov.au

Written complaints may be sent to:
The Personal Assistant to the CEO/Principal
Mater Dei
PO Box 3090 NARELLAN NSW 2567
luisap@materdei.org.au

A Complaint Handling Process Brochure is available in hard copy in the School Reception or as a soft copy on the school website. An easy English brochure titled 'Do you need to make a complaint about something happening at Mater Dei' is also available for use by students and Parents/Guardians.

Parents/Guardians are asked not to use any form of social media as an avenue for venting their concerns. Concerns or issues that you may have occurred cannot be addressed appropriately by Mater Dei staff if they are raised on Facebook and other social media sites.

Related Policies

- *Mater Dei Complaint Handling Policy*

Conduct

Parents and Guardians

Parents and guardians are an integral part of a child's education. In order to balance the rights of parents and guardians, students, teachers and staff, Mater Dei expects parents to uphold a certain standard of behaviour. This standard allows children to learn, teachers to teach and other community members to participate in education, free from harassment, violence, intimidation or vilification.

Parents and guardians should set an example for their children, and the children of others. They have shared responsibility with their children, other parents/guardians and the school to ensure that their children abide by the *Student Code of Conduct*. For this reason parents/guardians are also expected to uphold the student values of Mater Dei School. Our student values are:

- Respect – for your teachers, parents/guardians, peers and members of the community;
- Kindness – towards everyone you interact with; and
- Safety – for yourself and others.

Mater Dei recognises that parents and guardians are often actively involved in the sporting and extracurricular events of their children. We encourage parents/guardians to participate in such activities and to support their children, however we also make clear that we have high expectations of parents/guardians at these events and activities. At these events, especially sporting events, parents/guardians are expected to:

- Encourage (without forcing) their children to participate
- Never ridicule, berate, discourage or otherwise interfere with your child or another child
- Uphold the principles of good sportsmanship and fair play
- Never yell, abuse or otherwise interfere with a sporting official, coach or other person
- Never incite, encourage or commit acts of violence
- Never use foul or abusing language
- Never interfere in an activity.

Dealing with the School

Parents and guardians are expected to deal with our teaching and non-teaching staff at all times in a way that is courteous and respectful. Parents and guardians should only communicate with teachers in accordance with our *Parent Communication Policy* so that teachers are able to discharge their duties without undue opposition from parents/guardians interference. Parents and guardians should not approach or interact with the children of other parents without their permission.

Courteous and Respectful Engagement

Mater Dei School staff endeavour to be courteous and respectful when engaging with our students, parents/guardians and our wider community. We also encourage students, parents/guardians and others to be courteous and respectful in return.

Mater Dei also encourages parents/guardians to be courteous and respectful in their relationships with each other and with Mater Dei staff. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other parents/guardians or Mater Dei staff and gossiping is unacceptable. Parents/guardians should also refrain from using information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

Parents/guardians must not discriminate against, harass for any unlawful reason, or bully for any reason any other Mater Dei parent/guardian or staff member. Obligations in this regard, including the list of unlawful reasons, are set out in the Mater Dei Discrimination, Harassment and Bullying Statement.

School Policies

Parents/guardians are expected to support their children so that they can comply with school policies. Parents/guardians, as members of the school community, are also expected to comply with school policies and reasonable directions including those relating to health and safety and communications with the school.

Students

At Mater Dei, we recognise that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

The Student Code of Conduct has been developed to clearly set out standards of behavior that students are expected to follow. Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the school. All students and families have ready access to support offered by school teachers and staff.

Values

Students are expected to uphold the student values of Mater Dei School. Our student values are:

- Respect – for your teachers, parents/guardians, peers and members of the community;
- Kindness – towards everyone you interact with; and
- Safety – for yourself and others.

These values are to be upheld in the way that students conduct themselves not only in the school, but also the community.

Rights and Responsibilities of Students

Students are expected to observe and uphold this statement of rights and responsibilities:

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
Reach your full learning potential in a safe and supportive environment	Enable others to learn in a safe and supportive environment
Be safe	Follow school policies, procedures and the directions of teachers at all times.
Be treated with respect	Treat others with respect
Be treated with kindness	Treat others with kindness

School Wide Positive Behaviour Expectations

Students are expected to conduct themselves in accordance with the Mater Dei School Wide Positive Behaviour Expectations, as well as the directions of teachers and staff. The Mater Dei School Wide Positive Behaviour Expectations, otherwise known as "The Mater Dei Way" focus on three essential elements: Be Kind, Be Safe, and Be Respectful. These are implemented through a School Wide Positive Behaviour Expectation matrix in which:

- Each of these three elements will be presented in a positive sense, using a combination of simple written text and visuals and will be taught explicitly to all students
- Each of these three elements will be prominently displayed in each of the significant learning spaces throughout the school. In each of these learning spaces, the three elements will be applied in a way that is relevant to that particular setting.

Related Policies

- *Mater Dei Student Code of Conduct*
- *Parent Communication Policy*
- *Mater Dei Parents and Guardians Code of Conduct*
- *Mater Dei Discrimination, Harassment and Bullying Statement.*

Confidentiality

Upon commencement of employment, all members of Mater Dei agree to respect the confidentiality of information and documents which he/she has access to in the course of, or arising from, their employment. Confidential information includes, but is not limited to:

- information about the former, current and future students of Mater Dei
- students' names and addresses
- computer data bases and computer software, and
- all other information obtained from, or in the course of staff members' employment with Mater Dei that is, by its nature, confidential.

Mater Dei members of staff will at all times, respect the Organisation's policy of confidentiality that includes the

following practices:

- only information that is deemed relevant to providing effective programming will be gathered;
- all information pertaining to a student will be kept in a locked file;
- copies of information not written by Mater Dei staff may only be released with written permission from the author; and
- students/families may see their own Student File on request.

Curriculum

Mater Dei implements the New South Wales Education Standards Authority (NESA) Syllabuses in all Key Learning Areas. These Syllabuses incorporate agreed Australian Curriculum content. Mater Dei is mandated to comply with timetable and curriculum guidelines as stipulated by NESA.

Kindergarten – Year 6

Students access universally designed learning experiences based on age and stage appropriate New South Wales Education Standards Authority (NESA) syllabus outcomes and content. Teachers provide additional support, including adjustments to teaching, learning experiences and assessment activities so that all students are able to access the curriculum. As well as participation in a weekly sport session and pastoral program, students in K-6 participate in the following Key Learning Areas:

2019
Kindergarten – Year 6
Religion
English
Mathematics
History (Semester 1)
Geography (Semester 2)
Science & Technology
Creative Arts
Personal Development, Health & Physical Education (PDHPE)

Years 7-12

Mater Dei implement New South Wales Education Standards Authority (NESA) Life Skills outcomes and content. The Life Skills outcomes and content were developed for students with special education needs, particularly those students with an intellectual disability. The content aligns directly with the general syllabus and ensures all students are able to best fulfill curriculum requirements by participating in a relevant, accessible and meaningful program of study that reflects the needs, interests and abilities of each student. As well as participation in a weekly sport session and pastoral program, students in Years 7-12 participate in the following Key Learning Areas:

2019		
Stage 4 (Years 7 & 8) Life Skills	Stage 5 (Years 9 & 10) Life Skills	Stage 6 (Years 11 & 12) Life Skills
Religion	Catholic Studies	Catholic Studies
English	English	English
Mathematics	Mathematics	Mathematics
Science	Science	PDHPE
History	History	Food Technology
Geography	Geography	Business and Economics
PDHPE	PDHPE	
Technology	Food Technology	
Music	Work Education	
Visual Arts	Languages	

Senior study

In Years 10, 11 and 12 students are able to earn an official credential from New South Wales Education Standards Authority (NESA), recording educational achievement. These include the Record of School Achievement (RoSA) – Life Skills and the Higher School Certificate (HSC) – Life Skills.

