

# ST. LEONARD'S PARENTS' A-Z REFERENCE GUIDE

## ABSENCE

If a child is absent from school, for any reason, a written explanation from the parent or guardian must be provided to the classroom teacher upon the child's return. The presentation of a note is a legal requirement for schools.

It is imperative that you notify the school if your child is going to be away by either a phone call to the school office or an email to [info@leonardsgwav.catholic.edu.au](mailto:info@leonardsgwav.catholic.edu.au). Any unexplained absences will be followed up by school staff. New child safety legislation mandates that the school seek clarification of a student's unexplained absence if a parent has not advised the school. Please remember it is your responsibility to contact the school to inform if your child is going to be absent or late to school.

### ***Holidays/Planned Absences***

If you are considering taking your child out of school for a holiday or any other planned absence, your request must be directed in writing to the principal or email [principal@leonadsgwav.catholic.edu.au](mailto:principal@leonadsgwav.catholic.edu.au) seeking permission for such absence

### ***Arriving late/leaving school during school hours.***

Please sign your children in or out at the school office if you are late or need to take your child from school during school hours. A student late pass will also be issued and this must be handed to the classroom teacher.

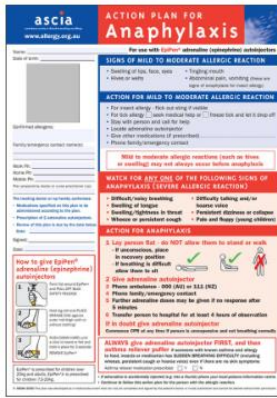
## ANAPHYLAXIS & ASTHMA

Any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis will have an individual management plan developed in consultation with the student's parents and teacher. The plan will need to be in place prior to the student commencing at St Leonard's. An Action Plan for Anaphylaxis must also be provided to the school and updated yearly. All Action Plans and Epipens are kept in sick bay.

An Action Plan for Allergic Reactions must also be provided to the school for children with allergies who have not been prescribed adrenaline autoinjectors (Epipen)

Students with asthma must provide a current Asthma Action Plan signed by a doctor. This plan must be kept up to date and any changes in condition are to be notified immediately.

Students with asthma must bring Ventolin and a spacer to school. If your child requires assistance with administering Ventolin, it will be kept in sick bay. For all other children it can remain in their school bags.



**ASSEMBLY**

A school assembly is held each Tuesday afternoon (except term 3, due to performing arts concert and art show held bi-annually) at 2.40 pm in the Community Centre. Different classes are scheduled to host each assembly where they present some of the work they have completed in class.

**BASKETS – Communication with Office**

In the mornings teachers collect any notes/envelopes from children for the office which are placed in the class basket for delivery to the office by 9.00am. Please note, it is not appropriate to send large sums of cash to school via children’s bags. Any large payments of cash should be delivered by hand to the school office by parents. The baskets will be collected from the office every day after 3.00pm. Teachers will then distribute relevant notes/envelopes.

**BOOK CLUB**

The school acts as an agent for Scholastic Bookclub who offer affordable children’s books at reasonable rates. Catalogues are distributed once per term and orders are placed online by families. Each issue contains curated, age-appropriate titles that have been carefully selected and levelled by a dedicated team of professional booklovers. For every Book Club order placed, Scholastic gives back 20% of the order spend to schools to purchase valuable educational resources via its Scholastic Rewards program.

**BOOK LISTS**

Booklists are distributed to children in October from Link Educational Supplies, the school’s book and stationery supplier. Orders can be made online or sent to the school office. Book collection day is held in November. Alternatively, books can be collected at the store or delivered to your home. Link Educational Supplies is located at the intersection of Waverley & Stephensons Road, Mt Waverley.

**CAMP**

Children in Years 5 and 6 attend a school camp each year. PGL Camp Rumbug and Sovereign Hill are our preferred camp sites and the children attend both sites alternatively. The camp provides opportunities for teachers and students to get to know each other and to enjoy

an activity based educational camp experience.

## CANTEEN

The school outsources the canteen to Classroom Cuisine, an online alternative to the traditional tuck-shop. Orders are placed by parents online before 8:30am to ensure same day delivery. The food is of an excellent quality and is delivered each day in individually wrapped bags. To place an order or to view the service offered please visit:

[www.classroomcuisine.com.au](http://www.classroomcuisine.com.au). The service is offered every day except Tuesday.

