ST. CLARE’S SCHOOL
THOMASTOWN WEST

INFORMATION FOR PARENTS OF
NEW FAMILIES - 2012

PARISH PRIEST: FR ANDREW CAMILLERI
PRINCIPAL: MRS MARIA MERCADANTE
DEPUTY PRINCIPAL: MR DANIEL PARNIS
OFFICE ADMINISTRATION: MRS BRENDA HUTCHINSON
MRS KATHRYN ZAMMIT
MRS SYLVIA ZAHRA

TELEPHONE: 9465 8535
EMAIL: principal@stclaresthomastown.catholic.edu.au

TERM DATES 2010

<table>
<thead>
<tr>
<th>TERM</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Monday 6th Feb</td>
<td>Friday 30th Mar</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Monday 16th Apr</td>
<td>Friday 29th Jun</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday 16th Jul</td>
<td>Friday 21st Sep</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Monday 8th Oct</td>
<td>Thursday 20th Dec</td>
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</tbody>
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Light for the Way...

St Clare’s Primary School is committed to the provision of quality Catholic Education in Thomastown West.

We call on the Spirit of Clare of Assisi to guide and inspire us in serving our community and carrying out our mission.

We are a joyful people who reflect the light and love of Christ in today’s world.

We foster the values of courage, resilience, hopefulness, determination, compassion and humility by embracing Clare’s story.

We strive to lay strong foundations needed for a life-long love of learning.

We strive to provide a range of positive learning experiences that encourage students to reach for excellence by making the best possible use of all their talents and abilities.

We strive to challenge students to become critical, independent thinkers, respectful of the views of others while remaining loyal to their convictions.

We strive to build a community where students feel secure in themselves and in the relationships they form and where they can develop as a whole person, empowered to contribute to the challenging and changing world.

We strive to create a hope-filled community where the dignity of each person is valued and differences are accepted and celebrated.

We strive to build an active school community that encourages responsibility for self, family, environment, our society, country and the world.
SCHOOL BACKGROUND

Saint Clare of Assisi......

The Saint after whom our Parish and School is named, was born nearly eight hundred years ago into a wealthy Christian family of Assisi, in Perugia, Italy. When she was a young and handsome woman of eighteen she sought a vocation away from her family.

She was helped in her decision by Saint Francis of Assisi, who had by then founded his Brotherhood of Friars, later to be known as the Franciscans. Their code was poverty, prayer and charity to others. Clare accepted this humility readily and gave herself completely to Christ.

With the help of Saint Francis, Clare founded a Convent at Saint Damian’s (San Damiano), and so began the Order of ‘Poor Ladies’ as they were first called and later ‘Poor Clares’. Her sister and other members of her family also joined the Convent, as well as many similar minded ladies from Assisi.

Clare was to live to her sixtieth year and saw her Order extend throughout Italy, and into France, Germany, Spain, Belgium and Czechoslovakia. Her canonisation was decreed on August 12th 1255, just two years after her death.

It is appropriate in our modern age to know that Saint Clare has also been declared the Patroness of Television. This relates to the time when Clare was ill and unable to attend midnight Mass. Alone in her room she prayed, and was able to see and hear the Mass as clearly as though she was actually there.

DAILY TIMETABLE

Our daily timetable has been developed to utilise optimum learning time for children. Because of this, it is imperative that children arrive at school well rested and having had an adequate and appropriate breakfast. Equally, snacks and lunches should contain foods that allow children to function at their peak for all learning sessions. We allow children to eat a fruit / vegetable snack at 10.00am and 12.30 pm during their class time. (We call this snack “brain food”).

MORNING SESSION: 8.45 – 9.00 Classroom administration
9.00 – 11.00 Session 1
MORNING RECESS 11.00 – 11.30 Recess
11.30 - 1.30 Session 2
LUNCH 1.30 – 1.40 Lunch time
1.40 – 2.30 Play time
AFTERNOON SESSION 2.30 – 3.30 Session 3
Nutrition Policy

Rationale
At St Clare’s we believe healthy nutritional habits are essential to the growth and development of children therefore, “we strive to build an active school community that encourages responsibility for self, family, environment, our society, country and the world [St Clare’s Vision Statement].