The Record of School Achievement (RoSA) is a cumulative credential for students who leave school before

completing their HSC. The RoSA lists all mandatory and additional Stage 5 and – where applicable – Stage 6 Life Skills courses completed along with a Profile of Student Achievement listing Life Skills outcomes achieved (with or without support). NESA issues the formal RoSA credential to students who satisfy the eligibility requirements when they leave school. School leavers who are not eligible for the RoSA will receive a Transcript of Study.

The Higher School Certificate (HSC) is issued to students on completion of Year 12 ensuring they have met curriculum requirements. Students are issued with an HSC testamur showing eligibility for the HSC along with a Record of Achievement outlining subjects completed and a Profile of Student Achievement listing Life Skills outcomes achieved (with or without support).

Students are able to access these official documents and results when released on *Students Online* provided by NESA. To access *Students Online*:

- Go to: <https://studentonline.bostes.nsw.edu.au>
- Select 'Activate your account now' and submit details
- The student's NESA Student Number will then be displayed and an email will be sent to the email address provided to Mater Dei
- Open the link in the email and enter the NESA Student Number to create a six-digit PIN that will form student login details.

Personalised Plans for Students with a Disability (PPSD)

A Personalised Plan for Students with a Disability (PPSD) is written for each student from Kindergarten to Year 12 and involves a collaborative process with the student, Parents/Guardians and Pastoral Teacher to meet and determine relevant and achievable learning outcomes for the student and identify various supports required. Learning goals are a written plan of action specifying agreed measureable goals (usually two to three) that are set against syllabus outcomes linking to literacy and numeracy. PPSDs are developed and reviewed with Parent/Guardians at Parent/Teacher Interviews held twice per year (see *Communication – Parent/Teacher Interviews*).

Religious Education Program

Mater Dei School's Religious Education Program underpins all teaching and learning at Mater Dei and we celebrate important occasions in the Church. Each class is taught a NESA endorsed Religious Education Celebrating Our Journey (K-6) and Catholic Studies Program (7-12). It has incorporated, 'To Know, Worship and Love', as the major text resource for each year level. Throughout their school week, the students engage on a daily basis with prayer, spirituality and Bible stories incorporated into the students' teaching and learning.

Sports Program

In 2019, sport sessions will take place as following:

- Tuesdays 1:30pm to 2:30pm - Years 7-12
- Wednesdays 1:30pm to 2:30pm – Kindergarten to Year 2
- Thursdays 1:30pm to 2:30pm – Years 3-6 (including Primary Polding)

All students will have the opportunity to participate in various sporting activities hosted by Mater Dei staff and some external providers. Locations in the school will change according to heat and wet weather. The school Sports Program costs \$20 a year and is added on to each student's schedule of fees for the year.

Students are to wear their school sports uniform on their designated sports day, including hats (see *Uniform*).

All students are expected to participate each week in our Sport Program unless medical reasons prevent them from doing so. Times when students cannot participate, should be covered by a note from Parents/Guardians and given to your child's Pastoral Teacher via the school diary.

All Year 7 and Year 8 students participate in sport on a Tuesday afternoon with Magdalene Catholic High School students. Students will be accompanied and under the care of Mater Dei staff and will travel in Mater Dei vehicles. Mater Dei sports uniform is required to be worn. More information regarding this program is provided to participating families via a note and permission form.

Community Access

All Mater Dei classes are encouraged to undertake community access for students where: a) it is relevant to the Key Learning Area outcomes addressed in class programs, b) Mater Dei vehicles and sufficient staff are available for support, and c) appropriate risk assessments have been completed. It may be the case on occasions that following

the risk assessment, a student may not participate in a particular community access visit. This will usually be the result of a risk assessment that indicates that either the student, other students, members of staff or members of the public may be at risk of some harm by the student participating in that specific community access visit. Community Access visits are an additional component of the curriculum at Mater Dei. These visits enhance the programs by providing opportunities to visit local community sites. Students will apply the skills they have learned during class time, for example, ordering goods, following maps, asking for help, working with budgets and timetables. Most Community Access visits are facilitated for Years 7-12 students as part of the Life Skills curriculum content.

Structured Work Placement Program (SWP)

Senior students in Years 10, 11 and 12 participate in the Structured Work Placement Program either on school premises, in the wider community, or a combination of both. The program forms part of the subjects Work Education and Work and the Community.

The skills developed during this regular work placement will be recognised as part of the student's school report at the end of each semester. Ongoing assessments address the issues of work skills, attitudes and self-esteem as well as interpersonal, leisure, recreational, decision-making and problem-solving skills. Whilst every effort is made to accommodate student interest in particular areas or industries, this is not always possible due to the types or number of host employers available; the types or levels of supports available at the host employer site; WHS industry restrictions or requirements (e.g. RSA licenses, Green Cards, White Cards etc). Students are also encouraged to try at least one new area/interest/industry that they are not familiar with to broaden their experiences whilst the opportunity at school affords. Year 12 students are always prioritised to placements each year to assist with their goal setting for post school avenues.

Shared Learning Program

Students in some Primary and/or Secondary classes will have the opportunity to travel to local Catholic Diocesan Schools to engage in shared learning experiences with their peers. Student involvement in Shared Learning experiences will be at the discretion of the Leader of Mission and Vision and Assistant Principal. Careful consideration must be given to many factors, including the suitability of the activity, resources, such as transport, licenced drivers and availability of partner schools, the results of Student-and Event-Risk Assessments, group dynamics and NESA requirements for indicative hours.

These experiences may be 'one-off' events, or regular weekly or fortnightly opportunities throughout the course of a term, semester or year. Shared learning experiences may include, but are not limited to, Key Learning Area lessons, sport sessions or PDHPE lessons, Masses and Liturgies or one-off excursions. More information will be provided to relevant Parent/Guardians including a note and permission form.

Wollongong Diocese/Magdalene Catholic High School Partnership

All students in Year Seven and Eight at Mater Dei join students from Magdalene Catholic High School (MCHS) for sport each Tuesday afternoon. Year 7 students also participate in Peer Support activities at Magdalene at the commencement of each year and some students in Year 8 attend lessons with other Year 8 Magdalene students before sport each Tuesday with the support of a Mater Dei staff member. Parents/Guardians are consulted prior to individual students engaging further in this program.

