

# **ST BERNARDINE'S CATHOLIC SCHOOL**

## **REGENTS PARK**

### **SCHOOL MISSION STATEMENT**

As a community of learners, we acknowledge the presence of God in each of us and in our world. We commit ourselves to living the Gospel values and we accept the challenges of a changing world, as we endeavour to:

- Provide our children with Christ-centred experiences, which acknowledge and celebrate our Catholic heritage, as we accompany them on their faith journey.
- Create a stimulating learning environment in which our children may acquire attitudes, skills and knowledge to enable them to make appropriate choices in the light of their life experiences.
- Strive for excellence, whilst being guided and encouraged through the partnership of our professional, dedicated staff and supportive, caring families.
- Build positive relationships within our school, parish and wider community, whilst embracing compassion, tolerance, justice and respect for all, and support for those in greatest need.

**“TO SERVE –TO CHALLENGE”**

## **WELCOME TO OUR SCHOOL**

Welcome to St Bernardine's Catholic School, a dynamic co-educational primary school with 725 children from Prep to Year 6. St Bernardine's has been providing quality Catholic Schooling in this area since 1982. Our school is an integral part of the Parish community. In accordance with our Mission Statement, all our endeavours, relationships, decisions and programmes are Christ-centred and child centred. Community is important at St Bernardine's and relationships are promoted and celebrated through positive interactions with students, teachers, parents and the Parish. We pride ourselves on being an inclusive and welcoming faith community.

At St Bernardine's, the importance of tolerance and understanding of difference is promoted. This allows all in our school community the right to work in a safe, productive and harmonious environment. Our dedicated and caring staff are concerned with the welfare of each child at this school. Parents are invited to work with our staff with openness and mutual respect.

We believe in developing the whole child - academically, socially, emotionally, physically and spiritually. We understand we are a teaching and learning environment, and it is important we focus on a holistic approach for our children, so they have the opportunity to develop into happy, productive and successful members of society and to ***'To serve, To challenge'***.

Please contact us for any further information you would like to know about St Bernardine's Catholic School.

Kind regards

**Nick Gallen**  
Principal

## **EDUCATIONAL PHILOSOPHY**

Our school values every child as a learner. Learners learn in different ways, in different settings and at different rates. Learning is most effective when it involves active partnerships with parents and carers, peers, teachers, school and community members. For each child to reach their full potential, classrooms are organised to include individual, small group and whole class teaching and learning. Our school uses the syllabuses developed by ACARA and the Queensland Studies Authority. From 2011 we implemented the Australian Curriculum developed by ACARA in all subjects.

The curriculum is designed to enable our children to become lifelong learners. Learning is a lifelong process. A lifelong learner is a knowledgeable person who is developing the skills to become a: Reflective, Self Directed Learner, Community Contributor, Leader & Collaborator, Effective Communicator, Quality Producer, Designer & Creator and Active Investigator.

The core business of our learning communities is focused on learning. It is our belief that every person can achieve success in learning. For this to happen we have adopted a learner-centred approach to learning. This approach provides opportunities for students to practise critical and creative thinking, problem solving and decision making. These involve the use of skills and processes such as recall, application, analysis, synthesis, prediction and evaluation, all of which contribute to the development and enhancement of conceptual understandings.

The Australian Curriculum subject areas are:

- English
- Humanities & Social Sciences (History, Geography, etc)
- Mathematics
- Science
- The Arts
- Health & Physical Education
- Languages: Italian Years 3 - 6
- Technologies

## **RELIGIOUS EDUCATION**

As a Catholic school, we seek to be a welcoming faith community in which all are encouraged and empowered to live the Gospel of Jesus Christ. We believe that every person is created in the image and likeness of God and that we are continually being called into new ways of growing and renewing ourselves. We are challenged to examine who Jesus is and to live his message of serving in our daily life. This is reflected in our school motto, "to serve, to challenge". Christ is at the centre of all we do and be; on our school emblem the letters IHS are in the very centre; these are the Greek letters for the word 'Jesus.' The patron saint of our school is St Bernardine of Siena. Bernardine was a man who had a great love of God and went out to share the message of Jesus with others. He also reached out to those who were in need and gave them support and encouragement.

Religious Education consists of two distinct but complementary dimensions; namely an educational dimension and a faith formation dimension. The first dimension, most commonly referred to as the classroom teaching of religion, is focused on Religious Education as an educational activity. As one of our subject areas, Religious Education is based on an interrelated approach, emphasising the educational alignment between this subject area and the other areas. We align quality Religious Education with the Archdiocesan vision, policies and guidelines.