We will promote a healthy and active lifestyle through educating and empowering students to make good choices about healthy eating. We also encourage physical activity throughout the day. We believe that parents, students and staff need to be supported and kept abreast of current information regarding nutrition and physical activity.

Aims
Therefore we will
- Ensure that the curriculum is inclusive of topics that contribute to learning about all aspects of health from P-6
- Promote information through newsletters and school noticeboard/informative workshops for parents
- Instil in students the ability to make positive independent choices about nutrition and physical activity
- Ensure that any foods provided by the school are consistent with a healthy eating philosophy

Implementation
- Curriculum relating to healthy foods and healthy eating will form part of our two-year curriculum cycle
- The Kiosk Coordinator will ensure that all foods served at the kiosk comply with the Nutrition Policy
- Healthy foods and drinks will be available to all students at activities such as sporting events
- The Principal will ensure that a supply of drinkable water is available at the school at all times
- Staff members will be encouraged to model healthy eating habits whilst at school
- Students will have access to their own water bottles and have permission to eat healthy foods such as dried fruits during class time when appropriate
- Staff are to inform the Principal of students who appear to be provided with inappropriate lunches and snacks

Evaluation
This Policy will be reviewed as part of the school’s three year review cycle.
EXPECTATIONS FOR CHILDREN ATTENDING ST CLARE'S

- Children are expected to be at school by 8.45 a.m. and ready to commence work at 9.00 a.m.

- A school assembly is held on Monday mornings at 8.45a.m. Parents are welcome to stay and join us at assembly. Children’s birthdays and “Pupil of the Week” awards are a regular feature of our assemblies.

- Children are required to bring a note to school if they have been absent or if they are wearing incorrect school uniform.

- When children are bringing money to school, please place it in a labelled envelope, stating the child’s name, class and reason.

- We would appreciate notification if your child is being picked up by someone other than yourself or if your child is leaving early.

- Children are required to wear their sports uniform on their nominated Physical Education day. Class teachers will communicate this to you.

- Children are required to have:
  - all their books and stationery
  - an Art smock or an old shirt
  - a spare pair of clean underpants and socks
  - a library bag
  - a school hat (during Terms 1 & 4)
  - a box of tissues

These items **MUST ALL** be clearly labelled.
**UNIFORM**

St. Clare's runs its own uniform shop. It is open Monday 8.45 - 9.15 a.m. and Thursday 3.00 - 3.30 p.m. Orders can also be sent to the office in a clearly marked envelope. The shop is not open during the school holidays.

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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</thead>
<tbody>
<tr>
<td><strong>WINTER</strong></td>
<td><strong>WINTER</strong></td>
</tr>
<tr>
<td>Grey School Trousers</td>
<td>Green Trousers</td>
</tr>
<tr>
<td>Long/short sleeve green polo shirt</td>
<td>Long/short sleeve green polo shirt</td>
</tr>
<tr>
<td>Bottle green skivvy</td>
<td>Bottle green skivvy</td>
</tr>
<tr>
<td>School jumper</td>
<td>School jumper</td>
</tr>
<tr>
<td>Grey socks</td>
<td>White socks</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td><strong>SUMMER</strong></td>
<td><strong>SUMMER</strong></td>
</tr>
<tr>
<td>Grey shorts</td>
<td>Green school dress</td>
</tr>
<tr>
<td>Green short sleeve shirt</td>
<td>School jumper</td>
</tr>
<tr>
<td>School jumper</td>
<td>White socks</td>
</tr>
<tr>
<td>Grey socks</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>School hat</td>
</tr>
<tr>
<td>School hat</td>
<td></td>
</tr>
<tr>
<td><strong>SPORT</strong></td>
<td><strong>SPORT</strong></td>
</tr>
<tr>
<td>White or green shorts</td>
<td>Green shorts or netball skirt</td>
</tr>
<tr>
<td>Green polo shirt</td>
<td>Green polo shirt</td>
</tr>
<tr>
<td>Green school tracksuit</td>
<td>Green school tracksuit</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
</tr>
<tr>
<td>Plain coloured runners</td>
<td>Plain coloured runners</td>
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</tbody>
</table>