Homework

The Mater Dei school day is carefully planned to ensure that all Key Learning Areas (KLAs) are relevantly time tabled, taught, assessed and evaluated. As students experience a very busy day, Mater Dei School has a 'No Homework Policy' and does not send homework home with students however home reading based on the student's individual needs is encouraged.

Swimming Program

Mater Dei's Swimming Program (including learn-to-swim & water safety) forms part of the Key Learning Area Personal Development, Health & Physical Education (PDHPE). The program is run by qualified AUSTSWIM instructors, accompanied by class teachers and teacher's assistants in our Mater Dei Swimming Pool. Students in Years 1-10 have swimming classes weekly either for one semester or for all year, depending on timetabling.

On the day of swimming, students must bring their swimming gear in a separate bag with every item clearly labeled with your child's name. Swimming gear should include appropriate swimming attire (female students to wear a one piece swimming costume, board shorts and a rash shirt and male students to wear speedos, board shorts and a rash shirt) a towel, comb or brush, thongs, plastic bag for wet gear and goggles if needed (no blue lensed swimming goggles as these reflect the sun and may cause seizures in other students).

All students are expected to participate every week in our Swimming Program unless for one of the following reasons: Ear or nose infection, grommets or perforated ear drums, cuts or abrasions, continence issues, feminine hygiene issues, contagious illness, diarrhoea. A note or phone call from parents is required on the occasion that your child may not swim. As this activity makes up part of the indicative hours required by the Board of Studies for PDHPE, it is essential that unless for those reasons above (and other medical reasons) ALL STUDENTS in good health must regularly participate in this program. Each student will be notified at the beginning of each year when their swimming day will be. Students also wear sports uniform on this day for ease of dressing and undressing.

Mater Dei School is committed to providing a safe and supportive swimming program that prioritises the dignity and encourages the participation of all students, including those with specific needs. For this reason we implement the following Pool Guidelines around Healthy Swimming and Student Dignity:

Healthy Swimming

Mater Dei recognises the importance of minimising potential health risks to staff and students by maintaining pool water that is free from contamination.

In order to help maintain water quality Mater Dei implements the following guidelines:

- Students are to be bowel continent for 4 weeks (including after toilet training) before they can begin participating in the swimming program;
- Students and staff are not to swim for 2 weeks after having diarrhoea;
- Students and staff are not to swim for 2 weeks after having any other contagious illness or open sore;
- Students who have soiled themselves prior to swimming are to be showered by a Teacher Assistant before entering the pool (this is for students who may have had an accident, who are identified as soiling for behavioural reasons or students who are toilet timed). However, any student whose stools are loose are not to swim as it may be the onset of diarrhoea;
- Toilet Tracking Data will be kept for younger students, toilet timed students or students who are identified as being at risk of soiling. Discussions are to be conducted between the Executive, teacher/s, TA and pool staff before one of the above students may participate in the swimming program;
- Older students will be reminded about personal hygiene before swimming;
- Posters will be prominently displayed in change rooms regarding toileting before swimming, appropriate personal hygiene etc;
- All students will be encouraged to go to the toilet before swimming. Staff will offer younger students the opportunity to toilet during lessons;
- Toilet timed students and students who may be at risk of soiling will be toileted at least once during their swimming lesson;
- Toilet timed students and students who may be at risk of soiling are to wear Splash About Swimwear Splash Shorts (swimwear to be provided by parents);
- Students who have accidentally soiled more than twice in one week will not participate in swimming that week. Parents will be notified if this applies to their child;
- Students who have previously been excluded from swimming for reasons of accidental soiling etc are to transition back into the pool wearing Splash About Swimwear provided by Mater Dei;
- Students who are menstruating are not to participate in the swimming program until the end of their menstruation cycle; and
- If a student soils in the pool, then they will be required to be bowel continent for 2 weeks before resuming their place in the swimming program and will transition back wearing Splash About Swimwear Splash Shorts provided by Mater Dei.

To minimise the risk of infection and serious illness to staff and students, Mater Dei parents/guardians are required to comply with the following guidelines:

- Inform Mater Dei staff if their child has presented with diarrhoea, any other contagious illness or open sore, is menstruating or who has demonstrated a regression in toilet training/bowel continence; and
- Purchase and provide a pair of Splash About Swimwear Splash Shorts if their child is toilet timed or is identified as a student who may be at risk of soiling.

Student Dignity

To maintain the dignity of our students Mater Dei requires:

- Female students to wear a one piece swimming costume, board shorts and a rash shirt;
- Male students to wear speedos, board shorts and a rash shirt;
- All students to be changed in the designated pool change rooms only; and
- No student to wear swimwear under their school uniform to or from school.

Mater Dei parents/guardians are requested to follow the above guidelines with regards to the maintenance of student dignity.

Splash About Swimwear Splash Shorts

Splash About Swimwear Splash Shorts are available in child and adult sizes. The range can be purchased through www.littletoys.com.au

Other

- Mater Dei Workplace Learning Guide for Parents/Guardians
- Mater Dei Pool Guidelines

D

Disability Discrimination

Mater Dei understands the importance of enabling and promoting the participation of its students in activities, events and decision-making about issues that affect their lives and is therefore committed to provide a safe and educationally supportive environment that values and encourages participation by all students and workers, including those with disabilities. It is our policy that:

- Mater Dei students can participate in education and training without discrimination;
- Mater Dei students have opportunities to access the school curriculum and achieve educational outcomes, in the same manner as students without disabilities;
- Reasonable adjustments will be made where necessary, to ensure that Mater Dei students are able to participate in all activities available to students without disabilities;
- Individualised programs will be developed for Mater Dei students in consultation with parents/guardians and relevant experts.

Disability Standards for Education

All Mater Dei staff are required to complete the Disability Standards for Education – elearning Course to develop their practical skills and strategies in regard to meeting the Disability Standards for Education.

Related Policies

- *Mater Dei Disability Discrimination Policy*
- *Mater Dei Special Needs Policy*

Documentation

Mater Dei is committed to providing access to education in a safe, non-threatening environment by supporting skill development to facilitate student participation. Following is a list of a number of important documents that each student has. These documents are fluid and are referred to regularly and utilised by staff when develop[ing] educational programs, organising events and when communicating with parents.

Personalised Plans for Students with a Disability (PPSD)

A Personalised Plan for Students with a Disability (PPSD) is written for each student from Kindergarten to Year 12 and involves a collaborative process with the student, Parents/Guardians and Pastoral Teacher to meet and determine relevant and achievable learning outcomes for the student and identify various supports required. Learning goals are a written plan of action specifying agreed measureable goals (usually two to three) that are set against syllabus outcomes linking to literacy and numeracy. PPSDs are developed and reviewed with Parent/Guardians at Parent/Teacher Interviews held twice per year (see *Communication – Parent/Teacher Interviews*).

Student Support Plans (SSPs)

Each Mater Dei school student has an individual Student Support Plan (SSP), which includes information of diagnosis, family, interests, categorised support needs (behaviour, communication, sensory etc). These are updated once a semester or more frequently where needed.