## CAREMONKEY

CareMonkey is a web-based online platform to help schools and other groups with a duty of care go paperless, save time and be prepared for emergencies. This platform automates forms (permission forms for school excursions, school camp, use of photos, etc), medical records and approval processes. It is used to manage field trips, to automate parent and staff forms and to keep medical data up-to-date. CareMonkey's infrastructure and systems makes communication between home and school more efficient and effective. "Link", the school's newsletter is also distributed to families via CareMonkey.

## CAR PARKS

Parking is available at the rear of the Community Centre off Springvale Road and at the rear of the school off Allen Street. Parents using the Allen St car park are asked to join the queue of cars waiting to pull up to the "pick up" spot at the back gate before and after school. After school, if your child is not at the back gate when you pull up you are asked to continue on the loop and rejoin the traffic queue.

Please note that there is no drop off or pick up zone in the Springvale Road entrance.

Parents using this car park are required to park the car and escort their children to and from the property. A top speed of 5 km per hour is permitted in all school car parks.

Parents are asked not to stop on Springvale Rd, either to drop off or pick up children. Parents are requested also not to double park or park across driveways in Allen Street when collecting children from the rear entrance. Please also note, teacher supervision is provided at both entrances from 8.30am – 8.45am and 3.15pm – 3.30pm.

## CHILD SAFETY STANDARDS

At St. Leonard's we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

The St Leonard's Child Safe Policy provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school. This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No.870](#).

This policy applies to school staff, including school employees, volunteers, contractors and clergy.

## CHROMEBOOKS

Chromebooks are used throughout the school as the main device for students to use. The chromebooks allow students to access their school documents which are stored online, work collaboratively with others and use relevant websites. The Year 5/6's are allocated a chromebook for their exclusive use, that is taken home for educational use to complete homework tasks. Currently there are enough chromebooks for each student in Year 3 and 4 to be allocated an individual chromebook to use throughout the school day as required. Students in Prep to Year 2 have access to a bank of chromebooks that are shared across these year levels.

## COUNSELLOR

The school employs a counsellor to work one day per week on the school premises. The counsellor is available to work with students in a safe and confidential environment supporting issues related to self-esteem, social and behavioural issues, bullying and peer relationships, grief and loss. Any parent who would like to access the service of the counsellor are obliged to do so through the Principal or Wellbeing Coordinator.

## CSEF (CAMPS, SPORTS & EXCURSIONS FUND)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like:

- school camps or trips
- swimming and school-organised sport programs
- outdoor education programs
- excursions and incursions.

From 2020, the Victorian Government is investing an additional \$160.9 million for the Camps, Sports and Excursions Fund over the next four years. This funding will help ensure more than 220,000 government and non-government students from lower-income families are able to participate in camps, sports and excursions each year. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. The payment amount of \$125 per eligible primary school student is made directly to the school and tied to the student.

## DAILY TIMETABLE

- 8.30am Morning duty begins students supervised on asphalt
- 8:40 am Bell rings for students to get ready for classes
- 8.45 am Bell rings to begin the day. All classes begin with a meditation
- 8:50 am Classes begin for first teaching session (including specialists)
- 10.50 am Children eat play lunch
- 11.00 am Bell rings to begin morning recess
- 11.30 am Bell rings to end recess and begin second teaching session
- 1.30 pm Children eat lunch
- 1.40 pm Bell rings for lunch break
- 2.30 pm Bell rings to end lunch break and begin afternoon teaching session
- 3.15 pm Bell rings for dismissal
- 3.30 pm After school supervision concludes

## **EXCURSIONS/INCURSIONS**

Excursions / Incursions take place in each year level of the school and are an integral part of the school curriculum. It is expected that all children will participate in the excursion program. The Excursion Levy per child meets the cost of excursions/incursions. Parents will be informed of the excursion details via CareMonkey prior to the excursion taking place. Parents are asked to give permission to attend the excursion via CareMonkey, otherwise children will be excluded from the excursion if no response is received.

## **FIRST AID**

All children who are sick at school are sent to the sick bay for their own care and welfare. The office administration staff will contact parents if children are not well enough to remain at school. Should your child require medication during school time, a Medication Authority Form must be completed and signed by the parent. Medication must be in its original packaging and is administered by the office administration staff. As part of our First Aid Policy, any child presenting to the sick bay after a head knock of any type must remain in sick bay until parents have been contacted personally. Please note that any child not well enough to go outside at recess or lunchtime is not well enough to be at school.

