



Information Guide

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The College has operated since 1984 and funding has been a shared responsibility between Commonwealth and State Government, parents and parish.

The Commonwealth Government provides approximately 60% and the State Government about 22% of the income needed to fund the College. Approximately an additional 3% is received through various sources and agencies. The contribution of the Governments to the running costs of our school needs to be recognised, appreciated and also guarded.

Parents contribute approximately 15% to the total funding. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.

THE FEES AND CHARGES ARE MADE UP OF THE FOLLOWING:

- Enrolment fee	One off payment
- Building Levy	Charged by family per year
- Tuition fee	Charged in three installments
- I.T. Levy	Yearly
- Excursion and sports fee	Yearly
- Text Book fee and hire	Yearly

Attached is a detailed description of all fees and charges.

WHO CAN ENROL?

- Children from all families who are prepared to support Maronite Catholic ideals and principles may be considered eligible for enrolment at Saint Charbel's College. Priority for enrolment is given in the following order:
 - ❖ Children of Maronite Catholic families, who are actively involved in the parish on which the school depends.
 - ❖ Children of Maronite Catholic families residing in other parishes in which they are actively involved.
 - ❖ Children of Catholic families residing in other parishes.
 - ❖ Children of Orthodox or other Christian families.
 - ❖ Children from non-Christian backgrounds.

STARTING KINDERGARTEN

To be eligible to start school your child must turn 5 years of age by May 31st in the year they start school.



Pastoral care at St Charbel's College is based on the:

- value and uniqueness of the individual person created in the image of God
- fact that "the Catholic School is committed to the development of the whole person,
- recognition that the ministry of each member of the College community contributes to the development of the climate in the College

Restorative Justice at St Charbel's College is based on the belief that when relationships are harmed we must work with the students, teachers and parents involved to restore the relationships.

"I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. By this everyone will know that you are my disciples, if you have love for one another. "

(John 13:34-35)

At St Charbel's College, we do not simply do things to people, a punitive approach, nor do we simply do things for the people involved, a permissive approach. Restorative Justice is a commitment to inclusiveness so that we make every attempt to reintegrate our troubled students, even with severe behaviour difficulties. It is a commitment to a high degree of discipline with clear limits and consequences coupled with a high degree of support and care.

Restorative measures assist students to learn from their mistakes, reconcile their differences and resolve problems with others. Restorative measures can effectively address a wide variety of harm done in school settings including truancy, bullying, harassment, classroom or yard misbehaviour or non-cooperation, alcohol and other drug use and many other cases.

The Discipline Policy at St Charbel's College evolves from the Pastoral Care Policy in so far as each seeks to promote a respectful, secure and healthy environment in which students grow to be discerning, self-disciplined and contributing members of society. The Restorative Justice Policy at St Charbel's College is an essential element of the Pastoral Care Policy and guides the application of all discipline at the College.

RIGHTS AND RESPONSIBILITIES

At St Charbel's, we have a shared understanding of the rights and corresponding responsibilities of all community members:

- Everyone has the right to be respected and treated with dignity
- Everyone has the right to feel safe
- Everyone has the right to have their property respected
- Children have a right to learn and teachers have a right to teach
- Everyone has a right to work and learn in clean and healthy surroundings.

BEHAVIOUR MANAGEMENT

As outlined in the College "Suspension and Expulsion Policy" cases of serious and/or ongoing misbehaviour will be dealt with by the Deputy Principal of Primary or Secondary. After consultation with the Principal a decision may be made to:

- Withdraw the student from class for a designated period of time;
- Suspend the student from school;
- In exceptional circumstances consider terminating the student's enrolment.



St Charbel's College complies with all requirements of the NSW Child Protection Legislative Reform Package 1998 and other relevant legislation including the 2010 Keep Them Safe Legislation. This includes:

- Collecting declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students.
- Undertaking the online Working with Children Check (employment screening) for employees of the school.
- Making notifications of “significant risk of harm to students” to the Department of Community Services using the online Mandatory Reporters Guide.
- Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
- Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- Recognising that support of provision of student care is a joint community responsibility.
- Sharing and seeking information on students as required by legislation to support student welfare.
- Working collaboratively with relevant agencies.