Student Risk Profiles (SRPs)

Mater Dei School and its teachers have a duty to take care of students whilst they are involved in school activities, or are present for the purposes of a school activity. This duty of care is non-delegable. For this reason each student has an individual Student Risk Profile that is updated quarterly or more frequently if needed. Individual student Risk Profiles in turn help formulate student risk management and support plans that need to be put in place.

Student Semester Reports

Mater Dei provides students and parents with two formal student reports each year. These reports provide details on student progress throughout each semester. Semester Reports are completed at the end of Terms Two and Four and are sent home to parents on completion of the Term.

These reports provide progress grades in all Key Learning Areas. Students in Kindergarten to Year 6 are graded

based on age and stage content. Students in Years 7 to 12 are graded against Life Skills content. A commitment to learning scale in each Key Learning Area highlights student attitude towards learning. English and Mathematics also outline a selection of skills the student has attained in the semester known as 'Learning Gains' and targeted skills to develop the following semester known as 'Areas for Growth'. A Positive Behaviour Profile is also provided which identifies behaviours and social skills that build wellbeing and contribute to positive learning outcomes.

Assessment Data

Mater Dei Teachers take regular data on students throughout education programs to inform teaching. Teachers also collect data when working on students' individual learning goals. Each student also participates in a variety of standardised assessments to identify progress in the essential areas of literacy and numeracy. This data is recorded for each student and moves with each student from year to year and Teacher to Teacher.

Other Documentation

Other documentation and plans may be produced as required to identify supports. Examples of these may include Individual Health Care Plans (Seizure, asthma, diabetes, anaphylaxis, mobility) and Behaviour Support Plans (Incident Prevention and Response Plans – IPRPs).

F

Fees

As per the Enrolment Application, enrolment carries an obligation to pay ALL required school fees and levies. School fee statements are sent to parents/guardians at the beginning of Terms 1, 2 and 3. Payments can be made in full or part using the following methods: BPAY, Direct Debit, Cash or Cheque/Money Order. Parents/guardians may contact Mrs Lisa Gruar (Administration - Payroll, student fees) on Tuesdays, Wednesdays & Thursdays to discuss payment options of school fees. School fees do not include retreats or excursions.

If for any reason parents/guardians experience financial difficulty in meeting school fee commitments, they should contact Mrs Lisa Gruar or the CEO/Principal Mr Tony Fitzgerald immediately to advise of financial difficulty and discuss a payment option.

For safety and security reasons we strongly recommend that a large amount of cash is not brought to the school by students.

First Aid

First Aid Team

All members of the Mater Dei First Aid Team are First Aid trained with current qualifications. The Mater Dei First Aid Team comprises of: Mrs Kerrie Borthwick (Registered Nurse); Mrs Leigh Hough (Teacher's Assistant); Mrs Donna Morrison (Teacher's Assistant) and Mrs Tanya Madsen (Teacher's Assistant).

Illness

If a student arrives at school unwell or becomes unwell and basic care does not see improvement, the registered nurse or member of the First Aid Team will advise a member of the School Executive. If, in their opinion, it is necessary for a child to be collected from school for medical/health reasons, Parents/Guardians will be contacted to collect their son/daughter. The Assistant Principal and CEO/Principal support the Registered Nurse and First Aid Team in making this assessment and the determination is considered final. If Parents/Guardians are unavailable or are unable to come to school directly, then the emergency contact is informed and suitable arrangements are made by a member of the School Executive to care for the student until they are picked up from Mater Dei School in a reasonable and appropriate amount of time.

Head lice

Parents/guardians will be contacted to collect their child straight away from school if any evidence of live OR dead head lice OR head lice eggs are found in student's hair.

Medication at School

Mater Dei has a comprehensive Medication Policy to ensure the safety and wellbeing of students. A copy of the Mater Dei Medication Policy can be found on the School Website. If a student is required to have Medication administered at school the, Parent/Guardian is required to read the Medication Policy and submit necessary forms and documentation, as outlined in the policy, to Mater Dei's Registered Nurse (RN) BEFORE any medication can be administered. Medication will only be administered to a student if all the procedures outlined in the policy have been correctly followed and adhered to.

All medication is stored in a locked cabinet in the First Aid Room and may only be administered by the RN or First Aid Team at specified times during the day. Medication will be returned home each day in a labeled plastic bag together with a Tracking Form.

Medication at Home

Medication and changes to medication can have flow on effects at school. For the reason it is imperative that parents/guardians notify the school of any of the following in a timely manner:

- If a student commences a new medication that is only administered at home
- If the dosage of the medication that a student receives at home changes
- If a student ceases to take the medication that they have previously been receiving at home
- If a student misses a dose of medication at home

Immunisation Requirements

As per the requirements under the NSW Public Health Act 2010, Parents/Guardians are requested to provide an approved immunisation certificate that shows their child's immunisation status. The four approved Australian Immunisation Register (AIR) certificates are:

- AIR Immunisation History Statement - Fully immunised child (4 years and older);
- AIR Immunisation History Statement - Not up to date (4 years and older);
- AIR Immunisation History Statement - Medical contraindications or natural immunity; or
- AIR Immunisation History Form - Catch-up Schedule

While students can still be enrolled if an approved immunisation certificate is not provided, these children will be classified as unimmunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease at the school OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school. The required Immunisation History Statements can be obtained from myGov at <https://my.gov.au/>. Other records, such as the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record, are not able to be accepted.

First Aid Training

Mater Dei Teachers and TA's update their First Aid Training every two years.

Relevant Policies

- *Mater Dei First Aid Policy*
- *Mater Dei First Aid Procedures Flow Diagram*
- *Mater Dei Medical Health Care Plans*
- *Mater Dei Medication Policy and Procedures*
- *Mater Dei Medication Administration*
- *Mater Dei Accident Management Accident Management Policy and Procedures*
- *Mater Dei Asthma Management Policy and Procedures*
- *Mater Dei Seizure Management Policy and Procedures*
- *Mater Dei Anaphylactic Shock Management Policy and Procedures*
- *Mater Dei Diabetes Management Policy and Procedures*
- *Mater Dei Mobility Management Policy and Procedures*
- *Mater Dei Medical Records*
- *Mater Dei Infectious Disease*

Food

Food and Anaphylaxis

Anaphylaxis is a dramatic, often immediate, life threatening reaction to allergens. The most common causes of anaphylaxis in childhood are: nuts, dairy, eggs, seafood and sesame seeds. The smell of, or contact with, these allergens is enough to cause hives, stomach aches and diarrhoea and can potentially lead to an anaphylactic reaction. The children affected at Mater Dei (at this stage) are all anaphylactic to nuts and eggs.

As a result **Mater Dei is a NUT AND EGG FREE SCHOOL. We ask that no nut or egg products are sent to school. We also discourage students to share food at school.**

Food for Birthdays / Special Occasions / Celebrations

We ask that all Mater Dei families contact and discuss with the relevant class teacher first before sending in birthday cakes or treats for students so as to regulate and monitor the occurrence and frequency of party food at school.