## **FIRST AID TRAINING**

The school has entered into a commercial arrangement with Healthguard First Aid to train and maintain the appropriate level 2 First Aid training for all staff. Healthguard advises us when this training needs to be updated and they offer appropriate Professional Development training on site after hours.

## **G-SUITE FOR EDUCATION**

St Leonard's uses G-Suite for Education which is a collection of free online applications, tailored specifically for educational institutions and it includes all school email accounts. Specifically this means that G-Suite for Education accounts are managed by the Catholic Education Commission of Victoria (CECV) and St Leonard's School (and not by Google) and all advertisements are turned off.

The G-Suite for Education online applications do not reside on the computer itself, but rather they are accessed through a web browser. The benefit of this structure allows flexibility in accessing documents and projects from any computer with Internet access. Staff and students can access their school documents from any internet connected device. Students can share their files with a teacher or peers, which gives them the option to work collaboratively and for others to view published pieces.

## **HATS**

School hats are compulsory in 1<sup>st</sup> and 4<sup>th</sup> term as part of our "Sun Smart" Policy. A "no hat no Play" rule applies. We ask that all hats remain at school for the whole year. When the UV index reaches 3 or above the children will be asked to wear their hats in terms 2 and 3.

## HEALTH (IMMUNISATION) REGULATIONS

It is a legal requirement to provide an Immunisation History Statement from the AIR (Australian Immunisation Register) when you enrol your child in primary school in Victoria. The statement shows the child is up to date with all immunisations they can receive. If your child has not received vaccines for any reason, they will still require an Immunisation History Statement to enrol in primary school. The statement will show their vaccinations are overdue and will state that they are not up to date. However, the child will still be able to enrol in and attend school. The school principal and health authorities need to know whether or not your child has been immunised. This information will help keep children safe. If there is a disease outbreak, children who have not been immunised, can be quickly identified and excluded from school until the risk of infection has passed.

St Leonard's also has a responsibility, under the Public Health and Wellbeing Regulations 2019, to exclude certain children for periods as specified in the regulations. There is also a responsibility to follow any direction to exclude a child that is made by the Chief Health Officer. Please refer to <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/exclusion-periods-role-of-schools-and-child-care-services> for the exclusion period for infectious conditions.

## HOMEWORK

It is expected that all children will be given homework activities across all year levels. This may vary depending on the year level of your child. The following is a guide of the homework expectations set for each year level.

Prep (15-20 mins four times per week)

- Reading and parents sign Reading Diary
- Word lists – sight vocab and set spelling words

Years 1 - 2 (30 mins each night)

- Literacy
  - home reading book to be read each night
  - home reader journals to be completed and signed by parents. Due Fridays
  - practise spelling works and test on Fridays
- Numeracy
  - forward and backwards counting
  - skip counting

Year 3 - 4

- Home reading: children may select a picture story book, junior fiction book, non-fiction book, or perhaps occasionally read a newspaper or magazine article. This reading is recorded four nights per week in the school diary (title, page numbers or chapter). Parents are to sign their child's reading log daily with a recommended reading time of 10 minutes over four nights.
- Spelling words: Children are required to learn their allocated list of words which will be determined by a Pre-test each Monday. Revision of spelling words is on a nightly basis with a spelling test on Fridays.



- Maths: 20 minutes from the children's Mental Maths Book 'New Wave'. Homework sheet is also provided and used in conjunction with 'New Wave'. The focus of Mental Maths is the strategies the children use to solve a problem.
- Other homework requirements may include tasks in the areas of: Numeracy, English, Spelling, Inquiry, Religion, as well as occasional research activities, eg STEM.
- Homework and diaries are due every Friday morning.

#### Years 5 - 6

- Students are required to complete approximately 40 minutes per night of written tasks and reading Monday to Thursday. The children are required to read for a minimum of 3 nights per week, recording the title of their book and pages read, in their diaries. Parents are required to sign student diaries each week for collection by their teacher on Friday. (The RE task in the student diary may also be part of homework requirements).
- Spelling: Children are pre-tested on the set sound pattern each Monday and re-tested each Friday. These words will reflect their individual learning requirements. Children are expected to revise their list words on a nightly basis and complete a weekly spelling activity.
- Homework Tasks: The homework reflects what is being taught in class and may consist of tasks related to our Inquiry and Religion unit for the Term. Each week there may also be a Literacy or Maths component.
- It is important to remember that what takes one child ten minutes to do, may take another twice or three times as long. Set time limits and routines can be useful in educating each child in an efficient and effective time use. Parents may need to hold discussions with the teacher to clarify expectations regarding their child.
- Parents are not required to correct written homework, but are asked to supervise the work. Please acknowledge that your child has produced his/her best effort by signing their homework by the end of the week. If for some unforeseen reason homework is not completed, a note of explanation in the diary, by a parent, would be appreciated.

