



Christ the King
CATHOLIC PRIMARY SCHOOL BASS HILL



**Newman
Selective**
GIFTED EDUCATION PROGRAM

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Parent Handbook 2025



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Christ the King

CATHOLIC PRIMARY SCHOOL BASS HILL

2 Cantrell Street Yagoona 2199 Ph: (02) 9644 9700 Fax: (02) 9644 1976
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Dear Parents,

Welcome to Christ the King Catholic Primary School. You have already taught your child so many lessons in life. At the school we will work with you to support your efforts to provide a challenging and enjoyable Catholic education for your child.

Our Catholic school is Gospel-based and firmly committed to Christ and to proclaiming His message. As a Catholic school in the Archdiocese of Sydney, we are called to bring life to the Archbishop's Charter.

At the school the teachers will assist and support you in what you have begun at home, but they will never replace you as your child's first teacher. Therefore, you owe them your loyal co-operation and support in the work they carry out as your delegates. All staff members, in their vocation as Catholic educators, have the best interest of your child at heart, and will endeavour to see that the maximum is done for every child.

May Christ be with us all as we walk in partnership to nurture the education and faith of those placed in our care.

Let us go together confidently into 2025.

SCHOOL PROFILE

Christ the King Bass Hill School and Parish is a long established Catholic community.

On 29 January 1957, Josephite Sister Patricia O'Brien and postulant Sister Assunta arrived at Bass Hill to establish a school. To their dismay they found no desks for the children, just cold metal chairs to sit on. It was Easter that year before desks became available. Each day they travelled from the convent at Lidcombe.

Fr Corrigan obtained the first of many demountable classrooms in 1958 and had it placed on the then vacant site. The buildings grew in time and the debt got larger. When Fr John Farrar became Parish Priest in 1970 he obtained 2 new demountables, one to serve as a Library and one for Year 6.

Father John Williams then attended to the business of initiating new additions to the school, and in 1988 the first additions to the school were completed. These consisted of seven new classrooms and a teachers' workroom. The Administration, Library, Music Room, Diverse Learning/EALD Room and Canteen were all housed in temporary dwellings at this time.

Another building project was completed in 2004 - the *Father John Williams Building*, which consists of a Library, Administration area, Music room and staff facilities. This project was largely funded by the Commonwealth Government and Sydney Catholic Schools. In 2011, under the Australian Government's Nation Building Economic Stimulus Plan, a new multi purpose hall and additional specialist learning areas were built on the school grounds.

From its beginnings Christ the King School has been part of the system of parish primary schools administered by the Sydney Catholic Schools, which has the responsibility of appointing Principals. These Principals have overseen many improvements to Christ the King School including new buildings, provision of shade structures, playground equipment, air conditioning, view boards to all classrooms, and secured fencing.

The school focuses on the Key Learning Areas of Religious Education, English, Mathematics, Science and Technology, Geography, History, Creative Arts, Music, Personal Development, Health and Physical Education. Technology is integrated into all Key Learning Areas. Christ the King School is well-equipped to meet the needs of the 21st century learner.

Some 67 years after schooling had commenced, without even a desk to sit at, students are being taught in modern school buildings and with equipment to match.

PARTNERSHIP

The school is very much committed to partnership with the Parish and the community and strives to work as one in planning and celebrating the Liturgy, Sacraments and school life. Parents are very involved and attend the various school and parish functions.

OUR STUDENTS

Christ The King School educates boys and girls from Kindergarten to Year 6, the present enrolment being just under 200 children. This includes 7 class groups K-6. The children of Christ the King School come from a variety of ethnic backgrounds with approximately 92% EAL/D (English as a Second Language or Dialect) enrolment.



Our Vision

In the light of Christ the King, every child will have the opportunity to reach their fullest potential in an engaging, empowering, innovative and faith-filled community.

Our Mission

At Christ the King together:

- We learn
- We grow
- We walk in Christ's way



NEWMAN SELECTIVE GIFTED EDUCATION PROGRAM AT CHRIST THE KING

Christ the King School is a Newman Selective Gifted Education School and has been recognised in implementing a range of processes to enhance the learning of identified gifted students.

The Newman Selective Gifted Education Program is unique to Sydney Catholic Schools. The program began in 2011 to ensure educational equity for gifted learners in Catholic primary and secondary schools. To date many schools across the Archdiocese are engaged in the program, which caters for the particular learning, social and emotional needs of identified gifted students. The program's strong focus on differentiated learning has positively impacted whole school pedagogy, enriched professional experiences for teachers, and resulted in increased learning gains for students.

Christ the King School has an appointed Newman Facilitator, who has specialised qualifications in Gifted Education. The Newman Facilitator is assisted by a Newman Team which comprises both teachers on staff, as well as the Principal. The Principal and teachers participate each term in Newman professional learning days. These gatherings typically combine a high calibre professional learning presentation followed by sharing of practice. They are a valuable way to gain insights about other schools' operation of the program and to share the school's own successes and challenges. School based professional learning in Gifted Education is a priority each year and is included in the school's Annual Improvement Plan. All staff members participate in professional learning in Gifted Education.

At Christ the King, students are assessed across a range of domains to access the program and their progress is comprehensively monitored and evaluated. Students can participate in various programs such as Creative Arts, Mathematics Extension Groups, technology and computational skills, rich literature experiences, STEM (Science, Technology, Engineering and Mathematics) initiatives and personal interest research. Differentiation also occurs during classroom lessons. The Newman Selective Gifted Education Program is aimed at catering for the needs of all students.

Each year Christ the King celebrates the student's achievements by presenting a Learning Symposium.