Please label all items of children’s uniform clearly with their name.
SCHOOL FEES AND PARISH LEVY

<table>
<thead>
<tr>
<th>PARISH LEVY</th>
<th>SCHOOL FEES</th>
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<tbody>
<tr>
<td>1st instalment: $100.00</td>
<td>1st instalment: $330.00</td>
</tr>
<tr>
<td>2nd instalment: $100.00</td>
<td>2nd instalment: $330.00</td>
</tr>
<tr>
<td>3rd instalment: $100.00</td>
<td>3rd instalment: $330.00</td>
</tr>
<tr>
<td><strong>TOTAL: $300.00</strong></td>
<td><strong>TOTAL: $990.00</strong></td>
</tr>
</tbody>
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METHOD OF PAYMENT

Parish Levy:

1. One yearly payment of $300 (payable on 31st March).
   OR
2. Three equal instalments of $100.00 (payable each term for 3 terms in February, May and August.)
   OR
3. 10 monthly instalments of $30.00 (payable on the 1st day of each month from March to December inclusive)
   OR
$6.00 per week in the Thanksgiving Offering envelopes given at Sunday Mass.

School Fees:

1. One yearly payment of $990 (payable before 31st March.)
   OR
2. Three equal instalments of $330 (payable one per term for the first 3 terms in February, May and August.)
   OR
3. 10 monthly instalments of $99.00 (payable on the 1st day of each month from March to December inclusive)

EFTPOS facilities are available for your convenience.

TOTAL AMOUNT DUE: $1290.00

EDUCATIONAL MAINTENANCE ALLOWANCE

All families who hold a current Health Care Card, Pension Card or Disability Allowance are eligible to receive an Educational Maintenance Allowance from the Government to help with the payment of school fees or levies. This allowance of $230 per child must be claimed through the school office during the first two weeks of the school year. Payments will be made to the school in instalments.

If you are uncertain of your eligibility, please come to the school office and ask for assistance.
KIOSK / HOT WEATHER SHOP

The kiosk is open during first and fourth terms only between 1.40 pm and 2.10 pm (lunch time). Children are only permitted to buy one item each day for themselves. The kiosk only sells frozen healthy snacks.

Extra volunteers to help serve would be appreciated. If you can assist, please leave your name and phone number at the office and Susan Dvorski (Kiosk Coordinator) will contact you.

HEALTH

Starting school is usually a tiring experience. Be prepared for your child to experience mood changes and fatigue. Ensure they have plenty of sleep incorporated with a healthy diet. If a child has an illness or condition - for example, Asthma, Epilepsy or an Allergy - the teacher should be told about it. The teacher should also be told about the effects of any treatment that a child is having, so that allowances can be made both in and out of the classroom.

Teachers are not permitted to administer medication to children in the classroom, nor can medicine of any kind be kept in classrooms. If your child needs to be taking medicine during school time, details, instructions and the medicine must be left with the office staff, who will be responsible for the administering and recording of medicines taken. A special permission / information slip needs to be completed and returned to the office for this purpose. Please refer to the sample below:

<table>
<thead>
<tr>
<th>MEDICATION - PERMISSION SLIP</th>
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<tbody>
<tr>
<td>I .............................................. ….. authorise a member of St. Clare’s Staff to</td>
</tr>
<tr>
<td>(Parent’s Name)</td>
</tr>
<tr>
<td>administer the following medication ............................................. to my child</td>
</tr>
<tr>
<td>.................................................. ..................................... (Medication name)</td>
</tr>
<tr>
<td>(Child’s name)</td>
</tr>
<tr>
<td>The medication is to be given to my child at .........................</td>
</tr>
<tr>
<td>The dosage my child is to receive is ...............................</td>
</tr>
<tr>
<td>Signed: ........................................................Date: ...........................................</td>
</tr>
</tbody>
</table>

If your child has an accident at school or needs medical attention, we will notify parents/guardians immediately. If parents/guardians are unavailable, the emergency contact will be notified of the child’s needs. We will always act accordingly in the best interests of the child.
For minor incidents where first aid is administered, parents will be notified of any injuries and action taken via an injury notification slip.