If you would like to be a volunteer at the College, please be aware of the following:

- Child Protection legislation requires that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a Prohibited Employment Declaration.
- This means that the volunteer must not be a prohibited person (i.e. have been convicted of a serious sex crime) and must sign the declaration accordingly.



St Charbel's College advocates access to an appropriate and inclusive education for students with additional needs or a learning support need. We believe that all students can learn.

Our aim is to allow students to realise their own potential through the provision and maintenance of a supportive educational environment.

When seeking enrolment, copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:

- paediatric reports related to medical conditions
- therapeutic interventions
- psychometric assessments
- speech and language clinical reports
- occupational therapy report
- behavioural assessments

Student and family right to privacy is supported, consistent with St. Charbel's Mission Statement and the Privacy Act.

IF THE ENROLMENT APPLICATION IS SUCCESSFUL:

The above documentation must be updated as further assessments occur or as additional information becomes available.

In the case of kindergarten enrolments the Principal or delegated teacher may visit the preschool of the student applying for enrolment to discuss educational matters.

This information may be forwarded to the Catholic Education Commission following a meeting with parents, teachers and the student in order to ascertain possible additional education support.

At the parents' request any student information will be made available to another school if a transfer in enrolment is to occur.

It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical/educational/behavioural assessments or advice in relation to the student's educational progress.



St Charbel's College recognises and accepts the need to privacy when managing student information. We believe that protecting the personal and health information of students is a serious moral, professional and legal responsibility.

AIMS:

To collect, handle, use, store and disclose personal and health information of students in a manner compliant with the Health Records Act and the Information Privacy Act.

IMPLEMENTATION:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All staff at the College will be provided with up-to-date professional development in relation to Privacy, will be provided with and made aware of new Privacy requirements as they become available, and will be made aware of, and reminded of their individual and the College's collective duty of care regarding Privacy as required.

WHILE PRIVACY LEGISLATION IS DETAILED, PRACTISING PRIVACY INVOLVES:

- **COLLECTING** only the information the school needs.
- **INFORMING** people why you need the information and how we will use it.
- **DISCLOSING** only the information that is necessary for the purpose of the service.
- **ACCESSING** providing people with access to their own records.
- **SECURING** information against unauthorized use or disclosure.

All information collected by the College (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles:

- All information collected by the College will be retained in a fireproof safe, or in secure compactus storage in the office as appropriate, or disposed of.
- All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure compactus storage in the office.
- All electronic data will be maintained, stored and transmitted in accordance with current privacy requirements.
- All records will be maintained and kept up to date by office administration staff.
- All requests (including requests by staff) for information stored at school must be made to the Principal or his/her delegate.
- All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their children, or information requested by staff in the course of their work about students) will be referred to the Principal.

Under no circumstances will personal private information be disclosed to unauthorized people.



The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the Internet in their community.

Use of computers, the Internet and online communication services provided by St Charbel's College is intended for research and learning and communication between students and staff. Access to Internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using Internet and online communication services have the responsibility to report inappropriate behaviour and material to their teacher.

Students who use the Internet and online communication services provided by St Charbel's College must abide by the College's conditions of acceptable usage, see Communications Devices User Consent Form provided in the College's enrolment package. Students should be aware that a breach of this policy may result in disciplinary action in line with the school's discipline policy.

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as the College's standard.
- ensure that communication through Internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

Never knowingly initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, e.g. unsolicited advertising material.

Never send or publish:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and Internet and online communication services are generally used for genuine curriculum and educational activities.
- not use unauthorised programs or intentionally download or upload unauthorised software, graphics or music that is not associated with learning.
- never damage or disable computers, computer systems or networks of the College.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of Internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentially: Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.



- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright: Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.
- not use illegally acquired software.

Misuse and Breaches of Acceptable Usage: Students will be aware that:

- they are held responsible for their actions while using Internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and online communication services.
- the misuse of Internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements: Students will report:

- any Internet site accessed that is considered inappropriate.
- any suspected technical security breach involving other users both from within or outside the College.

Publications Policy



St Charbel's College runs a College website and produces various publications such as the annual school report, magazine, calendar and brochures. In the current technological climate it is important that the College provides the wider community with information about the school, events, curriculum and welfare. Access to information promotes our school and enables people from all over the world to learn about our culture, our community and our College.

St Charbel's College may publish photographs, congratulations, student work and other school-related information on the school website or publications motivating students, providing an opportunity to promote the work of the College, and give the school and wider community access to a range of information about our students' achievements.

St Charbel's College recognises there are potential risks in placing images, names, schoolwork or other identifying information about students on a web page or magazine. The privacy and the safety of our students are of utmost concern to us. We believe that it is important to balance possible concerns against the benefits in educational motivation and promotion of the school and its students.

IMPLEMENTATION

We undertake to follow the subsequent rules when putting information about our students on the school website and publications:

1. A student's last name will not be published alongside a photograph.
2. No identifying material will be posted on the publications (such as personal phone numbers, home addresses, individual pictures with student's first and last name).
3. Class pictures will generally include three or more students.
4. Student email addresses will never be published on the website; all communication will be conducted through staff email addresses.
5. All published material will be based on classroom learning experiences or school-based extra-curricular activities.
6. Student work will be identified only by first name and class.

We are asking every family for permission to use photographs, schoolwork, and other information as relevant, of their child/ren on the school website and publications if the occasion arises. Please discuss this with your child/ren and fill in the release form included.

Please refer to student images consent form



St Charbel's College promotes the use of field trips as part of the school curriculum. Such off campus activities include: excursions, sporting carnivals, camps and retreats.

The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Principal to discuss this on a confidential case-by-case basis.

When excursions, sporting carnivals, camps or retreats are organised at St Charbel's College, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.

When these experiences are arranged parents/ carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.

WH&S FOCUS

St Charbel's College considers the Workplace Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information/consent form.

St Charbel's College endeavours to be aware of risks that arise within the school and takes steps to minimize and/or eliminate such risks. This includes policies and practices ensuring students move in an orderly fashion between classes, for example "no running or pushing" and the safe use of playground areas.

St Charbel's College will take all reasonable care in the event of a student suffering accident or illness. Students' medical records will be reviewed and any students with on-going medical conditions identified. Precautions will be made to cater for these students should any condition become aggravated (please refer to Prescribed Medicine Policy for further details). In addition, at least one teacher attending will hold current First Aid qualifications.

EMERGENCY PROCEDURES

In any incident of accident or illness (either on excursion or at school) a parent/carer, or if unavailable a nominated emergency contact will be informed as soon as possible.

The school provides personal and accident insurance cover to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience.



St Charbel's College recognises the increased use of prescribed medicines within our society. The College is well aware that at any time any number of students may be prescribed medicines for temporary and/or ongoing medical problems. It is our responsibility to ensure that these medicines are taken responsibly and according to the correct dosages and guidelines as set out by the consulting medical practitioner.

It is, therefore, our responsibility as a school and community to ensure the safety and welfare of our students and thus adopt the following guidelines with relation to the administration of prescribed medicines:

- If a child has to take any form of medication at school, a written request is to be obtained from the parent.
- When regular medication is required, detailed advice is to be obtained through the parent from the student's medical practitioner. The College Principal is to initiate discussions with the appropriate school staff on the implications of the student's enrolment / continued enrolment in some cases.
- Parents shall indemnify St Charbel's College if:
 - Regular medication is required;
 - Intermittent or emergency medication may be required.