THE ARCHBISHOP'S CHARTER FOR CATHOLIC SCHOOLS

ARCHDIOCESE OF SYDNEY

CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF SYDNEY ARE CALLED TO:

1. give witness to their distinctive educational, spiritual, moral and social purposes within the evangelising mission of the Church, founded on faith in Jesus Christ, and express this in a Mission Statement that identifies their traditions and charism
2. nurture students' love of learning through a Catholic pedagogy that fosters the development of the intellect, moral knowledge, understanding and reasoning in a relational, social and cultural context
3. assist students to know, understand and celebrate their Catholic faith through the implementation of the Religious Education Curriculum of the Archdiocese
4. encourage students' participation in and commitment to the Catholic life of the school through prayer, meditation and involvement in the life of the parish including Sunday Eucharist
5. teach students to know, understand and act on Catholic social teaching, in particular the 'preferential option for the poor', the obligation to be good stewards of God's creation, the recognition of universal human rights and the responsibility of fostering peaceful relations among peoples
6. care for students through an inclusive curriculum, pastoral care and student wellbeing policies and practices that are consistent with the mission of the Catholic school
7. give priority to the enrolment of Catholic students
8. work in partnership with and support parents as the primary educators of their children
9. work with Parish Priests in nurturing communities where the celebration of the Eucharist, Sacraments, Sacred Scripture, prayer and Catholic symbols support students in developing a personal Relationship with Jesus
10. employ staff who have the capacity and commitment to give Christian witness and contribute to the mission of the Church
11. provide a range of evangelising, catechising, and faith formation opportunities to enhance the witness and Catholic practice of staff, students and families.



PARENT CHARTER

Version 1 Published 12 November 2024



PARENTS ALWAYS INFLUENCE THE MORAL DEVELOPMENT OF THEIR CHILDREN... IT FOLLOWS THAT THEY SHOULD TAKE UP THIS ESSENTIAL ROLE AND CARRY IT OUT CONSCIOUSLY, ENTHUSIASTICALLY, REASONABLY AND APPROPRIATELY...

Pope Francis, Excerpt from *Amoris Laetitia* (The Joy of Love)

The intention of this Charter is to outline the principles and expectations that underpin the relationship between parents and schools as we work together to build school communities based on our enduring values of faith, hope and love.

Sydney Catholic schools strive to nurture a partnership between parents and schools where:

- all relationships are based on mutual respect, trust and a spirit of collaboration under the ethos and values of the Catholic Church
- parents are valued and recognised for the primary role they play in their child's faith formation, learning and wellbeing
- teachers and staff are respected for their expertise in educating students, managing student behaviour and making recommendations to support student learning and wellbeing
- parents, schools and parishes work collaboratively to achieve the best possible outcomes for each student.

WORKING TOGETHER

In choosing a Sydney Catholic school, parents take on a shared responsibility with the school for their child's learning, but parents always remain the primary educators of their child.

Sydney Catholic schools commit to:

- offering a loving, faith-filled environment where each student comes to know the person of Jesus Christ
- providing a place where each student can learn and feel safe
- treating every member of the school community with courtesy and respect
- delivering the curriculum and programs for students in line with Australian requirements
- enabling parents to ask questions and speak to teachers and other staff at a mutually convenient time
- allowing any concern or complaint to be heard so that ongoing relationships will continue respectfully
- responding to calls, emails or requests for information or meetings in a reasonable timeframe. Please be conscious that teachers are in class or on duty all day
- communicating with parents through newsletters, mobile alerts, emails and formal meetings, such as parent-teacher interviews and information nights.



Parents will:

- adhere to and maintain all commitments made at the time of enrolment throughout their child's schooling
- always treat every member of the community with courtesy and respect
- use positive language about the school, staff, subjects, learning and rules, with their child
- ensure their child completes all assigned homework, study and assessments
- ensure their child attends school each day
- respect the personal and online privacy of every member of the school community
- support the school's behavioural expectations
- not engage in intimidation, violence, bullying, or harassment of any staff, student or other parents
- disclose all information required by the school
- ensure the prompt payment of school fees
- reasonably consider the perspectives of the school, other students and other parents
- honour requests to meet with the school in person to create plans and resolve any issues, misunderstandings or concerns
- support their child's participation in the liturgical and faith life of the school including the Religious Education curriculum.

Teachers are the first point of contact

To discuss your child's learning, experiences at school, or to raise a concern, parents are asked first to contact the appropriate class or pastoral teacher.

If the appropriate teacher cannot resolve the issue or concern, please follow the [SCS Resolution of Complaints Policy](#) and the local school process for managing concerns next to the relevant year/subject coordinator (where applicable) before escalating the matter to the school leadership team if it has still not been resolved.

Parents should not approach other students or parents to clarify any issues or concerns

All matters should be discussed with the appropriate teacher who can then discuss the matter with the relevant staff and students.

Unacceptable behaviour

To ensure the safety and wellbeing of students, staff, and the community, steps must be taken to address unacceptable behaviour from parents and carers, where these occur.

Examples of unacceptable behaviour from parents (in person, by phone, video, or online) include:

- aggressive, rude or threatening language or gestures; swearing; shouting; close physical proximity or violence toward staff, students, or other parents
- inappropriate, derogatory, threatening or discriminatory posts on social media, text groups or online forums about staff, students or other parents
- recording, photographing or videoing staff, students or other parents without consent, or posting or circulating any images or recordings to others
- unreasonable volumes of calls, texts or emails
- vexatious or frivolous complaints
- bullying, harassment, or sexual harassment of staff.

Consequences for unacceptable behaviour

In the rare circumstances where there are repeated or serious unacceptable behaviours, steps may be taken including:

- a written warning
- a direction not to approach particular staff, parents, or students while on-site
- limiting email/phone contact with the school or meetings to video only
- exclusion from the school site and/or all school events
- reports being made to NSW Police or other agencies
- termination of your child/ren's enrolment contract with Sydney Catholic Schools.



Enrolment Commitment



In Australia we celebrate over 200 years of the Catholic School System. It was a system set up to be alternate to the state school system of schools. Its basis for existence is the firm belief in Christ being central to all we do in educating our children. With this belief comes the responsibility of members of the community to actively participate in the life of both school and parish.

By accepting enrolment for your child you agree to the following expectations which are based on the firm belief in the partnership between home and school.

That, as parents, you:

- accept the responsibility for helping your child to respond, as a member of a faith community, to his/her Baptism by guiding him/her towards fuller participation in the Sacramental life of the Catholic Community.
- ensure that your child experiences worship and prayer within the parish community.
- support the ongoing education of your child by participating in school activities such as Masses, liturgies and school assemblies and special events where possible.
- support school policies in the areas of discipline, uniform and behaviour which are designed to reflect the Gospel values on which Catholic Schools are founded.
- become involved in support programs where possible.
- become involved in the school community where possible by attending parent meetings and functions, etc.
- actively support fundraising activities which help to provide essential teaching resources for the children in our school.
- are prepared to pay school fees as determined by Sydney Catholic Schools (*bearing in mind that no child shall be excluded from Catholic Education at Christ the King School for purely financial reasons*).