Food - Canteen

See **C - Canteen**

M

Medication

See **F - First Aid**

Mission & Vision

As a Catholic and Good Samaritan School in the Benedictine tradition, Mater Dei respects the dignity of each person and the unique contribution they make to our school community. We are committed to providing a holistic and inclusive education for students that builds in them a capacity to become fully participating members of the community, and that dignifies their giftedness. We strive to work with Parents/Guardians to empower students to live independent lives that enrich the communities in which they live.

Mater Dei embraces the values espoused in the Good Samaritan Education Teaching and Learning Framework and the Good Samaritan Education Mission Framework. Mater Dei school participates in Masses and Liturgies throughout the calendar year, including our Opening Mass, Stations of the Cross, Mothers' Day Mass, St Benedict's Feast Day Mass, End of Year and Graduation Mass. Parents/Guardians are most welcome to attend these special days. Dates are notified in the **Important School Dates** document. Students and staff also participate Ash Wednesday Liturgies, Lent reflections and other special days within the Catholic Church.

School Prayer & School Song

Our School Prayer and School Song are integral at each of our community gatherings as a whole school, class or staff. The words for the School Prayer and School Song can be found within the front of each Mater Dei student diary.

Class Names and Benedictine Values

One infants/primary class and one secondary class each share the name of a significant religious figure connected to our Benedictine and Good Samaritan culture and heritage.

Class Name	Significance	Benedictine Value
Benedict	Named after Saint Benedict. Our Good Samaritan Sisters are of the Order of Saint Benedict.	Discipline
Gregory	Named after Sister Mary Gregory, Mater Dei's first School Principal.	Hospitality
Polding	Named after John Bede Polding, the first Bishop of Sydney who founded the Sisters of the Good Samaritan in Sydney.	Stewardship
McCabe	Named after Bishop McCabe, the Bishop who approached the Sisters of the Good Samaritan to change Mater Dei to a special needs school as opposed to an orphanage.	Love of Christ and Neighbour
Gibbons	Named after Mother Scholastica Gibbons, Mother Foundress of the Sisters of the Good Samaritan	Prayer
Mackillop	Named after Saint Mary Mackillop, Australia's first Saint.	Justice and Peace
Samaritan	Named after the Parable of the Good Samaritan.	Community

N

Nationally Consistent Collection of Data on School Students with Disability (NCCD)

Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD process requires schools to identify information already available in the school about supports provided to students with disability. These relate to legislative requirements under the *Disability Discrimination Act 1992* and the Disability Standards for Education 2005, in line with the *NCCD guidelines*.

Information provided about students to the Australian Government for the NCCD includes:

- year of schooling
- category of disability: physical, cognitive, sensory or social/emotional
- level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial or extensive.

This information assists schools to:

- formally recognise the supports and adjustments provided to students with disability in schools
- consider how they can strengthen the support of students with disability in schools
- develop shared practices so that they can review their learning programs in order to improve educational outcomes for students with disability.

The NCCD provides state and federal governments with the information they need to plan more broadly for the support of students with disability.

The NCCD will have no direct impact on your child and your child will not be involved in any testing process. The school will provide data to the Australian Government in such a way that no individual student will be able to be identified – the privacy and confidentiality of all students is ensured. All information is protected by privacy laws that regulate the collection, storage and disclosure of personal information. To find out more about these matters, please refer to the Australian Government's Privacy Policy (<https://www.education.gov.au/privacy-policy>).

Further information about the NCCD can be found on the NCCD Portal (<https://www.nccd.edu.au>).

P

Parents & Friends Association

The Parents & Friends Association (P&F) holds meetings at school on the first Monday of every month at 7pm. All are welcome to attend. The P&F supports the school in its educational and Faith Mission. The Principal or Assistant Principal attends each meeting. The P&F also has a Country Fair Committee that coordinates the Mater Dei Country Fair each year in October. Notices from the P&F occur regularly through the school newsletter and via the Mater Dei website. The Annual General Meeting takes place on the first Monday in March at 7pm each year.

Photography

Photography Permission

Parents and guardians are advised upon enrolment that often photos are taken of students during class or school events that may be used on the Mater Dei website, school newsletter or in publications such as Mater Dei Matters and local newspapers. Student work samples may also appear on the aforementioned platforms. Parents/Guardians indicate photography permissions upon enrolment. Parents/Guardians are required to advise any changes of permissions in writing.

Photography Guidelines for Parent/Guardians

Mater Dei may from time to time determine that photography or recording at school events or on school grounds is restricted. Where restriction is notified, Parents/Guardians are required to follow this restriction. Under no circumstances may a Parent/Guardian photograph or record in private areas such as change-rooms, or in school offices or staffrooms, or at meetings, without express permission.

The following best practice guidelines have been adopted by our school to keep our students and school community safe, and to ensure respectful practices concerning the use of social media. When taking photographs or recordings at school or at school events and your images include other identifiable persons please follow these guidelines:

- Crop out other students or seek the permission of the student or (for students under 16) his or her parent/guardian before posting online.
- Do not tag or name the person without permission.
- If a parent or guardian requests that you do not circulate an image of their child to others, please comply with the request.
- Please seek the permission of our staff to photograph or record their activities at school. Photography of staff presenting or receiving awards is permitted.

We ask for your cooperation and care concerning the use and distribution of photographs of other children at our school as some families have very real legal and safety issues which could put a child at risk if an image is made public online.

Relevant Policies

- *Mater Dei Photography Guidelines for Parents/Guardians*

Post-School Information

Planning for life beyond Mater Dei is an important step for Year 12 students and their families. There are a range of options available to school leavers after they finish school and these will be discussed during parent teacher interviews, Post School Information sessions and at Transition planning meetings. It is important for families to keep Mater Dei updated on NDIS information including meetings and review dates.

Transition Planning Meeting

The Leader of Pastoral Care, Kylee Laugesen will contact families approximately 8 weeks prior to their NDIS review meeting to organise a time to discuss goals for the following year. This meeting will occur 4 weeks before you're meeting to allow plenty of time to organise any documentation required. All families will be provided with a Post School Transition Form after the meeting with Mater Dei has taken place, to take with them to the NDIS review meeting to assist in obtain a range of funding to support Post School options.

Post-School Information Night

A Post School Information Night is held each year to explain this important process to Year 12 students and their Parents/Guardians. Students in Years 11 and 10 and their Parents/Guardians are also invited and strongly encouraged to attend this very important session. Date is advised via **Important School Dates** document.

Psychologist

Our School Psychologist, Mrs Caroline Ooi, works on a Monday and Tuesday each week. As well as carrying out Psychometric Assessments, the School Psychologist advises on Students of Concern meetings with the Assistant Principal and Leader of Pastoral Care and assists in a variety of supports including referrals.

Psychometric Assessments

It is compulsory for all students with additional and special needs in New South Wales schools ie Department of Education, Catholic Education and Congregational Schools (such as Mater Dei) to have a Psychometric Assessment completed to ascertain each student's disability confirmation and hence, enrolment in these particular schools.