The second dimension, faith formation, is reflected in the religious life of the school, family and parish. As a Catholic school, we aim to effectively support our students in their faith growth by providing opportunities for reflection, prayer and the celebration of liturgy. We acknowledge that the family is the first place where faith can be nurtured and strive to work in partnership with parents/carers and our parish.

## CHURCH PARTICIPATION AND EXPECTATIONS

At St Bernardine's, our main liturgical practice is based around Eucharist/Mass, where the children attend Mass at least once a term. When we all gather at church we do so with the values of respect and reverence and so we refrain from bringing food or drinks into the church. For those receiving communion it is common practice to refrain from eating 1 hour before receiving communion.

When we come together for Mass we gather, not as spectators, but as active participators. Therefore we follow the actions of the assembly, standing and sitting where appropriate. If people who are attending but who aren't practicing Catholics are comfortable with responding to the various acclamations then they are invited to do so.

Younger children are **always** welcome.

Since the Church is seen as one of the most sacred spaces in the Catholic tradition then during the prayers and liturgies we strive to limit non-essential conversations so that we can allow the words, silence and stillness to speak to us.

It is great to have memories of your child's participation in various prayer experiences and so, where appropriate, it is acceptable to take photos and videos. However, when this is occurring, please make sure that it does not affect the telling of the story or the participation in the prayer. Remain discreet.

The reception of communion means that the person has been received into the Catholic Church through the sacraments of Baptism, Confirmation and Eucharist. Therefore, parents who are Catholic are more than welcome to receive communion. If you are not Catholic, you are welcome to come forward to receive a blessing. The common practice of this is to fold your arms across your chest as you approach the priest/Special Minister of the Eucharist who is giving out communion.

At St Bernardine's we are very conscious that our prayer experiences are time-friendly to parents and students. We therefore strive to start on time. We do ask parents, family members and friends attending that they try to be their ahead of time and that they stay for the entire celebration so as to honour all of us with their presence and support.

Occasionally, when we have large school prayer celebrations, we use Siena instead of the church. The above guidelines are still maintained when in Siena, as the purpose for the gathering is still the same. Thus, we still maintain the values of respect and reverence. I hope that these guidelines assist in ensuring that parents and friends not only feel welcome but are also comfortable when attending any of our special prayer celebrations.

## SACRAMENTS

Sacramental education happens in the school Religious Education program at various times throughout the primary years. Preparation for the reception of the sacraments of Baptism, Confirmation, First Eucharist and Penance happens within the context of the Parish Sacramental Program. For information regarding the Parish Sacramental program, contact the Parish Office on 3884 7600.

## ENROLMENT POLICY

The enrolment policy at St Bernardine's follows the Brisbane Catholic Education Guidelines and enrolments are prioritised, as below:

- Siblings
- Catholic children in the Parish
- Catholic children from other Parishes
- Non-Catholic children

## **ASSESSMENT & REPORTING**

Within the Australian Curriculum, assessment focuses on students' achievement according to the ACARA achievement standard for each year level. With this approach students are aware of what is being assessed, the assessment techniques being used and the criteria by which their standard of work produced will be judged. Students are modelled expected and above standard work and receive Success Criteria to inform students and parents about what is being assessed and the level of that achievement. In addition to the ongoing assessment in the classroom, children in Year 3 and Year 5 are involved in the National Literacy and Numeracy Tests (NAPLAN). These tests aim to provide information on student achievements in some aspects of literacy and numeracy. From 2019, students in Year 3 and 5 will undertake the NAPLAN tests online.

Formal written reports are provided at the end of Semester 1 and Semester 2 on the Parent Portal. Formal Parent/Teacher interviews are offered twice a year, with the first interviews being held at the end of Term One.

## **HOMEWORK**

It is our policy that homework is set. It is the parent's responsibility to ensure that homework is undertaken. Parents are expected to consult with their child's teacher so that they are familiar with the homework policy of the class.

## **EXCURSIONS**

During each year, excursions to places of educational interest and alignment to the curriculum, are undertaken. Parents will be advised when such visits are to occur and an excursion permission slip, medical information and excursion details will be emailed using Ed Smart Parent Slips.