Please remember that enrolment of your child doesn't ensure that younger brothers and sisters will be automatically accepted. The process of selection of all enrolment applications is conducted in March-June of the year before and this is regardless of the fact that other siblings may currently be attending Christ the King School.

ADMINISTRATION

Christ the King School

2 Cantrell Street

Yagoona NSW 2199

Email: info@ctkbasshill.catholic.edu.au

Tel: 9644 9700

Christ the King Parish

3 Cantrell Street

Yagoona NSW 2199

Email: admin@ctk.org.au

Tel: 9644 5191

Parish Priest: Fr. Patrick Njenga

Principal:

Assistant Principal:

Religious Education Coordinator:

Instructional Specialist:

Administration:

Mrs Siham El Hachem

Miss Kate Kennedy

Mrs Monika Pozar

Mrs Stephanie Paino

Mrs Janette Collier and Mrs Trisha Campedelli

ADMINISTRATION OF CHRIST THE KING SCHOOL

In the administration of Christ the King, the Principal is assisted by a Leadership team which includes:-

Assistant Principal

Religious Education Coordinator

Coordinator 3 - Instructional Specialist

Class teachers are assigned immediate responsibility for the teaching/learning program in each class and the Pastoral Care of the pupils in their class.

A staff member is responsible for the management of the library, working in co-operation with the class teacher.

The Diverse Learning/Learning Support staff assist children with specific learning needs.

The EAL/D teacher assists children whose first language is not English.

The Literacy Intervention Teacher is responsible for a special individual and group Literacy program for selected Year One children.

The Gifted and Talented Teacher assists teachers to cater for such children in classrooms and also delivers a separate Gifted Education withdrawal program.

The Music teacher takes class groups on a regular basis.

A complete list of the school staff is provided early each year in the School Newsletter.

CHRIST THE KING PARISH



Christ the King Parish was established in 1955 when Fr. Francis Corrigan was appointed as Parish Priest. In 1956 a church/school hall and presbytery were built. In 1957 the Religious Sisters of St. Joseph arrived and in 1958 to 1960 the school was built. In 1961 the convent was built. The present church was built in 1981 and the new school in 1986/87. In 1992 the Parish Centre was established in 2004. The Father John Williams Building was completed. In 2011 a new school hall was completed.

Fr Patrick Njenga is Parish Priest, administering to the community of Christ the King Bass Hill.

Parish Groups are

Acolytes
Altar Society
Social Committee

Catechists
Special Ministers
Musicians and Vocalists
Liturgy Groups

Fete Committee & Workers
St Vincent de Paul
Altar Servers

CHRIST THE KING PARISH LITURGIES

Masses & Services

Tuesday, Wednesday,

Thursday and Friday

Saturday

8.00 am Mass

5.00 pm Vigil Mass

Sunday

8.30 am Mass

10.00 am Family Mass

6.00 pm Mass



SCHOOL CALENDAR 2025

Staff	Friday 31st January 2025 and Monday 3rd January
Students Year 1-6	Tuesday 4th February 2025
Kindergarten	Wednesday 2nd February 2025

Kindergarten students will attend full time 8.50 am - 3.00 pm

SCHOOL TERMS

School Resumes

Term 1	Tuesday 4th February 2025
Term 2	Monday 28th April 2025
Term 3	Monday 21st July 2025
Term 4	Monday 13th October 2025

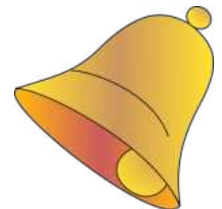
School Closes

Concludes	Friday 11th April 2025
Concludes	Friday 4th July 2025
Concludes	Friday 26th September 2025
Concludes	Wednesday 17th December 2025



SCHOOL TIMETABLE

School Commences:	8.50 am School bell rings and students move to class
Morning Recess:	10.50 am to 11.20 am
Lunch:	1.20 pm to 2.00 pm
Dismissal Bell:	3.00 pm



Our supervision of the children commences at 8.20 am when a teacher begins duty.

Our school gates are unlocked at 8.20 am

We cannot be responsible for the children before 8.20 am

ALL CHILDREN SHOULD BE COLLECTED EACH AFTERNOON BY 3.15 pm at the latest.

MORNING ARRIVAL PROCEDURES



Supervision of students commences at 8.20am when a teacher begins duty.

Our school gates in Cantrell and Colechin Street are unlocked at 8.20am

The school is not responsible for students who arrive before 8.20 am

***Please Note: 8.20am - 8.50am is a DROP OFF ZONE in Cantrell Street.
DO NOT PARK IN THE DROP OFF ZONE.***

If you wish your child to be supervised outside of school hours, you will need to enrol them in Before and After School Care or make other arrangements.

AFTERNOON DISMISSAL PROCEDURES

All students are dismissed from the basketball court. Students are walked to this area by their teachers. Parents MUST collect their child from this area. Your child will say goodbye to their teacher and will be allowed to leave once the teacher has sighted the parent.

ALL CHILDREN SHOULD BE COLLECTED EACH AFTERNOON BY 3.15 pm at the latest.

SCHOOL ZONES/CROSSING/PARKING

SCHOOL ZONES

School Zones operate outside the school from 8.00am - 9.30am and 2.30pm - 4.00pm. The speed limit during these times outside the school is 40km.

PARKING

Parents need to be aware of the No Stopping signs outside the school area. Heavy fines apply if parents are caught parking in these areas.

THE RIGHTS AND RESPONSIBILITIES OF OUR COMMUNITY

At Christ the King we have an expectation that everyone will be treated with respect.

Each person has the right to:-

- ★ learn
- ★ feel safe
- ★ be heard
- ★ be happy
- ★ be respected
- ★ contribute



Each person has the responsibility to:-

- ★ learn
- ★ try to do his/her best
- ★ follow the school rules
- ★ care for the environment
- ★ help create a happy, safe Christian environment
- ★ be respectful of the rights of others
- ★ act fairly

OUR RULES

Our school rules are:-

- ★ hands off
- ★ obey the teacher
- ★ play in safe areas
- ★ speak respectfully to others
- ★ no bullying
- ★ no cyber bullying
- ★ walk, don't run
- ★ follow directions
- ★ respect property
- ★ no hat, no play
- ★ never be in the classroom without a teacher

SPBL

The School-Wide Positive Behaviours For Learning Program (SPBL) is implemented in our school. The purpose of SPBL is to teach appropriate and positive behavior, to create a climate of cooperation, academic excellence, respect and safety.