The Nationally Consistent Collection of Data for Students with Disabilities (NCCD) requires students to have an updated assessment:

- during significant transition periods
- when the needs of the student has considerably changed outside of transition timelines
- to continue to frequently monitor students who fall within the mild classification

Mater Dei undertakes these assessments during the following years of schooling:

- Year 1
- Year 4
- Year 7
- Year 10 (before 16 years and 11 months)

Psychometric Assessments require standardised testing by a Psychologist utilising normed reference testing measures. The Mater Dei School Psychologist undertakes these assessments at a subsidized cost to parents. Mater Dei communicate with Parents/Guardians when an updated assessment is required via letter with more information.

Parents and Carers may opt to access an external agency to arrange these assessments and forward to Mater Dei no later than the month the assessment is due. Mater Dei requires a Cognitive Assessment (e.g. WISC or WIPPSI) and an Adaptive Functioning Assessment (e.g. Vineland 3 or SIB-R). Mater Dei no longer accepts the ABAS.

Relevant Policies

- *Mater Dei Counselling Services (student) Policy*
- *Mater Dei Student Wellbeing Referral Form*

S

Smoking

No smoking is permitted in the school buildings or grounds.

Sport

See **C - Curriculum**

Structured Work Placement

See **C - Curriculum**

Student Leaders

The Mater Dei student leadership model provides the school leaders with an active, responsible role and creates opportunities for positive role modeling for the other students at Mater Dei.

The Student Leadership Positions

- Two School Captains from Year 12
- Four Secondary House Captains from Years 11 or 12
- Four Primary School Councillors from Years 5 or 6

Responsibilities of Student Leaders

The **School Captains** serve the school at both formal and informal school functions, which will include:

- An active role at School Masses and Liturgies including undertaking readings, offertory procession and 'Welcome' speeches
- Representing Mater Dei at functions such as The Foundation Dinner, Golf Days, other local high school functions and Diocesan events
- An active role at Principal's Assemblies

The **Primary School Councillors** leadership positions involve:

- Being positive role models for all younger students
- Following all school rules and wearing their uniform correctly and with pride
- Playing an active role at Principal's Assemblies and some other selected events
- Representing Mater Dei at functions and community events

The **Secondary House Captains** leadership positions will involve:

- Assisting staff with organising students at Athletics and Swimming carnivals
- Playing an active role in assisting staff with organising students at House Days and other school based House events and activities
- Playing an active role at Principal's Assemblies
- Representing Mater Dei at functions and community events

Relevant Policies

- *Mater Dei Student Leadership Policy*

Student Information

Student Information Relevant to Risk Assessment

Mater Dei has a legal responsibility under the relevant sections of the Education Act 1990 and the Children and Young Persons (Care and Protection) Act 1998 to assess and manage any risk of harm to its staff and students. It is therefore vital that Parents/Guardians notify the school of anything in their child's history or current circumstances (including medical, violent behaviours, child protection issues) that might pose a risk to the safety, welfare or well-being of their child, other students or staff at this school.

Under Chapter 16A of the CYPCP Act Mater Dei may request from a Prescribed Body or the Department of Family and Community Services information that they may hold that relates to the safety, welfare and well-being of a child or

young person.

It is essential that Mater Dei has all relevant and current information about individual student needs in order to make reasonable adjustments to meet those needs. Therefore, Mater Dei must be advised promptly of any changes to the needs of a student at any stage of their enrolment period.

Supports

Student Personal Care and Toileting

Select students are escorted and/or assisted for toileting/personal care as per their Student Support Plan (SSP). Mater Dei staff follow strict protocols for assisting students in these situations so that an 'Arena of Safety' for both staff and students and student dignity is maintained at all times.

If a student soils themselves, a staff member will provide verbal and/or physical prompting and assistance where required. Students will be changed into their spare underwear and/or uniform from their bag and soiled items will then be rinsed thoroughly and washed in our laundry. When a student does not have a spare change of clothes in their bag, they will be provided with clean clothing from our spare clothing pool. Time permitting, students may be changed back into their own uniform before the end of the day. In the instances where Mater Dei spare clothing are worn we ask that parents please wash and return them as soon as possible.

Although every effort will be made to wash clothing prior to dismissal, where accidents occur after lunch, items may be thoroughly rinsed and sent home in a plastic bag labelled with your child's name. If the student travels home on taxi and the items are badly soiled and require washing, we will wash the uniform and send it home the following day. In some instances where the underwear is badly soiled, the underwear will be discarded.

All accidents and clothing changes will be briefly communicated via the student diary, as well as if they have been sent home in their uniform or Mater Dei spare underwear or clothing.

Student Transitions at School

Photo identification of students who have identified supports to transition between levels and around the school, are displayed at significant access points (lifts, stairwell doors, classroom exit points). This information is recognised on Student Support Plans (SSPs) and is generally due to mobility and medical needs.

Sun Protection

Mater Dei strongly enforces rules such as 'no hat, play in the shade' with all students. Parents/Guardians are asked to send a school hat each day in your child's school bag for them to wear at meal breaks, sport sessions and community access. Families are also asked to apply sunscreen to their child prior to leaving home each morning.

Swimming

See ***C - Curriculum***

T

Technology

Personal Electronic Devices

Personal electronic devices are items such as mobile phones, Ipods, DS computer consoles, Ipads, Gameboys etc. **No student is allowed to use these items whilst at school unless they are granted permission to do so through the Student BYOD Guidelines** (*see T – Technology*).

Students are asked to check these items in at reception once they arrive at school and pick them up before dismissal in the afternoon. This is to ensure that these items stay safe and are not lost, broken or stolen. **We strongly encourage students to leave these items at home when and where possible.**

Student BYOD Guidelines

Mater Dei recognises that assistive technology can transform the world of education for students with disabilities, particularly in the areas of augmentative and alternative communication. For this reason Mater Dei has developed a Bring your Own Device (BYOD) Policy for students whose speech therapy goals involve the use of assistive technology devices.

Parents are required to contact the Leader of Pastoral Care in the first instance to initiate the appropriate paperwork, in consultation with the student's Therapist, BEFORE the student can bring device to school.

Students will only be permitted to use a BYOD if Mater Dei receives correspondence from their Therapist to do so. This correspondence must include an implementation scaffold that will outline things such as which App/software will be used, how the device is to be used and when the device is to be used. It will be an expectation that the Therapist will meet with the Leader of Pastoral Care to discuss the plan for implementation and where necessary training and support in the use of the App/software.

Parents/Guardians will be required to sign a BYOD User Agreements which includes an understanding that there is a heightened risk of damage to devices that are brought to school and not in any circumstance will Mater Dei or any member of Mater Dei staff be held accountable for the loss or damage to any personal device belonging to any student and therefore will not be responsible to make good any cost associated with repair or replacement.

Mater Dei Insurances policies do not provide cover for BYOD. Insurance is the responsibility of Parents/Guardians and they should consider whether the device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device. Students will be provided with an individualised set of guidelines in a form appropriate to their understanding.

Technology in the Classroom

Students and staff at Mater Dei have access to an ever-growing list of technology resources including lap tops, interactive whiteboards, IPADS and the Internet. Technology is a powerful resource for learning, as well as an efficient means of communication whose benefits exceed any disadvantages. Acceptable use of these resources is monitored at all times, with particular attention to security arrangements for both staff and students.