## **SCHOOL CAMPS**

School Camps are an important learning and socialising experience and are part of the school curriculum for Year 6.

## **INTERSCHOOL SPORT**

The students in Year 5 and 6 will participate in a variety of sports with local Catholic schools. The students will train each week on a Friday and compete in Gala Days in Term 2 and 3.

## **DISTRICT SPORT**

The school is a member of the Greenbank District Sports Association and the Zone 2 Catholic Sports Association. This is a chance for children with a sporting aptitude to represent the school in Athletics, Swimming and Cross Country and other sporting areas.

## **INSTRUMENTAL TUITION**

Our school offers students from Year 2 - 6 the opportunity to participate in Band and Instrumental lessons through the use of the private company Creative Kidz. Through the Instrumental Program, students receive private group lessons for their particular instrument. These lessons are held on a weekly basis where charges are levied through the company. Lessons are held during class time.

Students are required to enrol in the Instrumental Program for the whole school year and only under extenuating circumstances will a student be allowed to withdraw from the program.

Two Band concerts are held each year – one mid-year and the other at the end of the year. In addition our Bands participate in Music Festivals. The expectation is that children participate in all these performances. Information for new members can be obtained through the office.

## **CHOIR**

There is an opportunity for interested students to be involved in the School Choir. This is open to children from Year 4 – 6. There is an expectation that those joining the choir attend practice before school and special events which they enter.

## **ICLT**

St Bernardine's is committed to providing the very best of ICLT resources to support the teaching and learning throughout the classrooms. In doing this we have provided:

- Interactive Tv's in all classrooms
- All teachers have networked lap top computers and iPads
- Library has a bank of laptops and data projector
- All photocopiers are networked and act as scanners and printers
- Wireless access throughout the school
- Classrooms in Year 2 to 6 have 15 laptops and a pod of 5 ipads
- Prep to Year 1 have 15 ipads and a pod of laptops
- Device ratio is 1:2 students
- All classes have Twitter accounts
- St Bernardine's School has Facebook and Twitter accounts and BCE Connect App

## **LEARNING SUPPORT**

It is our belief at St Bernardine's Catholic Primary School that every child is an individual with unique potential, abilities, talents and needs. Our teachers and staff are continually monitoring student needs and adapting the teaching/learning process accordingly. Every effort is made to address these individual needs through the class program and through additional services overseen by the Student Support Team. As an Archdiocesan school, we encompass the Brisbane Catholic Education Special Education Policy. This policy guides our own school philosophies, processes and procedures for the inclusion of students with special needs across a range of medically diagnosed disabilities as well as the needs of students who experience barriers to learning through learning difficulties or disabilities, social, emotional or behavioural issues.

Our Support Teacher Inclusive Education coordinates a team of Inclusion Teachers and School Officers to assist the classroom teacher in meeting the needs of all students. The ST:IE is also responsible for the co-ordination of EAP and PLP meetings for students who are verified and receive Government funding.

## **LEARNING ENGAGEMENT TEACHERS**

In 2019, we have introduced Learning Engagement Teachers across all year levels. The Learning Engagement Teachers work collaboratively with the classroom teacher to further develop, enhance and sustain effective pedagogical practices across all subject areas, with a core focus on literacy and numeracy skills, knowledge and understanding. Another key factor of this role is the development of positive relationships with students to assist with their wellbeing.

## **CODE OF BEHAVIOUR**

We believe that children need to understand that they are responsible for their own behaviours and that we as a school community will support them as they learn how to interact and live within our Christ-

centred environment. All our dealings with our children are based upon the Gospel values of Respect, Dignity, Forgiveness, Justice and Understanding. We endeavour to create a “We can work it out” atmosphere, where children learn through their mistakes and accept ownership for their behaviours and actions.

St Bernardine’s Values of Respect, Resilience, Service, Unity and Contemplation are explicitly taught throughout the school.

Our school behavioural expectations are clearly set out through the SERVE Matrix. These expectations are explicitly taught, modelled and revised. Expectations should be clearly set at the beginning of each day and lesson, including specialist lessons, off-site excursions, sports events etc.

We recognise and value the significance of building positive relationships with students. In building these relationships, we use a wide variety of strategies to promote positivity within behaviour and learning.

We follow the process of non-belonging when expectations are not being met.