SPBL is a whole school program which focuses on the expectations of

- ★ Be safe
- ★ Be respectful
- ★ Be responsible

SCHOOL WIDE POSITIVE BEHAVIOUR FOR LEARNING (SPBL)

STATEMENT OF PURPOSE FOR CHRIST THE KING SPBL

Christ the King Catholic School aims to actively promote and maintain a safe, respectful and responsible learning environment that affirms the dignity of all students, staff and families.

The school aims to provide a sense of belonging and inclusion through positive partnerships with students, staff and parents/carers based on consistent high expectations and providing the opportunity for all students to acquire the knowledge, skills and Gospel values to become responsible, active Christian citizens of the future.

Students behave positively when they:

- know what is expected of them
- feel safe
- know that someone believes in them
- know that people care about them and their learning.

The SPBL program works in supporting student wellbeing. Positive behaviour doesn't just happen. Students need to know the expectations and what positive behaviour looks like.

WHAT WORKS?

School Wide Positive Behaviours for Learning (SPBL) is a whole-school evidence-based framework that focuses on improving a school's ability to teach expectations and support positive behaviour for all students. It is based on the National Safe Schools Framework and Schoolwide Positive Behaviour Support program.

THE NATIONAL SAFE SCHOOLS FRAMEWORK

The National Safe Schools Framework “provides a vision and a set of guiding principles for safe and supportive school communities that also promote student wellbeing.” It identifies nine elements to assist Australian schools to continue to create teaching and learning communities where all members of the school community both feel and are safe from harassment, aggression, violence and bullying.

The nine elements of the National Safe Schools Framework:

1. Leadership commitment to a safe school
2. A supportive and connected school culture
3. Policies and procedures
4. Professional learning
5. Positive behaviour management and student ownership
6. Engagement, skill development and a safe school curriculum
7. A focus on student wellbeing and student ownership
8. Early intervention and targeted support
9. Partnerships with families and community

These nine elements are based on a combination of predictable consequences that match the behaviour.

SCHOOL WIDE POSITIVE BEHAVIOUR FOR LEARNING (SPBL)

HOW DOES IT WORK?

At School Wide Positive Behaviours For Learning (SPBL) schools all teachers teach and give feedback on expected behaviours, and every part of the school is considered a teaching and learning environment. SPBL helps schools build systems to design, implement and evaluate effective school wide, classroom, non-classroom and individual student discipline support plans.

Implementation and research has confirmed that SPBL prevents and reduces school behaviour problems, improves academic outcomes, improves social and emotional competencies and student relationships, and prevents bullying behaviour. The over-reliance on reactive (i.e. after the event) management strategies is a key issue in the rationale for introducing SPBL. Furthermore, both proactive (preventive) and reactive strategies are applied as evidence-based practices, following rigorous assessment and evaluation of outcomes.

The teaching and acknowledgement of expected behaviour is a primary SPBL proactive strategy, with strong research validation. Expected behaviours are explicitly taught and reinforced in all school environments.

The SPBL framework focuses on improving a school's ability to teach expectations and support positive behaviour for all students. When students do not meet the school expectations, teachers work with them to learn and develop the skills needed to demonstrate positive behaviours. The students' behaviour is recorded and collected as data to inform the SPBL team of the needs of the school.

The SPBL Implementation is grounded in the behavioural and prevention sciences and emphasizes within a multi-tiered support system framework (a) measurable outcomes, (b) evidence-based practices, (c) implementation systems, and (d) data for decision making.

A hallmark of the School-wide Positive Behaviours for Learning is the emphasis on data to guide decision making about what practices should be put in place to support student learning and social behaviour. Another essential component of effective SPBL is an equal emphasis on the system supports that will be needed to build fluency with new or revised practices among all teachers and staff within the school. The basic problem-solving process of data, practices and systems is then applied across the continuum of supports that students will need to increase the likelihood of their academic and social behavior success.

“Positive” behaviour management has two broad definitions in SPBL referring to an emphasis on measurable proactive and preventative inputs to behaviour support systems in the school; and to an emphasis on acknowledging students for demonstrating expected behaviour before waiting for misbehaviour and relying on punishment as a response.



CHRIST THE KING IMPLEMENTATION

The School Wide Positive Behaviours for Learning Framework (SPBL) has been implemented in our school since 2016. The purpose of SPBL is to teach appropriate and positive behaviour, to create a climate of co-operation, academic excellence, respect and safety.

SPBL is a whole school program which focuses on the expectations of:








- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Students are rewarded for meeting the expectations through Dot Charts and Star Cards. They receive dots from teachers for meeting the school behaviour expectations. Students receive prizes when they have completed their Star Cards. These prizes are awarded at the school assembly and the students' names published in the school newsletter on a fortnightly basis.



Christ the King Reward Menu



1 Star Card	Pencil		9 Star Cards	Ruler	
2 Star Cards	School Badge		10 Star Cards	Silver Medal	
3 Star Cards	School Coloured Pencils		11 Star Cards	Highlighters	
4 Star Cards	Handball		12 Star Cards	Handball	
5 Star Cards	Bronze Medal		13 Star Cards	Drink Bottle	
6 Star Cards	Bookmark		14 Star Cards	Pen	
7 Star Cards	Pencil Case		15 Star Cards	Gold Medal	
8 Star Cards	Drink Bottle		16 Star Cards	Morning Tea with the Principal and/or Assistant Principal	

SCHOOL WIDE POSITIVE BEHAVIOUR FOR LEARNING (SPBL)

PROCEDURES FOR MINOR AND MAJOR BEHAVIOURS

PLAYGROUND

Minor Behaviours:

- littering
- not playing fairly or by the rules
- going out of bounds
- inappropriate toilet behaviour

Student receives a white slip, recording their minor behaviour.

Three minor recordings the student is referred to the Principal or member of the Leadership Team for reflection. Parents notified.