Therapy

Mater Dei Early Intervention Therapy Service

Mater Dei students can access Mater Dei Early Intervention Therapy Services during school hours. For more information contact their Reception on 4654 8727.

External Therapy Providers

There is no provision for external Therapists (speech, occupational, behavioural, psychological) to facilitate therapy sessions at Mater Dei.

In the course of responding to the individual support needs of particular students from time to time, Mater Dei in consultation with Parents/Guardians may initiate an invitation for additional external and specific therapy intervention (speech, occupational, behavioural, psychological, other) to work with Mater Dei staff and the student in the context of the classroom for an agreed and fixed period of time.

In exceptional circumstances and on an individual case-by-case basis, Parents/Guardians may request for an external Therapist to attend Mater Dei to conduct a 'one-off' observation of a student. This may only take place in the context of the child's learning environment.

Attendance Exemptions for Therapy

See A – Absences from School - Exemption from Attendance at School

U

Uniform

Boys Summer Uniform Terms 1 & 4		Boys Winter Uniform Terms 2 & 3	
Years K-12		Years K-6	Years 7-12
			
<ul style="list-style-type: none"> • Mater Dei white summer over shirt • Grey Mater Dei regulation shorts (108's) • Regulation Mater Dei hat • Plain grey ankle socks • Plain black leather school shoes • Mater Dei school bag 		<ul style="list-style-type: none"> • Mater Dei white long sleeved collared shirt • Grey Mater Dei regulation trousers (134's) • Mater Dei navy jumper • Mater Dei jacket (Yr K to 6 only) • Mater Dei navy unisex blazer (Yr 7 to 12 only) • Mater Dei navy microfiber unisex tracksuit • Mater Dei tie • Regulation Mater Dei hat • Plain grey ankle socks • Plain black leather school shoes • Mater Dei school bag 	
Girls Summer Uniform Terms 1 & 4		Girls Winter Uniform Terms 2 & 3	
Years K-12		Years K-6	Years 7-12
			
<ul style="list-style-type: none"> • Mater Dei summer white/gold/navy school dress • Plain white ankle socks • Plain black leather school shoes • Navy or white ribbons in hair • Regulation Mater Dei hat 		<ul style="list-style-type: none"> • Mater Dei white Peter Pan long sleeved shirt • Mater Dei grey/navy check winter tunic • Mater Dei navy jumper • Mater Dei navy unisex blazer (Yr 7 to 12 only) • Mater Dei tie • Regulation Mater Dei hat • Navy stockings or navy long socks • Plain black leather school shoes • Mater Dei school bag 	
Boys and Girls Sport Uniform			
To be worn on designated days identified by the Classroom Teacher including Sport, Physical Education & Swimming			
Summer		Winter	
			
		<ul style="list-style-type: none"> • Mater Dei navy microfiber unisex track pants and jacket • Mater Dei navy microfiber unisex sports shorts • Mater Dei white and navy unisex summer polo shirt • Plain white sport socks • Regulation Mater Dei hat 	

Uniform Guidelines

At Mater Dei we believe that students should be encouraged to wear an appropriately designed school uniform at all times. We believe that the specified uniform should be worn in full by all students. No Mater Dei student will be discriminated against because of Parent/Guardian financial stress or because of particular physical constraints as a result of their disability. In these circumstances Parents/Guardians should contact the Assistant Principal or CEO/Principal.

The following uniform and grooming guidelines are applicable for all students. **All students will need to be in the complete, specified Mater Dei uniform for school and sport, supplied by Yeronga School Uniforms.** Mater Dei school uniforms from Yeronga Uniforms may now be purchased online at www.yerongauniforms.com

Grooming Guidelines

Our School uniform identifies us as a community. The way our uniform is worn reflects who we are as a community and how much we value our School. In addition to wearing the correct items of clothing students are encouraged to adhere to the following guidelines for grooming.

Grooming Guidelines for Girls

- Hair should be clean, neat & tidy and of a natural colour. Excess use of product (mousse, gels and sprays) is discouraged. Hair styles should be moderate, avoiding extremes, so as not to draw attention or cause comment. Girls shoulder length hair needs to be fully tied back off the face and eyes. Only school coloured hair accessories are to be worn.
- No make-up is to be worn.
- Fingernails are to be natural and of an acceptable length. Nail polish is not to be worn.
- No jewellery is to be worn except:
 - Watch
 - a neck chain with a religious symbol is permitted to be worn under the uniform
 - one set of plain, silver or gold, studs or sleepers in the lower ear lobe (no other visible piercings are to be worn)

Grooming Guidelines for Boys

- Hair should be clean, neat & tidy and of a natural colour. Excess use of product (mousse, gels and sprays) is discouraged. Hair styles should be moderate, avoiding extremes, so as not to draw attention or cause comment. The following hairstyles are not acceptable:
 - Long hair below the collar
 - Undercuts
 - Sculptured or shaved designs
 - Hair, which hangs across the face
- Boys are encouraged to be clean shaven.
- No jewellery, including earrings and other visible piercings, are to be worn except:
 - Watch
 - A neck chain with a religious symbol is permitted to be worn under the uniform

Uniform & Grooming Infringements

Parents and guardians will be the first point of contact in circumstances where students present for school with uniform or grooming outside these guidelines.

Actions that staff may take to rectify the infringement may include (but are not limited to):

- Rectifying breeches of grooming (eg. unkempt hair; hair not tied back; removal of nail polish or make-up etc.) upon a student's arrival at school.
- Confiscating the non-uniform item for the day with student's collecting it from their teacher at the end of the day to take home and not bring back to school again (eg. excess jewellery, extra piercings).
- Limiting a student's participation in community access activities or structured work placement that day (eg. inappropriate clothing for SWP, non Mater Dei new school uniform items).
- A student remaining at home until the infringement is either rectified or modified (eg. an extreme hairstyle cut and colour).

- Establishing a mentoring program between a student and specific staff member for teaching, monitoring and rewarding of appropriate grooming skills (eg. a male staff member may mentor a male student in regards to shaving).

The Assistant Principal or CEO/Principal have the right to waver uniform requirements in special circumstances and will make all final decisions on matters relating to uniform and grooming.

Second Hand Uniforms

Purchasing Second Hand Uniforms

Mater Dei has a Second-hand Uniform Noticeboard. There are a large number of both boys and girls second hand winter, summer and sports uniforms on our Second-hand Uniform Noticeboard in very good condition. Follow the instructions below to have a look. To buy a uniform item:

- Log onto the Mater Dei Second hand Uniform address: <http://www.materdeicamden.org/uniforms>
- When you know which item you would like to purchase, click on "show number" under the "contact" column.
- Copy the security number displayed in the picture into the text box and press enter. The full phone number of the contact person selling the item will appear.
- Contact the person selling the item to privately arrange payment and pick up of item.

Selling Second Hand Uniforms

Do you have second hand Mater Dei uniforms that you would like to sell? Simply email Katrina Simms (from reception) on katrinas@materdei.org.au or contact her on 4654 8713. Katrina will add the items you wish to sell. Please don't forget to contact Katrina when an item is no longer available or has been sold so she can remove it from the site.