### ICAS TESTING

We provide parents the opportunity for their children to sit the University of NSW ICAS tests from Years 2 – 6. These tests are in the following subjects: Science, Writing, Digital Technologies, English, Mathematics and Spelling Bee. They are run throughout Australasia and give feedback on your child's performance against like aged children. Because they are voluntary, this data can be sometimes misleading as it is often the case that only the high performing students decide to sit these exams and therefore true ranking is often problematic as opposed to the NAPLAN testing in which every child (in Years 3 & 5) is required to sit. Having said that they are a good test and can provide valuable feedback to parents and teachers. All of the costs associated with these tests will be met by the parents before the test is sat.

***Please note, due to the overwhelming number of students now sitting these tests they will be offered after school so that adequate supervision can be provided.***

### INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)

As part of the school curriculum, St Leonard's provides supervised access to Information & Communication Technologies (ICT). The school's computer network, internet access facilities, computers and other school digital technology equipment/devices bring great benefits to the teaching and learning programs at St Leonard's and to the effective operation of the school. The overall goal of the school in this matter is to create and

maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. St Leonard's Cybersafety Use Agreement includes information about you and your child's obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment. All students will be issued with a Use Agreement and once consent has been given to the school, students will be able to use the school's Digital Technology equipment/devices.

**The Cybersafety Use Agreement is comprised of:**

**Section A: Introduction**

**Section B: Cybersafety Rules Students**

**Section C: Cybersafety Use Agreement and Form.**

**Section D: Student Photograph Permission Form**

**Section E: Data Storage Permission Form**

## **INTERSCHOOL SPORTS**

All children in years 5 & 6 are involved in the Interschool Sports Program which runs throughout the school year. The program involves competition between primary schools within the Monash District, with teams in the following sports: swimming, tennis, cricket, cross-country, athletics, softball, volleyball, football, soccer, T-ball and Hoop Time. If a student displays a high level of skill in their chosen sport they will proceed to the selection trials at District level.

## **LIBRARY**

The library is the centre of the school's available resources, contributing directly to the child's learning experiences. The library houses a variety of resource materials: picture story books, fiction and non-fiction books, pictures and various audio-visual aids and equipment. All children are encouraged and expected to borrow books from the school library regularly throughout the school year. Parents are asked to encourage the borrowing of books by taking an interest in what their children borrow. To help protect books from being damaged, it is expected that each child will have a library bag (a rectangular draw string material bag). If library books are lost or damaged through carelessness, it is expected that the replacement costs will be met by the child/family concerned. The children also participate in the Premier's Reading Challenge yearly, since it first began in 2005. The Challenge encourages children to read a set number of books over the year and record their efforts online.

## **LIBRARY FOUNDATION**

The Library Foundation was established in 1990 by the School to provide an additional source of finance for Library resources. The Foundation is a registered body with the ATO and is able to provide Tax Deductibility for donations. The Foundation is open to receive donations at any time throughout the year and acknowledgement is made in library books.

## **LINK NEWSLETTER**

The school newsletter "Link" is published on a weekly basis and is sent electronically to all families via CareMonkey. Link is a valuable resource for parents, providing information on the school's activities and scheduled events, including important messages from the principal and other level leaders within the school.



## **LOST PROPERTY**

Unclaimed property is held in the Lost Property Box which is located in the school administration office. At the end of each term all un-named, unclaimed articles are directed to second-hand or disposed.

## **MASS**

Each class attends a morning mass approximately once per term with whole school masses also held on special occasions (Preps attend mass in the latter part of the year). We also organise Sunday Sacramental Commitment School Masses approximately once per term. It is an expectation that where possible all students attend these masses. There are also whole school masses at different times throughout the year.

## **MANDATORY REPORTING**

All members of the teaching profession are mandated by law to report signs of physical and/or sexual abuse and neglect. A more detailed explanation of the guidelines can be found in the school's Mandatory Reporting Policy. The summary of procedures is as follows:

- discuss each matter with the Principal. Record concerns.
- meet with the Advisory Committee if and when appropriate;
- form a belief that a child is in need of protection;
- report the matter to the Department of Health and Human Services;
- Observe strict confidentiality.