Major Behaviours:

- putting hands on
- showing disrespect to a teacher
- swearing/inappropriate language
- damaging school property.

Student receives a blue slip, recording their major behaviour.

Slips given to Principal or Leadership Team member.

Student completes a reflection with Principal or member of Leadership Team, during a lunch or recess period.

Parents are notified.

CLASSROOM

Minor Behaviours

- Classroom teacher to speak to the student about behaviour.
- Behaviour is recorded by the classroom teacher
- Three minor recording the student is referred to the Principal/Assistant Principal for follow up. Parents notified.

Major Behaviours

- The student is sent to the Office immediately.
- The Principal/Assistant Principal to follow up behaviour from the classroom.
- Behaviour is recorded. Parents notified.



SCHOOL CURRICULUM

The NSW Education Standards Authority (NESA) continues to set and monitor quality teaching, learning, assessment and school standards. This includes responsibility, across NSW public, Catholic and independent schools, for:

- Kindergarten to Year 12 curriculum
- accreditation of teachers and teaching degrees
- the internationally recognised HSC
- school registration and home schooling.

NESA Syllabi for the Australian Curriculum are implemented at Christ the King School. NESA has mandated that all children Kindergarten to Year 6 be exposed to a balanced comprehensive curriculum that is identified under the following Key Learning Areas

1. **English**
2. **Mathematics**
3. **Science and Technology**
4. **History**
5. **Geography**
6. **Personal Development, Health and Physical Education**
7. **Creative Arts - Music, Drama and Dance**

RELIGIOUS EDUCATION

These Key Learning Areas, together with **Religious Education**, form the basis of your child's education for Kindergarten - Year 6. Religious Education lessons and experiences are conducted daily. Liturgical celebrations are organised for each class. Classes are timetabled with regular opportunities for reconciliation, prayer, Mass and a variety of forms of Liturgy.

EXCURSIONS/INCURSIONS

Excursions/Incursions are a valuable tool in the teaching and learning process and are designed to enhance the learning opportunities in curriculum areas. When an excursion is organised involving use of transport, parents will be notified of the nature and purpose of the excursion and be required to provide consent for their child to participate. An Excursion Fee is charged and billed in Term 1 to cover the cost of excursions. Teachers who take your children on an excursion have the appropriate First Aid qualifications.

STAFF DEVELOPMENT / TEACHER RELEASE

The teachers at Christ the King School are professionals who are constantly training, upgrading and developing their qualifications and experience. During a year there will be Pupil Free Days. On these days the staff will be working together on curriculum, spirituality, school organisation, goal setting, planning and programming, etc. You will be given advance notice of such days. Teachers are also booked into special in-service programmes at various times over the school year. On these days casual teachers are employed to take the class and continue on with the teacher's programme. Class teachers also receive two hours release from face to face teaching per week. Teachers also have other responsibilities within the school. They may be a coordinator of a particular learning area or have the responsibility to plan sports carnivals, etc. These teachers will be released from class from time to time to perform these duties.

TECHNOLOGY

Technology is used as a tool to support the curriculum. All classes are well equipped with both chromebooks and iPads. Students are provided with a Google Apps for Education account by Sydney Catholic Schools. This account is to be used for school purposes only as directed by the teacher.

Technology is continually changing and at CTK, staff are committed to providing the best technology that supports learning. A technology fee is charged as part of the school fees each year. A Student Acceptable Use Policy is required from each child each year. This needs to be signed by parents for students under 10 years of age. Students over 10 years of age need to discuss this policy with their parents and sign it as well as their parents.

LITURGY



Liturgy is alive and vibrant. The leadership team works closely with the Parish and teachers in preparing meaningful child-centered and community celebrations in the church and in the school.

LEARNING PROGRAMS



At CTK we have specialist teachers in the areas of Music/Drama and Sports. CTK also has Diverse Learning/Learning Support and EAL/D teachers, who work in the classrooms with groups of children. The Newman Selective Gifted Education teacher supports the classroom teacher by working on enrichment programs with groups of children and also withdraws gifted students to work on a range of programs with like minded peers.

Students are also given the opportunity to access the library during the week. Students are exposed to a range of literature and have the opportunity to borrow books. Students also learn valuable research skills and complete literature based activities.

Specialised literacy programs cater for students who need extra support in English.

Classroom Learning Support Officers provide assistance in classes working with students individually and in small groups.

AMADEUS MUSIC EDUCATION

Sydney Catholic Schools (SCS) has introduced the Amadeus Music Education Program, offering expert classroom music lessons, ensemble lessons, and group tuition. All students K-6 have a weekly Music lesson with a specialist Music teacher. All students from Year 3 to 6 learn to play an instrument in small group tuition lessons and large group ensemble.

The Amadeus Music program provides a high quality music education that begins early, allowing students to develop through regular, consistent and structured music experiences that both celebrate achievements and challenge abilities.

HOMEWORK

Homework is given by the class teachers. Teachers structure the class homework routine according to the context of the class and the needs of the students. Family and external sports/activities time is also considered. The time spent on homework should not be more than the following:

Kindergarten to Year 2	30 minutes (10 minutes reading included)
Year 3 and Year 4	45 minutes (20 minutes reading included)
Year 5 and Year 6	1 hour (20 minutes reading included)



Homework assigned consists of practice and enrichment work following classroom instruction or investigation. It is part of each child's education and should be completed. No homework will be distributed to the children across the whole school during Week 5 (Sabbath Week) and Week 10 (Wellbeing Week).

SABBATH WEEK

We encourage students in Week 5 and Week 10 to spend time with their family and participate in spiritual and wellbeing based activities. Students also participate in Sabbath Week activities at school in Week 5 of each term, and Wellbeing Week activities in Week 10 of each term.