**Non-Belonging Process**

Classroom	Playground
<ul style="list-style-type: none"> <li>• A reminder/warning of expectation not being met</li> <li>• Follow non-belonging policy (gradual removal from class)</li> <li>• If physically or verbally aggressive or violent, contact office immediately</li> <li>• If student is removed to office– incident data is to be added to Engage and parents notified within 12 hours</li> <li>• Re-entry is the goal when student is calm and ready to re-engage with learning</li> <li>• Teachers responsibility to re-teach and model expectations in students time (eg lunch)</li> <li>• “Clean Slate” upon re-entry.</li> </ul>	<ul style="list-style-type: none"> <li>• A reminder/warning of expectation not being met</li> <li>• ‘Walk with Me’ or ‘Sitting out of Play’ for part or all of play session</li> <li>• Re-entry to play is the goal after discussion with the teacher on duty – not sent to class teacher to deal with matter</li> <li>• If physically or verbally aggressive or violent – send for assistance from the office</li> <li>• If “Green Card” is given to student, data needs to be entered into Engage, by the teacher on duty, before the end of the current school day and inform the child to present to the office at the next lunch break.</li> </ul>

**CONSEQUENCES FOR BEHAVIOUR**

Consequences for displaying appropriate behaviours include:

- Affirmation and recognition by class teacher and / or other staff
- Rewards negotiated by class teacher and children.
- Awards at weekly assemblies.
- Value awards / Stickers / Certificates etc.

Consequences for displaying inappropriate behaviours include:

- Warnings and reminders
- Time out from classroom or playground

- Discussions about and reflection on choices
- Mediation with peers or adults
- Gradual isolation
- Internal suspension
- External suspension
- Expulsion in extreme cases

Parents will be informed if inappropriate behaviour is of a serious nature. We will implement a process of mediation and conflict resolution where deemed necessary. There will be definite consequences for inappropriate class behaviour and playground.

## SCHOOL UNIFORMS

Our school uniform is **not** optional and at all times we expect our students to wear their uniforms with pride and to present themselves neatly and in accordance with our uniform standards:

- Day uniforms are to be worn three days per week, on special occasions and for educational excursions
- Sports uniforms are to be worn on the designated PE days each week and for sporting carnivals and special sports events.
- Hats: Our school follows the “**NO HAT, NO PLAY**” rule. Children **MUST** have their hat at school each day as this is a Sun Safe issue.

Attendance at excursions, sporting carnivals or any representational activities depends upon the wearing of correct uniform and appropriate grooming.

All uniform items are available for purchase at the Uniform Shop located next to the tuckshop.

	<b>Girls</b>	<b>Boys</b>
<b>Day Uniform</b>	Blue check jack shirt Maroon culottes	Blue check jack shirt Maroon shorts
<b>Sports Uniform</b>	Blue sports shirt Maroon culottes or shorts	Blue sports shirt Maroon shorts
<b>Winter Uniform</b>	Students can wear tracksuits – plain maroon top and pants. These are available from the Uniform Shop in Terms 2 and 3 only. Maroon V-neck jumpers or zipper jackets can also be worn.	
<b>Hats</b>	Blue Hat with School Logo	
<b>Socks</b>	Blue ankle socks	
<b>Shoes</b>	Black leather lace up shoes or leather look joggers (lace up or velcro)	

## GROOMING

### Jewellery

The wearing of appropriate jewellery includes:

- watches
- chains offering medical information or of special religious significance
- plain studs or sleepers limited to ONE per ear which will need to be removed/taped during sports and other vigorous activities.

In the interest of safety and security, ornamental jewellery (rings, signet rings, bracelets, anklets, neck chains, ear rings, etc) are NOT to be worn at school.

## Hair

In keeping with the image we promote, students' hair styles should be neat, sensible and conservative. All children are expected to adhere to the following guidelines.

- Girls' hair, longer than the collar, must be neatly tied or plaited. Ribbons, scrunchies, hair bands and hair ties must be in the school colours i.e. blue or maroon.
- Boys' hair must be neat and tidy, above the collar and out of their face.
- Tinting, colouring, streaking, hair extensions, hair wraps etc are not permitted.
- Punk-styles, undercuts including shaved false parts and long fringes, spikes, dreadlocks, tracks, skin-heads, rats' tails etc. are not permitted.
- Styling products e.g. gel, mousse, wax are not be used.