All children in Prep will receive an examination by the School Medical Nurse who especially focuses on vision and hearing. This is also an opportunity for you to raise any other medical or learning concerns with another professional. This is a free service and permission from you will be required for this to take place.

If your child suffers from asthma and has a management plan, please complete a notification form titled: “School Asthma Action Plan”. Your child’s doctor must sign this action plan.

Similarly, if your child has any other medical conditions or allergies, please complete a notification form titled: “Action Plans for Other Medical Conditions”. Again, your child’s doctor must sign this action plan.

It is vital that the school receives information regarding medical conditions or allergies. Without this information, your child’s safety is at risk, as we will be unsure of the correct procedures to carry out in the event of an emergency.

SAFETY AND SECURITY

School commences each day at 8.45am. The school gates at the main entrance are opened at 8.30am and a teacher is rostered on at this time for supervision purposes. All perimeter gates are locked at 9.00 am and the only way into the school between 9.00am and 3.15pm is through the main office entry.

Children arriving at school after the gates are locked at 9.00am must enter through the office. Parents will not be permitted to enter the school after 9.00am as classes will have commenced and teachers and children should not be disturbed. Parents wishing to speak to teachers about their child’s progress are welcome to make an appointment to meet with the teacher at a mutually convenient time.

Parents that come to school to collect children throughout the school day for attendance at appointments must sign the “Sign out” Book. All visitors to our school must also sign the “Visitor’s Book” and wear a visitor’s identification badge.

All parent helpers must obtain a “Working With Children” Check. Applications are available from the school office. There is no cost incurred for this.

All children and teachers are familiar with and understand our school’s behaviour management plan. This covers rules and consequences both within the classroom and in outside play areas. Please find attached a copy of this.
PARKING IN THE SCHOOL GROUNDS

Cars are not permitted to enter the school grounds between 8.30am and 9.15am in the mornings, and between 3.15pm and 3.45pm in the afternoons. This rule applies to all times (regardless of the weather). Parents are encouraged to park in the car park opposite the school in Harbard St.

The “NO STANDING ANYTIME” signs outside the school grounds (Harbard Street) must be observed at all times. Parking officers often patrol this area.

SCHOOL CROSSING

The school crossing on Harbard St is the responsibility of the Whittlesea Council who employs a crossing supervisor. Children and adults are encouraged to cross safely at this crossing at all times. A teacher is also on duty every afternoon between 3.30 and 3.45 pm at the front gate.

CURRICULUM

St. Clare’s provides high-quality education to all of our students. We are committed to developing self-confidence and a lifelong love of learning in students. Our teaching and learning programs are enhanced by a committed and caring staff.

The “Inquiry Approach” to learning is used to plan units of work that are relevant to the interests and needs of our children. Units of work are planned around topics of substance (drawn from Science, History, Geography, Economics, Technology and Health). As students investigate these topics, they develop increasingly sophisticated understandings of their world. These units of work are designed to help our students develop important values and attitudes about key concepts and issues in their world.

All Curriculum areas are planned in line with the “Victorian Essential Learning Standards” as determined by the Ministry of Education. Curriculum is organised under the following three strands:

Physical, Personal and Social Learning
- Health and Physical Education
- Interpersonal development
- Personal Learning
- Civics and Citizenship

Discipline-based Learning
- The Arts
- English and Languages Other Than English
- The Humanities (Economics, Geography, History)
- Mathematics
- Science
Interdisciplinary Learning
- Communication
- Design, Creativity and Technology
- Information and Communications Technology
- Thinking

Religion is also taught as part of our daily curriculum and is based upon the “Coming To Know, Worship and Love” texts developed by the Archdiocese of Melbourne.