WHOLE SCHOOL EVENTS

The whole school participates in a number of events and celebrations throughout the year including:

- Catholic Schools Week
- Holy Week/ Easter Celebrations
- Mother's Day Breakfast and Liturgy
- Athletics Carnival
- Cross Country Event
- Father's Day Breakfast and Liturgy
- Grandparents' Day Breakfast and Liturgy
- Public Speaking
- Writing Competitions
- STEM Competitions
- Swimming Program and Carnival
- Christ the King Feast Day
- Annual Art Award
- Christ the King Learning Symposium
- Advent/Christmas Celebrations
- Christmas Concert

ATTENDANCE

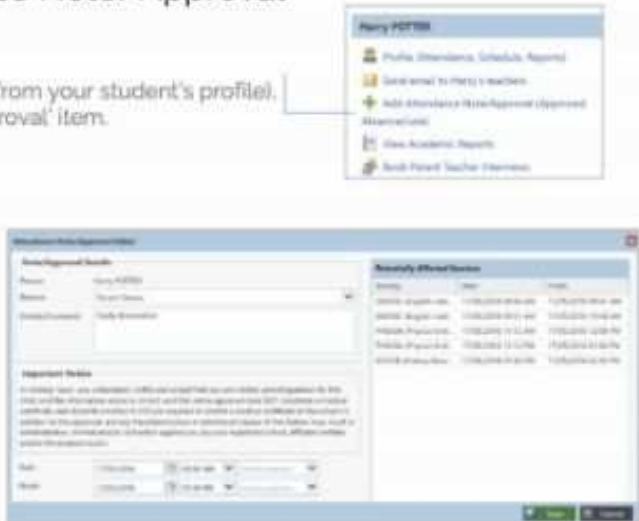
ABSENCE

When your child is away, please ensure you add an attendance note on Compass to explain your child's absence. Parents are also requested to phone for absences of more than two days.

Adding an Attendance Note of Compass:

Attendance: Adding an Attendance Note/Approval

- 1** From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/Approval' item.
- 2** From the pop-up window,
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button.



The image shows two screenshots from the Compass system. The top screenshot is a menu titled 'Harry POF108' with options: 'Profile Attendance Schedule Reported', 'Send email to Parent/Teacher', 'Add Attendance Note/Approval (Approved Attendance)', 'View Academic Reports', and 'Send Forward Teacher Expenses'. The bottom screenshot is a form titled 'Attendance Note/Approval' with fields for 'Reason', 'Start/End Date', 'Start/End Time', and 'Description'. It also has a 'Save' button at the bottom right.

HOLIDAYS/ABSENCE

It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the *Education Act 1990*.

Very occasionally, parents choose to take holidays during school time. It is not the school's responsibility to provide work for these periods.

For absences of five or more school days, Certificates of Exemption from the compulsory education requirements of the Act may be granted by a delegated officer (the Principal). Parents **MUST** apply to the Principal for exemption from compulsory school attendance by collecting a FORM - APPLICATION for EXEMPTION from ATTENDANCE at SCHOOL from the front office. **(Form: A.1)** This application form then needs to be completed and brought back to the school office, with accompanying documents. If it is in the best interest of the child the Principal will then complete A CERTIFICATE for EXEMPTION from ATTENDANCE at SCHOOL **(Form: C.1)**, and return it to the parents. This form then needs to be taken with you if you are travelling or visiting relatives overseas etc.

TAKING YOUR CHILDREN FROM CLASS

If you need to take your child early from class, please call into the Office (prior to 2:50pm). The student will be called to the office. The parent/carer must enter early departure for each student via Compass Kiosk at the school office.

LATE PASS

If your child is late to class of a morning, your child will need to have a **Late Pass to be handed to the classroom teacher. Parent/carer must accompany each student to the office for a LATE ARRIVAL to be entered via Compass Kiosk.**

Sometimes you may want another person to collect your child. If so, please advise either the Office or class teacher, so that we know it is alright with you to let your child leave. Once again, **this is to protect your child's safety.**

IMMUNISATION

Changes to the NSW Public Health Act 1991 mean that parents with children starting school in the Kindergarten class must present an Immunisation Certificate at the time of school enrolment. The Immunisation Certificate:

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation;
- helps identify children who have not been immunised. This means that if there is a disease outbreak, children who have not been immunised will have to stay at home for their own protection.

Does this mean my child has to be immunised?

No, you will always have a choice. But if there is an outbreak of an infectious disease, such as measles or mumps in a school, children who are not immunised will have to stay home during the outbreak. This is for their own protection, and protection of family and friends.

ACCIDENTS AT SCHOOL

In the event of a serious accident at school, the following procedure will be followed:

- The school will ring the parents. If the parents are unavailable:
- The school will ring the contact person nominated by Parent/Guardian. If the contact person is unavailable:
- The school will ring for an ambulance if necessary.

SICKNESS AT SCHOOL

If the child is sick at school:

- The parents will be contacted. If they cannot be contacted:
- The nominated contact person will be contacted. If he/she cannot be contacted:
- The school will act in the best interest of the child.

SICKNESS

If your children are sick in the morning before school please keep them at home until they are well enough to attend school for the whole day. Schools are responsible for notifying the school community in the event of a suspected or confirmed infectious disease outbreak. Effective communication with students and parents/carers is crucial. **Please ensure that if your child has been diagnosed with an infectious disease, that the school is informed promptly.**

CUSTODY OF CHILDREN

The school would appreciate you sending a certified copy of a Court Order if you have sole custody of your child/children.

STUDENT PICK UP BY ANOTHER ADULT

If your child is being picked up by another adult please ring the office or send a note.

MEDICATION

It is a policy of our school for teachers not to administer medication. Usually if a child is sick enough to have medication, he/she should be at home. However, in special cases, arrangements can be made, in consultation with the Principal, for children to have medication whilst at school.

There are a number of forms that need to be completed by you, as a parent, and your doctor. This medication is always administered from the school office and a record of the time and dosage is always signed off in our school records. If your child will require medication at school, please call in at the school office and we will assist you.



NO NUT/SESAME SEED PRODUCTS ARE TO BE BROUGHT TO SCHOOL

Christ the King School has students who have been diagnosed with a severe anaphylactic reaction to peanuts, other nuts and sesame seeds.

To minimise the risk of exposure to this high allergen, all families are asked **not to send their child to school with a packed lunch that contains nuts, nut products or sesame seeds.** Peanut butter and Nutella products, muesli bars, etc containing nuts and food containing sesame seeds should not be packed for school lunches at Christ the King School.

On many food packets there is a statement that says '*may contain traces of nuts*'. The '*may contain*' statement is voluntary information provided by the manufacturer in order to inform the consumer that the product may have been inadvertently contaminated during the manufacturing process. It does not necessarily mean that the product will contain the allergen (*this information is on the ingredients list*). Products with the statement '*may contain*' statement can be sent to school.