## SCHOOL TIMES

School times are as follows:

Time	
8.33am	Bell goes for morning assembly in undercover area
8.40am	Class begins
10.40 – 10.55am	Eating Lunch
10.55 – 11.25am	Play
1.30 – 1.35pm	Eating Afternoon Snack
1.35 – 1.50pm	Play
2.55pm	School ends

All children are expected to meet in the undercover area at 8.35am. This is when the rolls are marked, tuckshop collected and notices issued. We encourage and promote punctuality so that there is limited disruption to learning time.

If children arrive late to school or need to be collected early, all parents must go the office to have the students signed in or out. No parent should go directly to a classroom.

## PROCEDURE FOR BEFORE SCHOOL

Children are not to arrive before school before 8.15am. Prior to this there will be **no supervision**. On arrival children are expected to remain seated in their allocated year level areas until they are invited to play. They do not take their bags to the port racks. At 8.40am they will proceed to their classrooms.

## PROCEDURE FOR AFTER SCHOOL

At 2.55pm all children are dismissed from their class. There are options for them:

- Walk to After School Care.
- Walk to the Carpark Waiting Zone.
- Walk to Under Cover area if this is the arranged place to meet parents.

**All** children who are not collected by 3.30pm will be sent to Outside School Hours Care for supervision.

## **DROP OFF PROCEDURE**

In the morning children may be dropped off in the drop off zone. From this point children can move safely to the undercover area. Parents who require parking are asked to park in the lower car park areas. The top car park is reserved for staff only.

## **PICK UP PROCEDURE**

Children may be picked up in the following locations: (1) The Waiting Zone ("white post area"); and (2) the Under Cover area near the tuckshop. If parents wish to meet their children in the Under Cover area, they will need to park their cars in the designated parent car parks. The only supervised place set aside for student pick up by car is the Waiting Zone. All traffic in the Waiting Zone is to move one-way only in a clockwise direction. All cars must keep moving in the circuit unless stopping to collect children. **No parking** is allowed in the church car park and driveways. **No parking** is allowed in front of the waiting zone.

## **OUTSIDE SCHOOL HOURS CARE**

Before and after school care are available and should be used by those needing care for after normal school hours. This service is also available on pupil free days and throughout vacations.

Hours of operation:

6.00am – 8.40pm (Mon to Fri)

3.00pm – 6.00pm (Mon to Fri)

6.00am – 6.00pm (Vacation Care)

For further information, please contact Mandy Petrie on 0408 076 361 or 3806 9940.

## **MOBILE PHONES**

We strongly discourage the practice of children bringing mobile phones to school; however, in certain circumstances we realise this is unavoidable. A consensual letter stating the reasons that your child needs to have their mobile phone at school must be handed to the office.

If phones are brought to school, the following guidelines must be followed to ensure that students do not receive or make calls, text messages etc during school hours.

- All phones **MUST** be clearly named.
- Students must hand phones to class teacher at the start of the school day.
- All student phones will be sent to the office in the morning in the black bag.
- All student phones will be kept in the office during the day.
- Phones will be returned to the classroom at the end of the day via the black bag.
- All student phones must be switched off during the day.
- **Parents needing to contact children during school hours should phone the office.**
- The school takes no responsibility for lost, damaged or misused phones.

Students choosing not to follow these guidelines will have phones confiscated and parents will be asked to collect them from the office.

## TREASURES

Items of personal significance to children should only be brought to school for specific purposes eg: morning talk. The school takes no responsibility if they are lost or damaged.

## LOST PROPERTY

**All** belongings must be clearly named.

Lost property and unmarked property causes unnecessary inconvenience and often upsetting arguments over ownership. Please give your child every assistance in this regard by making sure all property is clearly marked. (Initials on the labels are not enough). At the end of each day all unclaimed items are placed in Lost Property. At the end of each term all unclaimed items are sent to our St. Vincent De Paul Society shop.

## COMMUNICATION

St Bernardine's uses a variety of tools to communicate with families. Fortnightly electronic newsletter, class blogs, LED sign, school app, Twitter, Facebook page, website and Parent Portal to name a few. As we are practising sustainability throughout the school, one of which is to lessen paper use, we strongly encourage families to become familiar with all these outlets to keep themselves informed.

The Parent Portal is the "one stop shop" designed for quick and easy access not only to inform the school of updated contact details and absenteeism, but also to download report cards and NAPLAN results. The email address provided to the school on application is linked to the parent portal and accessed via the website. For first time users, please see the office for instructions.