PARENT INVOLVEMENT
There are many ways that parents can be involved in their child’s education. Please take the opportunities that interest you to help you with parenting and educating your child.
Some of the ways you can be involved include:
- Reading to your child
- Checking and helping with homework
- Keeping up to date with newsletters
- Helping in the classroom or library
- Helping at the kiosk
- Being a member of the Parents’ Association
- Helping on excursions
- Covering books or making classroom aids for teachers
- Being a member of the School Board
- Attending Parent / Teacher interviews
- Attending Parent Information Sessions
- Supporting school special events e.g. school sport
- Supporting school rules/policies

EXCURSIONS / INCURSIONS
Excursions/ Incursions form a part of the curriculum and are always related to units of study. Cost for these are included in the subject levies. Parents will be invited to attend according to the need for additional adult supervision. Teachers will make the selection of parent helpers and will try to make this as equitable as possible. Any parent helper must have a current Working With Children Check.

OUTSIDE SCHOOL HOURS PROGRAM
An Outside School Hours Program operates at St Clare’s School. This program is managed by the YMCA. Enrolment information is available from the school office. Program hours are 7.00 – 8.30 am and 3.30 – 6.00pm.
RATIONALE
At St. Clare’s we are committed to fostering ‘the values of courage, resilience, hopefulness, determination, compassion and humility’ in each individual. ‘We strive to build a community where students feel secure in themselves and in the relationships they form; and where they can develop as a whole person, empowered to contribute to the challenging and changing world. We strive to create a hope-filled community where the dignity of each person is valued and differences are accepted and celebrated.’

We believe that:

- Strong relationships underpin successful learning
- A successful school is built upon respectful, healthy relationships between all stakeholders.

The components of the Building Relationships Policy include our:
- Anti-bullying Policy
- Behaviour Management Policy
- Wellbeing Policy and Framework
- Social & Emotional Learning programs and structures

AIMS:

- To build strong partnerships with families.
- To foster a sense of connectedness.
- To develop an awareness of how our actions impact on others.
- To communicate positively and respectfully at all times.
- To provide a consistent, fair approach to managing challenging behaviours.
- To foster respect for ourselves, others and our school community.
- To build empathy.
- To encourage responsible, collaborative decision-making.
- To develop successful strategies for conflict resolution.
- To mend broken relationships restoratively.
- To live out our Clarian values.

OVERVIEW OF PROGRAMS/PRACTICES

There are many opportunities, both formal and informal, to address Social and Emotional Learning. These five “core competencies” provide the framework for the Social and Emotional Learning programs in our school:
Self awareness – Recognising one’s emotions and values as well as one’s strengths and limitations

Social awareness – Showing understanding and empathy for others

Self-management – Managing emotions and behaviours to achieve one’s goals

Responsible decision-making – Making ethical, constructive choices about personal and social behaviour

Relationship skills – Forming positive relationships, working in teams, dealing effectively with conflict

To achieve our aims, we implement the following programs and practices:
Bounce Back! resiliency program
Circle Time
Inclusion / LNSLN program
Program Support Groups – Literacy and Numeracy – (yr.1-6)
Gender specific- Wellbeing programs:- Rock and Water
M-Power
Revved Up
Y’s Girl

Bluearth
Fellowship
Seasons
Transition/Orientation
Edible garden project
Prep -5/6 Buddies
Camps Program
Assertive Discipline
Parent Partnerships
BRAT –Vertical groupings
RATIONALE
(This policy needs to be read as a part of the total “Building Relationships Policy”)

St Clare’s School Vision states:
‘We are a joyful people who reflect the light and love of Christ in today’s world.
We foster the values of courage, resilience, hopefulness, determination, compassion
and humility by embracing Clare’s story.
We strive to build a community where students feel secure in themselves and in the
relationships they form and where they can develop as a whole person, empowered
to contribute to the challenging and changing world.
We strive to create a hope-filled community where the dignity of each person is
valued and differences are accepted and celebrated’.