Students are to only eat food provided by their parents. They are not to share food at school.





Before School Care and After School Care Programs

Christ the King Catholic Primary School offers a Before School Care and After School Care service for families. These services are managed by Sydney Catholic Early Childhood Services (SCECS), a specialist provider of Outside School Hours Care (OOSH) services. (www.scecs.nsw.edu.au)

Sydney Catholic Early Childhood Services (SCECS) runs Out of School Hours Care (OSHC) on site at Christ the King School, allowing students to relax before and after school in a comfortable, familiar environment. Programs offer:

- time to play, relax and make friends
- fun games and activities
- healthy nut free meals
- quiet time for homework
- educational activities
- exceptional educators and carers

All students must be enrolled with SCECS and families are asked to complete and lodge an enrolment form and Direct Debit request which is available online at SCECS (www.scecs.nsw.edu.au).

Before School Care

Operation hours: 7.00am – 8.30am (during school terms)

After School Care

Operation hours: 3.00pm – 6.00pm (during school terms)

OOSH Fees

All fees attract the childcare subsidy funding greatly reducing out of pocket expense.

Contact SCECS

Visit the SCECS website at www.scecs.nsw.edu.au for further information or call Head Office on (02) 9568 8628.

UNIFORMS

SUMMER

- BOYS:** Grey shorts, short sleeved blue shirt, grey socks and black leather shoes. **Maroon school hat**.
- GIRLS:** Maroon and white checked short sleeved dress, white socks and black leather shoes. **Maroon school hat**.

WINTER

- BOYS:** Grey shorts or long grey trousers, long sleeved blue shirt, grey socks, black shoes, maroon tie, maroon jacket. **Maroon school hat**.
- GIRLS:** Maroon and grey tartan tunic, long sleeved blue shirt, grey tights, black shoes, maroon tie, maroon jacket. **Maroon school hat**.
Optional extra - maroon slacks.



SPORTS UNIFORM

- BOYS & GIRLS:** Blue shorts, blue/gold polo shirt with logo, white socks and **white** sandshoes, or **white** with minimal coloured trim, white shoelaces.
Blue CTK track suit. **Blue school hat**.

GENERAL REQUIREMENTS

- **Hair** below the shoulder needs to be tied back with a maroon coloured ribbon. Haircuts should not be extremes of fashion, no shaved heads and no shaved lines in and across the head, no ponytails for boys. Hair should not be streaked or coloured. Excessive use of gel is also discouraged.
- **No jewellery** should be worn to school. Girls may wear only one set of studs/sleeper in both ears. Boys may not wear any earrings.
- **No nail polish** is to be worn at school.
- **No Smart Watches** including Apple, Fitbit, Garmin watches are to be worn at school.
- **Mobile phones** are not to be with students whilst at school. They need to be signed into the office, where they will be kept safe for the school day and students may sign them out before they leave of an afternoon.
- All students **must** wear a school hat when outside. Children without hats will have to sit in the shade and not play.
- Students require a **raincoat** for wet weather, these can be kept in the student's school bags. No umbrellas for students please as these can be dangerous for students.
- The school **hats**, school **bags** and library **bags** can be purchased from the School Office. There are a small number of winter ties for both girls and boys available in the office.
- **Please clearly label with your child's name their school bag, hat, library bag, lunch boxes and all items of clothing.**

All uniform items are available from Berelle School Wear - **Unit 50, 2 Railway Parade, Lidcombe 2141**. Phone number: **0469 812 862**. Below is a QR Code for parents to purchase uniforms online, if you would prefer to do it this way.



The school has a Second Hand Uniform Shop and parents can order items from the shop via a form in the office. All money raised from the second hand uniform shop is used to purchase resources for the students. Parents may donate items to the Second hand Uniform Shop when they no longer require the items.

DOCUMENTATION

CHANGE OF NAME/ADDRESS/CONTACT PHONE NUMBERS

It is **essential** that you notify the school of any changes of phone numbers or addresses. If your child is ill, it is most distressing to him/her when the school is unable to contact you because our records show an incorrect telephone number.

FEES

Catholic Schools are subsidised, but **not fully supported** by Government money. As a result it is necessary that school fees be charged in order that your children receive the best education possible.

- A. Each year Sydney Catholic Schools sets a scale of "School Fees" that all schools must charge.
- B. Each school charges its own Resource Fee (books, paper, copying and other equipment used by and for the children). The school may then purchase for the students at the lower bulk rate.
- C. A Building Levy is charged per family for the year.
- D. An Administration Fee is charged for each student for the year.
- E. A Sports Levy is charged for each student for the year.
- F. An Excursion fee is charged for each student for the year.
- G. An ICT Levy is charged for each student for the year.
- H. A Swimming Levy is charged per student for the swimming program.

Fees will be billed at the beginning of the year and can be paid annually, quarterly (paid over the first three terms), monthly or fortnightly

MONEY PAID TO THE SCHOOL

It would be greatly appreciated if monies, notes and any goods are put into an envelope with your child's name, class and details of contents, (e.g. School Fees) on the front and returned promptly to the school.

Payment can be made by Compass Pay, BPay, Centre Pay, EFTPOS, Cash (exact money, no money kept on the premises, therefore no change can be given).

If any family is experiencing genuine financial difficulty in meeting any of these fees please contact the school to seek an appointment with the Principal. Sydney Catholic Schools offers bursaries for families experiencing financial hardship.



FOOD

CRUNCH AND SIP

Crunch and Sip is a primary school program where children crunch on fruit and/or vegetables and sip water at a set time during class every day. Christ the King Primary School has introduced Crunch and Sip to support students to establish healthy eating habits while at school.

Please pack crunch and sip in a separate container for children to bring into the classroom.

Crunch and Sip - Fruit, Vegetable and Water Guidelines

Fruit:

- All fresh fruit is permitted (whole fruits or chopped fruit)
- Preserved fruit in water, or juice with no added sugar (e.g. small fruit tubs or canned peaches)
- Dried fruit (e.g. sultanas, dried apple or apricots) is permitted however, it should only be eaten occasionally,

Vegetables:

- All fresh vegetables are permitted (e.g. carrot, celery, cherry tomatoes)

Water:

- Plain, still water

MORNING TEA

The children have morning recess for 30 minutes. Please give your child a small amount of food for this time (e.g. fruit, healthy snacks). Please avoid packing chocolate or lollies in your child's lunch box.