## NOTES TO PARENTS

Accounts, Notices etc., are sent home periodically. The eldest child in each family will be given the notice and parents should regularly check that important notices are not left in the child's schoolbag. Newsletters are produced each fortnight and distributed via email. A subscription form for the newsletter can be obtained at the office. Parents are encouraged to carefully read this newsletter as it is the most crucial form of communication to families.

## PARENTING ORDERS

Where parenting orders exist, the school requires a copy of these documents to ensure all rights are upheld. Parents should advise the school by letter if permission is given to have the child collected by someone other than the person who has the legal right to do so.

## SCHOOL RECORDS

It is important to have up-to-date School records on each family represented in the School. Therefore, we ask that if there is any variation to the information we have on record – particularly change of address, emergency contact, doctor, telephone number or serious health condition – that you contact the Office and advise **immediately**.

## PHONE CALLS

If you wish to contact a staff member, phone the office and a return call will be made at that person's convenience. Children won't be called to the phone for personal messages but a message can be passed on through the office.

## **APPOINTMENTS**

Parents are invited to make appointments to see the class teacher to discuss their child's progress. Teachers should be given sufficient time to prepare for an interview. No interviews can be arranged for during school time. Please understand that the teacher is responsible for the safety and welfare of the children, and cannot take the time to conduct even a short interview during school time.

## **STUDENT PROTECTION PROCESSES**

Student protection and wellbeing are paramount at St Bernardine's. Our commitment to the protection of students is based in our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All students have the right to expect that the school will always act to protect them from any kind of harm. Please use the link below to access BCE Student Protection Processes, Student Protection Contacts and Complaints Procedure for Non-Compliance with Student Protection Processes.

<http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/default.aspx>

## **VOLUNTEERS**

At St Bernardine's, we warmly welcome those who are able to contribute to our school community in a variety of ways. Any person wishing to volunteer needs to complete the online training for Student Protection and Code of Conduct prior to working within the school. The training can be found at the below link.

[http://www.bne.catholic.edu.au/students-parents/student-protection/Documents/BCE\\_Volunteer\\_OtherPersonnel\\_Training\\_page/index.html](http://www.bne.catholic.edu.au/students-parents/student-protection/Documents/BCE_Volunteer_OtherPersonnel_Training_page/index.html)

## **VISITORS TO THE SCHOOL**

All visitors to the school must report to the office to sign in and receive a *Visitor's Badge*. This includes all helpers in the classroom, Library Resource Centre and the tuckshop.

Parents who need to collect children during school hours must come to the office. Our office staff will then contact the class teacher and make the necessary arrangements.

Parents who ignore this regulation and go to a classroom will be asked to return to the office. We have a duty of care and a responsibility to ensure the safety of all.

## **HELPERS IN THE CLASSROOM**

Teachers welcome and encourage helpers in the classroom. Adults can assist in a variety of ways including: reading, art and craft and cleaning and washing of art equipment.

Teachers will establish a roster for helpers with specific times.

We value parents and we ask you to respect the dignity of each child and maintain confidentiality.

## **MEDIA CONSENT**

As part of our Privacy Legislation obligations we ask each family to consent to having their children's work or photo used as part of any advertising or media events. Families not wishing their children's photos used in such activities need to contact the Office. Care is taken not to identify individual children in the mass media unless specific permission is gained from the families.

## COMPUTER USE

Access to the Internet involves some risk that students may be exposed to information that is inappropriate. While every reasonable effort has been made to block access to sites containing inappropriate material, there is no guaranteed means of preventing student exposure to such sites, especially where a student deliberately seeks out this type of material. If a student unwittingly encounters material that is inappropriate, offensive, inaccurate or illegal, they should report this to a teacher immediately.

**Vandalism** of computer hardware, software and data and **harassment** through inappropriate sending of emails will not be tolerated. All students in Years 4 to 6 must sign an *Acceptable Use Contract* before using the computers at our school.

## TRANSFER FROM SCHOOLS

If your child is to move to another School early advice for Pupil Transfer Form and Reports would be appreciated. At least a week's notice would greatly assist. Transfer Forms and Reports if requested are issued on the child's last day at the School.

## PARENTS AND FRIENDS ASSOCIATION

We are fortunate here to have an active and concerned Parents and Friends Group. The P & F aims to promote the interests of Catholic Education, further the interests, developments and welfare of the children through promoting a variety of activities and represents the view point of the parent community as a whole. This is one way for parents to become involved in the school. Meetings are usually held on the second Tuesday of each month in the Library at 7.00pm.