Accepting the above as the vision of all members of St. Clare’s Community, we are
committed to providing a safe, respectful, healthy environment in which all persons
can develop.

AIMS
At St Clare’s Catholic Primary School we aim to develop:
- Qualities of respect and acceptance for self and others
- A safe and secure environment for all
- Resilience
- Skills in the children to enable them to make responsible choices and to accept
  the consequences of their choices, actions and decisions.
SCHOOL EXPECTATIONS
We expect that all children will:

- Arrive at school between 8.30am and 8.45am every day.
- Respond to all bells promptly.
- Wear correct school uniform.
- Play in the designated areas.
- Respect classroom and playground rules.
- Keep our school clean.
- Respect all members of our school community.
- Participate in all school activities and programs.
- Always cross the road at approved school crossing points.
- Walk their bicycle into the school grounds.
- Refrain from bringing chewing gum to school.
- Refrain from bringing valuables to school.
- Corporal punishment is not permitted in the school.

POSITIVE BEHAVIOUR
Students enjoy receiving encouragement and recognition from staff. Encouragement is personal and genuine. Encouragement can be directed to a student or a group and relates specifically to academic, social or behavioural reasons. The focus of encouragement is on effort and process rather than results and outcomes.

CLASSROOM RULES
Every class has established a set of class rules that are based on the principles of safety and respect:

Safety
- Always think of the safety of others - Keep hands, feet and objects to yourself

Respect
- Treat others the way you would like to be treated
- Follow the teachers’ instructions

If a student breaks a classroom rule the following process is followed:

1. Warning
2. 2 minutes time out in the classroom
3. 5 minutes time out in the classroom
4. Send to the Principal

Severe Clause
- Intentional and extreme verbal or physical behaviour endangering the safety of self or others
Every class has a ‘tracking sheet’ that records the number of times students receive a warning. Student starts with 0 warnings every day. Warnings are not carried over from one day to the next.

If a student is given a severe clause, it overrides all warnings. The student is sent immediately to the Principal.

A student is sent to the Principal for their fourth warning. The students and the Principal discuss the events that led them to receive four warnings.

When a student is sent to the Principal for a severe clause, a discussion takes place. Parents will be notified of the incident. A green 'Behaviour Notice' will be sent home with the child for parents to read and sign. This needs to be returned by the child, to school the following day.

**INDIVIDUAL BEHAVIOUR MANAGEMENT PLANS**

An Individual Behaviour Management Plan may be created and implemented for students who need extra support and direction in managing their behaviour. These are developed in consultation with the Wellbeing Coordinator, the Catholic Education Office Psychologist, the teacher and the parents. They are designed to target one behaviour at a time and there are specific rewards and consequences.

Our rules for outside and the Playground are also underpinned by the principles of safety and respect.

**RULES FOR OUTSIDE AND PLAYGROUND**

- No ball games or playing on equipment before or after school.
- No eating on the oval, adventure playground, sandpit, fitness track and toilets.
- Only throw balls and frisbees.
- No tackling in all games.
- These areas are out of bounds: garden beds behind mounds on oval area outside rooms 10 – 13 side of resource building bag area outside Prep rooms.
- No walking on brick ledges.
- When oval is closed – only tennis balls outside.
- Running only allowed on basketball court and oval (coloured areas).
- Garden (outside library) is for passive play only.
- No playing in toilets.
- Wait for teacher to supervise before using oval, adventure playground or fitness track.
- Use all equipment safely and correctly.
- Games must stop when music begins.
- In Terms 1 & 4 students and teachers must wear a hat when outside.
- Place litter in correct bins.
- Use taps for drinking only.
- Do not come into the office building without permission from teachers on yard duty.

If a student breaks one of these rules, the teacher on yard duty will talk to the student about the rule that was broken, and then send the student to 'time out' for an appropriate period of time. This 'time out' will be in the playground close to where the rule was broken.