LUNCHTIME

At lunchtime, a sandwich and a drink is usually quite sufficient. If a student cannot eat all of his/her lunch for any reason, we encourage the student to take the remaining sandwich etc. home. Teachers supervise lunch and recess breaks.

DRINK BOTTLES

Students must bring a drink bottle of water every day to school. Students may refill their water bottle at the Water Filling Stations. **No glass bottles are permitted.**

CANTEEN

The school Canteen is open each day and supplies a variety of lunches at reasonable prices. Children should not be buying for other children. The school canteen is run by an independent contractor.



HOME/SCHOOL COMMUNICATION

At Christ the King School we strive to have two way Communication Channels operating. Therefore effective communication between home and school is essential.

The following methods of communication are offered by the school:



- **COMPASS**

Please ensure you have a COMPASS account as messages, reminders and updates are regularly sent out via compass. It is an important communication tool at CTK.

- **NEWSLETTER**

A Newsletter is made available through COMPASS fortnightly, containing information regarding the School, Parish and Sydney Catholic School activities.

- **CURRICULUM NOTES**

Curriculum notes are sent home at the start of each term and provide details about the curriculum content of your child's class. This is an opportunity for parents to be informed of the learning activities planned and classroom expectations.

- **PARENT/TEACHER/STUDENT INTERVIEWS**

Formal Parent/Teacher/Student Interviews are held twice each year in February and June. A written progress report is sent home on COMPASS in June and December. At these interviews students set their learning goals for each semester with their parents and teachers. Information is shared by the teacher about the student learning achievement, social skills and behaviour.

- **PARENT/TEACHER COMMUNICATION**

Additional Parent/Teacher interviews can be arranged when either parents or teachers feel the need to seek clarification or discuss a student's progress.

- Parents are encouraged to make an appointment through the office or with their child's teacher, at a mutually convenient time to discuss their child's progress. Such appointment times should not be during teaching hours. Parents, when making an appointment, are asked to give some general indication about the purpose of the meeting.

- **RIGHT TO DISCONNECT**

The Fair Work Act includes a new provision giving employees the 'right to disconnect' from work after hours. As such, the best way to contact the school or your child's teacher is always to email via our info@ctkbasshill.catholic.edu.au address or to call the school office during school time for any urgent matter.

Emails sent to info@ctkbasshill.catholic.edu.au will be forwarded to the relevant staff member each morning by our office staff. We remind parents to be conscious that most staff are on class, or on supervision duties during the day, and accordingly, there may be a delay in responding to emails or calls, as our first priority has to be our duty of care to the students in front of us.

- **FACEBOOK**

The CTK Facebook page is a place where we celebrate the wonderful work our students produce. CTK regularly posts items from different classes on the page so we can acknowledge student achievement with the wider community.

- **WEBSITE**

The CTK School Website is a place where general information about our school can be found. Curriculum information, enrolment forms and information about K-12 pathways may be found on our school website.

PARENT INVOLVEMENT

Catholic Church documents emphasise the role of parents in education as the "first and decisive educators" and "part of the educating community". School and home are bound together by common purpose. (From Reshaping Our Catholic Schools for the 21st Century).

We at Christ the King School see our parents as a significant resource in the teaching/learning environment.



Parent involvement in various activities both at home and school is a vital resource in building up the Faith Community of Christ the King.

Parents can assist in many ways e.g. excursions, sport carnivals, swimming carnivals, and retreat days. A requirement of Sydney Catholic Schools, for those Volunteering in our schools, is that **ALL** parent volunteers gain a Working With Children Check via Service NSW and comply with SCS training requirements.

All volunteers must do the following:

- have a relevant Volunteer Working With Children accreditation
- complete the *SCS Safe Schools Training* course, in person, at the school.

PRAYER

Prayer is an essential part of the life of Christ the King School. The students pray together each morning in class. Students will be involved in both formal and informal prayer over their seven years at the school.



Students should not be late for morning prayer as they miss a very important part of the day.

SUNDAY MASS

Sunday Mass is the great liturgical event of the week, when all members of the faith community come together to pray to God, Our Father. Take your child with you to Mass each Sunday, and teach him/her simple actions e.g. genuflecting, the Sign of the Cross.

Try to explain what the priest and congregation are doing and why. Share your family's traditions and beliefs with your child. No-one else can take your place in this instance.

The 10.00am Mass each Sunday is a family Mass where children are given a particular focus. Please take the opportunity to join other families in celebration.



SACRAMENTAL PROGRAM

At significant times in the students' lives they make their Reconciliation, First Holy Communion, and Confirmation with the school. Christ the King School has a Parish-based sacramental program.

Some students from other Catholic Rites (e.g. Maronite) may have already been Confirmed and received First Eucharist. These students do not need to repeat these, however they learn about them as part of Religious Education lessons and they are welcome to attend the celebrations.

Reconciliation is in Year 3

First Holy Communion is also in Year 3

Confirmation is in Year 5/6 (alternate years)

Parents are welcomed and expected to be actively involved in these programs.



Christ the King School Prayer

Jesus, you are our friend and King,

We are your children, your followers.

*Thank you for the gift of ourselves, our family,
our friends and our world.*

*Help us to grow closer to you as we work,
learn and play together.*

*Teach us to treat others with respect and kindness
as you did.*

May we follow your example and share your peace.

Make our school a happy place.

*May we always feel your presence here and know that
you are with us.*

*Give us confidence in making the right choices so that we may grow in faith and build
your Kingdom now and forever.*

Amen.



CHRIST OUR KING

Chorus

Christ our King
You taught us to love
Christ our King
You're always with us
Together we learn
Together we grow
Together we walk in Your way.

Verse 1

Hearts full of peace
Hands reaching out
Dreams full of hope
In You we find our light.

Verse 2

Voices that praise
Ears for Your Word
Welcoming smiles
In You we find our light

Verse 3

Friends by our side
Family around
People of God
In You we find our light.

Chorus

Christ our King
You taught us to love
Christ our King
You're always with us
Together we learn
Together we grow
Together we walk in Your way.