And:

- For actions taken by the College when the nominated emergency contact person is unreachable/uncontactable.

QUICK REFERENCE GUIDE FOR PRESCRIPTION MEDICINES ADMINISTRATION

The following is to be followed when medication is brought to school for student use:

1. All medication brought to school is to have the required information sent with it. Otherwise it is not to be administered.
2. Office staff will complete the Prescribed Medicines Log.
3. When the medication is required, the student reports to the office, where it will be administered with a supervising adult present.
4. Medication is to be collected from the office by the student/parent at the end of the school day, where the Prescribed Medicines Log will be signed off.

Please refer to Medical Information form



Providing support to students at risk of anaphylaxis

It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible.

As with other health conditions, St Charbel's College provides support to assist the parent(s) in the management of their child's health. For this support to be effective it is important that:

- a partnership is established between the parent(s) and the school to share information and clarify expectations.
- every reasonable effort is made to minimise the exposure of students at risk of an allergic reaction to known allergens within the school environment.
- an emergency response strategy is developed and implemented.

If written information provided by the parent confirms that their child has been assessed as being at risk of anaphylaxis, an individual health care plan will be formulated by the Principal or delegate in consultation with the parent and staff. The individual health care plan will incorporate an emergency response plan and a plan for the avoidance of known allergens based on advice from the student's parent and medical practitioner.

It is the role of the parent to:

- inform the Principal of the school of the health needs of the child/ren upon enrolment and when the health needs of the child/ren change;
- when requested by the Principal, negotiate an individual health care plan for school support of the student's health with the Principal and staff;
- provide the "Dear Medical Practitioner" letter to their child's medical practitioner and return it to the school when the form is completed;
- provide written requests for the school to administer prescribed medications;
- provide the equipment and consumables for carrying out health care support procedures as specified in the student's individual health care plan, including where relevant, the appropriate EpiPen or Anapen;
- replace the EpiPen or AnaPen when it expires or after it has been used.

Acknowledgements

Archdiocese of Canberra and Goulburn, Catholic Education Office.

Catholic Education Office – Archdiocese of Canberra and Goulburn – Policies and Procedures Manual 3/3.



Providing support to students at risk of Asthma

It is the responsibility of the parent/carer to notify the school that their child suffers from severe asthma either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible.

As with other health conditions, St Charbel's College provides support to assist the parent/carer(s) in the management of their child's health. For this support to be effective it is important that:

- a partnership is established between the parent/carer(s) and the school to share information and clarify expectations.
- every reasonable effort is made to minimise the risk of students suffering a severe asthma attack.
- every student with severe asthma attending the school will have a written Asthma Action Plan, completed by their medical/health practitioner, in consultation with the student's parent/carer.
- Asthma Emergency Kits and Asthma First Aid Posters be located strategically around the College.

In cases of severe asthma or where the Deputy Principal or delegate determines that the student's health support needs cannot be met within existing arrangements, he or she will consult with parent/carer and staff in developing an individual health care plan for the student..

It is the role of the parent/carer to:

- inform the Principal of the school of the health needs of the child/ren upon enrolment and when the health needs of the child/ren change.
- when requested by the Principal, negotiate an individual health care plan for school support of the student's health with the principal and staff.
- provide a written Asthma Action Plan, completed by their medical/health practitioner, in consultation with the student's parent/carer. It is the parent/carer's responsibility to convey clear instructions from the doctor to the school about the student's asthma medication requirements.
- provide the "Dear Medical Practitioner" letter to their child's medical practitioner and return it to the school when the form is completed.
- provide written requests for the school to administer prescribed medications.
- provide the equipment and consumables for carrying out health care support procedures as specified in the student's individual health care plan, including where relevant, the appropriate Asthma medication and recommended delivery device, for example a puffer (hand-held inhaler device), be used in conjunction with a spacer device to assist with fast and more effective delivery of medication.
- replace the medication when it expires or when empty.