Please note: It is now mandatory for all adults to report suspected abuse of a sexual nature to the police.

## **MEDITATION**

All classes begin the day with a class meditation. The purpose of these meditations is to start the day with a calming reflective 5 – 10 minutes period to clear the mind and be ready to start the day. All doors are closed at 8:45 to begin the meditations. Anyone not in the room when they begin are required to wait outside the classroom until they are completed.

## **NATIONAL LITERACY/NUMERACY TESTING (NAPLAN)**

National Literacy/Numeracy testing is conducted each year for all years 3 & 5 children with the exception of any child who is exempt. The tests include Language Conventions & Writing, Reading and Numeracy.

## **OPEN DAYS**

We hold 4 formal open days throughout the year. The first two days are held during Catholic Education Week in March. The second set of dates are held during State Education Week in May. Tours commence from 9.00am and are conducted on the hour, with the last tour at 4.00pm.

## **OUT OF SCHOOL HOURS CARE PROGRAM (OSHC)**

OSHC operates at St. Leonard's before school from 7.30 am to 8.30 am and after school from 3.15 pm to 6.15 pm. It provides care in a safe, warm, friendly, caring and homely atmosphere. The program is outsourced to Camp Australia. Applications and reservations are made online at [www.campastralia.com.au](http://www.campastralia.com.au)

## **PARENT HANDBOOK**

The parent handbook and this A-Z reference guide can be found on the school website: [www.leonardsgwav.catholic.edu.au](http://www.leonardsgwav.catholic.edu.au)

## **PARENT PARTICIPATION**

All parents are encouraged to be actively involved in the life of the school. Opportunities are available for participation in classroom programs, excursions, senior sport, school library etc., and as parent representatives on the Parish Advisory Board and P.F.A. Board. All parents volunteering must hold a current Working with Children Check and read and sign the school's child safe policy. All parent helpers/volunteers must sign in on the iPad located at the school office and also obtain a "Parent Helper" pass.

## **PARENT TEACHER INTERVIEWS**

Parent/Teacher interviews are arranged twice per year in February and June. These meetings provide an opportunity for parents to discuss the progress of their children and any concerns that either teacher or parent may have. Teachers are available at other times to discuss a child's educational growth with parents. Parents are asked to telephone the school or contact the teacher personally to make an appointment for any interviews. This ensures that the teacher is available and that the interview is profitable for all concerned. The Principal and the Learning Diversity Leader are always available for parents to discuss the wellbeing of children. Appointments can be made by contacting the school office.

## **PHYSICAL EDUCATION**

All children from prep to year 6 have a weekly PE lesson. Children are expected to wear sports uniform on their sports day (Wednesday, Thursday or Friday). The children are also placed in a house team of either Blue, Green, Red or Yellow and their selected colour will remain the same for the duration of their primary school years.

Each year, the school also holds its twilight sports at the Central Reserve athletics track November/December (weather permitting). Children compete against each house team in various athletic events. The winning team receives the honour of having their house team engraved on the twilight sports shield (displayed opposite the principal's office).

## **POLICY DEVELOPMENT**

Policies are developed continually through a process involving the Parish Advisory School's Education Board, the School's Principal and teaching staff. The detailed policies are documented in the School Policy Manual and represent the guidelines within which the School operates.

## PREP ORIENTATION AND OPEN DAYS

As part of our prep induction/transition program we offer 4 transition days for children to attend. These sessions will run from 9.30am – 11.30am.

The children will be involved in specific “getting to know you” sessions with either our current prep teachers or our specialist staff. At the same time we have timetabled parent information sessions on a number of topics. We have specific sessions where parents can become more informed about the running of the school and the types of curriculum offered. Past experience has shown us that these days, while being of invaluable importance to the children’s smooth transition to school, are also often vitally important to many parents as well.

## REPORTS

Formal written reports are issued twice per year, at the end of second and fourth terms. These are sent home to parents in sealed envelopes.

## SACRAMENTAL DATES

Children make their sacraments in the following grade levels:

Reconciliation      year 3

Communion          year 4

Confirmation        year 6

It is the responsibility of the teaching staff to prepare the children for each of the sacraments. The Sacrament event is planned in conjunction with the Religious Education Coordinator.

## SCHOOL CLOSURE DAYS

The school is entitled up to 6 school closure days per year. These are generally planned 12 months in advance. The school leadership team will set these dates to coincide with the PD needs for that year.