For more serious offences (severe clause: intentional and extreme verbal or physical behaviour endangering the safety of self or others) the student will be sent to the office to be counselled by a member of the leadership team. Parents will be notified of the incident. A green 'Behaviour Notice' will be sent home with the child for parents to read and sign. This needs to be returned by the child, to school the following day.
RATIONALE
(This policy needs to be read as a part of the total ‘Building Relationships Policy’.)

*St Clare’s Catholic Primary School does not tolerate bullying in any form.*

We strive to build a community where students feel secure in themselves and in the relationships they form; and where they can develop as a whole person...

We strive to create a hope-filled community where the dignity of each person is valued and differences are accepted and celebrated.

DEFINITION
At St Clare’s, bullying is defined as

“a deliberate act to hurt someone physically, verbally or psychologically. Bullying is a repeated act which causes someone to feel less powerful. It also includes the use of all technologies.”

It includes

- verbal insults
- demands for money or possessions
- damaging, removing or hiding belongings
- excluding others (leaving someone out of activities on purpose)
- physical violence
- put-downs
- non verbal put-downs (finger signs, rolling eyes, continual staring and laughing at comments or mistakes)
- practical jokes where the victim is humiliated
- spreading of rumours or stories designed to damage reputation
- threats of violence
- glaring and menacing gestures
- racial vilification
- unwanted touching or sexual remarks
- intrusion into one’s personal life
- other actions which are meant to hurt someone else

It is not:

- conflict (conflict has equal responsibility and often there is an issue that causes the disagreement)
- social isolation (this is not bullying unless it is intended to hurt)
- random (one off) acts of aggression, intimidation or meanness.

Students, staff, families and visitors have the right to be free of bullying and to be provided with support if bullied. Therefore the above actions are not acceptable at St Clare’s.
It is the responsibility of all members of the St Clare’s community to abstain personally from bullying and to actively discourage bullying. We focus our energy on bullying prevention.

RESPONSIBILITIES

STAFF
- provide a safe environment for students, staff, families and visitors
- provide a supportive environment which encourages positive relationships between students, their peers and teachers
- listen and respond to all reports of bullying; and inform leadership where appropriate
- listen to and inform families about bullying issues
- reassure families that the problem is being taken seriously
- continue professional development
- provide parents with current information and strategies on bullying, including cyber bullying
- teach the students strategies for avoiding and dealing with bullying
- incorporate Social and Emotional Learning into the curriculum
- provide students with info and support on cyber bullying
- consistently model appropriate behaviours

STUDENTS
- will be encouraged to employ strategies they have learned in the classroom.
  - How to prevent bullying – how not to attract the attention of bullies, find a positive peer group
  - What to do if you are bullied – ignore, move away, assertive warnings, ask an adult for support
  - What to do if you see bullying happening – support the victim, don’t join in, report to an adult

FAMILIES
- need to listen to their child’s story
- can suggest positive ways of dealing with the situation
- work in partnership with staff – assure your child that it’s okay to tell the teacher

Families want to be listened to and informed about bullying issues. They want to be reassured that the problem is being taken seriously.

BULLYING WILL BE RESPONDED TO IN THE FOLLOWING WAY

1. Notify any bullying issue to a member of the Leadership Team.

2. When a bullying issue has been reported, both the person being bullied and the person/s reported for bullying will be interviewed separately. The Shared Concern Method will be used to facilitate this process. The responsible member of the Leadership Team, together with the Principal, will determine consequences. The
focus of the consequence will be on repairing any damage that has been caused and restoring relationships.

3. The Principal needs to be informed of all bullying issues.

4. Keep a register of all bullying reports.

5. Parents will receive a copy of this report. Depending on the severity of the issue, parents may be called for a meeting with the Principal and their child.

6. The child will be given opportunities to modify their behaviour and be supported by staff and students.

7. If behaviour seriously jeopardises the health and welfare of others, suspension may result.

8. If the behaviour is repeated, a negotiated transfer will take place.