Relevant Policies

- *Mater Dei Uniform Policy*

V

Volunteers & Visitors

Mater Dei recognises that volunteers can make a significant contribution to our range of programs by giving their time and sharing their skills and expertise with others. However, at the same time, students at Mater Dei thrive on routine and consistency. This inevitably means that we attempt to limit the number of external visitors to our site and into our classrooms, and as such, we only allow a certain number of vacancies each term to encompass all the many volunteer/visitor requests we receive each year.

All volunteers, including canteen volunteers, over the age of 18 years must complete a Working with Children Check before they can act as a volunteer in the school. This can be done by going to www.newcheck.kids.nsw.gov.au, filling out the online application form and then presenting proof of identity at a Service NSW. Once a Working with Children number has been obtained you are to provide it to Personal Assistant to the CEO/Principal along with your surname and date of birth (Contact the Personal Assistant to the CEO/Principal on 4655 7481 for further information on how to obtain a Working with Children number).

All volunteers and visitors must sign the book located in Reception upon entering the school stating their name, the time they arrive and the person they are reporting to and wear a visitor's lanyard. When leaving the school they must sign out and return their lanyard. This is done for safety purposes and in the case of emergency where we can check to see who is on the school premises.

To avoid disruption to student routines we request that all volunteers and visitors, including canteen volunteers and family visitors, refrain from accessing student learning spaces unless previous permission has been granted.

APPENDIX 1

Updated Important School Dates 2019

Updated 4 February 2019



Term	Date	Event
ONE	Wednesday, 30 January	All students return to school at 9am
		New Kindergarten students commence at 9.30am
	Wednesday, 20 February	Opening School Mass at 9.30am
		Parent Teacher Interview Evening
	Friday, 1 March	PUPIL FREE DAY
	Saturday, 2 March	2019 Mater Dei Enrolment Open Day
	Friday, 8 March	Principal's Assembly at 1.30pm
		2020 Mater Dei Enrolment Applications Close
	Friday, 29 March	School Swimming Carnival for Year 3 to Year 12 K-2 Water Activity Day at school
	Friday, 5 April	PUPIL FREE DAY
Friday, 12 April	LAST DAY OF TERM ONE and Stations of the Cross	
Term	Date	Event
TWO	Monday, 29 April	All students return to school at 9am
	Friday, 3 May	Principal's Assembly & Anzac Day Liturgy at 1.30pm
	Wednesday, 8 May	Mother's Day Mass at 9.30am
	Friday, 24 May	SCHOOL PHOTOS
	Friday, 31 May	PUPIL FREE DAY
	Monday, 10 June	PUBLIC HOLIDAY
	Friday, 14 June	Principal's Assembly at 1.30pm
	Friday, 21 June	G Day Liturgy and School Athletics Carnival
	Friday, 28 June	LAST DAY OF TERM TWO
Term	Date	Event
THREE	Monday, 22 July	All students return to school at 9am
	Wednesday, 31 July	St Benedict's Feast Day Mass and Celebrations
	Friday, 9 August	Principal's Assembly at 1.30pm
	Wednesday, 14 August	Parent Teacher Interview Evening
	Friday, 16 August	PUPIL FREE DAY
	Friday, 30 August	Celebration of Learning Class Visits
	Friday, 6 September	Foundation Dinner Rehearsals at The Cube
	Friday, 13 September	PUPIL FREE DAY
	Friday, 20 September	Principal's Assembly at 1.30pm
	Friday, 27 September	LAST DAY OF TERM THREE
Term	Date	Event
FOUR	Monday, 14 October	All students return to school at 9am
	Sunday, 20 October	Country Fair
	Friday, 25 October	Principal's Assembly at 1.30pm
	Thursday, 14 November	Performing Arts Night (PAN) Matinee
	Friday, 15 November	Performing Arts Night (PAN)
	Friday, 22 November	PUPIL FREE DAY
	Friday, 29 November	Principal's Assembly & Country Fair Thank You at 1.30pm
		School End of Year Mass
	Friday, 6 December	Secondary End of Year Award Assembly
		LAST DAY FOR ALL YEAR 11 and YEAR 12 STUDENTS
	Monday, 9 December	Year 11 and Year 12 Formal
		LAST DAY OF SCHOOL FOR ALL STUDENTS
	Thursday, 12 December	KINDER to YEAR 10 Primary End of Year Award Assembly

APPENDIX 2

Skoolbag 
Complete communication solution



Skoolbag mobile app communicates directly to parent smartphones.

Skoolbag integrates with your School Website. Update your site, and Skoolbag mobile app all at once!

For Parents

If you are a Parent and your school has Skoolbag, you can install the app on your phone or tablet device by following these instructions:

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.

Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.

If you have any questions please email sales@skoolbag.com.au

APPENDIX 3

MATER DEI POLICY AND PROCEDURES

The following policies and procedures can be viewed on the school website or you can request a hard copies by contacting the Personal Assistant to the CEO/Principal.

Policies & Procedures

- Behaviour Management Policy
- Bullying Prevention and Intervention
- Child Protection Policy Suite
 - Child Protection Compliance Policy
 - Incident Management Overview Flow Chart
 - Abuse, Grooming & Neglect Identification & Initial Notification
 - Mandatory Reporting of Abuse & Neglect
 - Reportable Conduct of Staff, Volunteers & Others
 - Detecting, Reporting and Addressing Grooming Behaviours
 - Child Safety Code of Conduct
 - Commitment to Child Safety
 - Working With Children Check
- Complaint Handling Policy
- Discrimination, Harassment and Bullying Statement
- Enrolment Policy and Procedures
- Medication Policy and associated annexures/forms
- Parent and Guardian Communication Policy
- Parent and Guardian Code of Conduct
- Pastoral Care Policy
- Pool Guidelines
- Privacy Policy
- School Photography Guidelines for Parents and Guardians
- Student Attendance Policy
- Student Code of Conduct
- Student Exemption from Attending School Policy and Parental Application for Exemption from Attendance at School
- Student Extended Leave (Travel or holiday) Policy and Application for Extended Leave – Travel (10-100 days)
- Student at Risk Report Part A
- Accident Management Policy and Procedures
- Anaphylactic Shock Management Policy and Procedures
- Asthma Management Policy and Procedures
- Counselling Services
- Diabetes Management Policy and Procedures
- Disability Discrimination Policy
- Excursion, Incursion, Inclusion and Community Access Opportunity Policy
- First Aid Policy
- Medical Health Care Plans
- Pastoral Care Policy
- Seizure Management Policy and Procedures
- Student Duty of Care Policy
- Student Leadership policy
- Student Mobility Management Policy and Procedures
- Special Needs policy
- Structured Work Placement Guidelines and the Workplace Learning Guide for Parents/Guardians
- Student Welfare and Attendance Compliance Policy
- Sun Protection Policy and Procedures
- Supervision (general) Guidelines
- Suspension and Expulsion Procedures
- Uniform Policy