## SCHOOL UNIFORM

All school uniforms can be purchased through Surrey Clothing. Purchases can be made online: [www.surreyclothing.com.au](http://www.surreyclothing.com.au) with a free delivery service to the school. Alternatively you can visit their shop at 424 Station Street, Box Hill, Contact phone: 9890 3487. Please note that Surrey Clothing will also open up a school based shop approximately twice per term between the hours of 8:30 -10:00am. This shop is set up in the Multipurpose Room.

**Girls' Summer:** Green, grey and white checked cotton/polyester frock. White socks with black school shoes (buckle or lace up). Dark green or gold hair ribbon or scrunchie.

**Girls' Winter:** Green and gold tunic and dark green stockings.

Girls winter uniform also consists of bottle green gabardine pants, gold skivvy or lemon shirt, green jumper with gold stripe, grey socks and black shoes.

**Boys' Summer:** Grey shorts, grey shirt, grey socks and black shoes.

**Boys' Winter:** Grey gabardine pants, gold skivvy or grey shirt, green jumper with a gold stripe, grey socks and black shoes.

**Sports Uniform:** Gold polo shirt with school monogram, bottle green shorts, bottle green

sports windcheater with school monogram, white sport socks and sport shoes. During the winter months bottle green tracksuit pants may be worn instead of shorts. Bootleg tracksuit pants are available for girls but not compulsory. Optional sports jacket is also available.

**Hats:** School hats are compulsory during 1<sup>st</sup> and 4<sup>th</sup> Term

**School Bags:** School bags are available at the Uniform shop.

**School uniform is to be worn at all times.**



## STEM

STEM is an approach to learning that integrates the areas of Science, Technology, Engineering and Mathematics. This approach develops skills such as critical thinking, collaboration, communication, creativity, citizenship and character development. At St Leonard's we are involved with the "Adopt an Engineer" program that connects engineering students with schools. We use the expertise of the engineering student to assist us in planning and implementing STEM lessons for our students on a regular basis.

## STUDENT WELLBEING TEAM

The school's leadership team constitutes the Wellbeing group who are responsible for monitoring the wellbeing of all students. The school also employs a Wellbeing/Learning Diversity Leader. Any parental concerns regarding student wellbeing should be directed to the classroom teachers, principal (Mr Rob Horwood), Wellbeing Leader (Mrs Angela Foale) or the Learning Diversity Leader (Mrs Lyn Nelson).

## SWIMMING LESSONS

Swimming tuition is compulsory for all students in term 4. The swimming program is held at the Monash Aquatic & Recreation Centre and swimming lessons are conducted over an 8 day fortnight (no swimming on the Wednesday).

## **WEBSITE**

The school's website is managed by the principal and deputy principal and is updated on a regular basis. All parents are encouraged to familiarise themselves with the various information contained on the site.

Please note the website is: [www.leonardsgwav.catholic.edu.au](http://www.leonardsgwav.catholic.edu.au)

## **WET DAYS AND DAYS OF EXTREME HEAT**

On days of extreme weather conditions, the school curriculum is adapted so that pupils are engaged in school activities appropriate to the weather. Pupils are not dismissed early. On wet days and days of extreme heat during recess and lunchtime children will remain in their classrooms and engage in quiet activities of their choosing. Two adjoining classrooms will be supervised by one teacher.

## **WORKING WITH CHILDREN CHECK (WWCC)**

All volunteers (parents and non-parents) and other persons entering the school, ie contractors, tradespeople, etc must have a WWCC. The technicality of this check is that it is for anyone who has direct contact and supervision of children or non-direct contact but working in an area near children. Therefore, any parent helpers must comply. After a parent completes the online application, they are to present the receipt at the post office as part of the application process. Once the application has been finalised, the Department of Justice will issue a licence-sized WWCC card. It is important to note that the school also receives notification of a successful application from the Department of Justice, only if St Leonard's has been nominated on the application form. These are kept on file in the school office. Please note the cost of these checks is free if you are a volunteer.

## **YARD SUPERVISION**

The school's playground is supervised at all times by a teacher(s). Before school supervision commences at 8.30am and after school supervision concludes at 3.30pm. Children still on the premises at 3.30pm are required to wait in the school office until they are collected. Children who have not been collected from the office by 3.40 pm will be sent to O.S.H.C. at the parent's expense. Teachers on yard duty are identifiable by the fluoro vests that they are required to wear.

## **ZEBRA CROSSING**

All children crossing from the school to the Community Centre or Hall MUST use the zebra crossing provided. All children and parents are requested to use this crossing before and after school as well.