## TRANSPORT

Bus services, are supplied by Park Ridge Transit Bus Company and operate in most areas to bring children to school. Details of these services can be obtained from the Office or by contacting:

Park Ridge Transit: 3802 1233

For the majority of parents the service will be relatively expensive. Some families may be entitled to State Government Assistance. When your transport arrangements are settled, please contact the Principal for advice on this matter. Some financial assistance may also be available for families who drive their children to and from School.

## BRISBANE CATHOLIC EDUCATION

BCE is required under the *Privacy Act 1988 (Cth)* to have a detailed process about how schools collect, use, disclose and store personal and sensitive information and how we respond to complaints of a breach of privacy. As a result of amendments to the *Privacy Act 1988*, the BCE Privacy Policy has now been updated. The updated Privacy Policy can be located on the BCE Public Website at the bottom of the home page.

<http://www.bne.catholic.edu.au/Pages/default.aspx>

## SCHOOL FEES

Funding for Catholic Schools comes primarily from the Commonwealth Government and to a lesser extent from the State Government. To supplement this funding fees need to be charged to enable our

school to be adequately resourced, to help cover operational costs and to cover a levy charged by Brisbane Catholic Education. It is important these fees are paid.

### **Fees Procedures**

1. Invoices are issued to individual families by **Friday of 2<sup>nd</sup> week** of each term via email.
2. Payment is **due in full within 14 days** of issue.
3. Unpaid accounts will receive a Reminder letter for payment in 7 days (by Friday of 5<sup>th</sup> week).
4. Families with outstanding amounts after this date will be contacted by telephone in Week 6 by the School Finance Secretary. An appointment with the School Principal will be made at this contact.
5. Final Letter of Demand for Unpaid Accounts will be sent from the school.
6. After this contact has been made consideration will be made to forward the account to a contracted Debt Collection Agency.

### **Concessions for financial hardship**

Should your family be experiencing financial hardship and you are having difficulty in payment of your account, please contact the school office immediately and obtain a concession form, complete the application and return it with required information attached. Interviews will be scheduled upon receipt of the application. Written confirmation of the approved concession will be forwarded after the interview process is completed. Please note that no concessions are offered on overdue accounts.

## **VACATION DATES FOR 2020**

Summer Vacation 2019 – 2020 Saturday 7<sup>th</sup> December, 2019 to Tuesday 28<sup>th</sup> January, 2020

**The first day of School for the children is Wednesday 29<sup>th</sup> January, 2020**

### **Vacation dates continued.....**

<u>Easter Vacation 2020:</u>	Saturday,	4 <sup>th</sup> April to
	Sunday,	19 <sup>th</sup> April
School resumes on:	Monday,	20 <sup>th</sup> April
<u>Winter Vacation 2020:</u>	Saturday,	27 <sup>th</sup> June to
	Sunday,	12 <sup>th</sup> July
School resumes on:	Monday,	13 <sup>th</sup> July
<u>Spring Vacation 2020:</u>	Saturday,	19 <sup>th</sup> September to
	Monday,	5 <sup>th</sup> October
School resumes on:	Tuesday,	6 <sup>th</sup> October
<u>Final Day of School for 2020:</u>	Friday,	4 <sup>th</sup> December at 11.30am
<u>Summer Vacation 2020 – 2021:</u>	Saturday 5 <sup>th</sup> December to.....	TBA

## **HEALTH**

### **Sick Children**

A child's day at school is a busy, active and tiring time. The school does not have the staff or the resources to care for sick children. It is the policy of this school to send sick children home.

## Injured Children

When a child is injured at school every care will be taken to ensure his/her safety. The normal procedure will be:

- (a) Administering a basic first aid to minor injuries.
- (b) In serious cases the school will endeavour to notify the parents to seek their advice.
- (c) If the parents cannot be contacted or the situation warrants it, the Principal will take whatever action he deems necessary for the safety of the child, eg. call an ambulance or take immediately to a doctor/hospital/dentist.
- (d) If it is felt that the child cannot actively participate in the remainder of the day's program he/she will be sent home.

## MEDICAL FORMS

At the beginning of each year, each child will be issued with a Student Details Update Form. Please complete forms fully, neatly and correctly. Please keep us informed of any changes which occur. In the event of an accident or emergency the decision we make will depend on the information contained on these forms.

## MEDICATION

If it is necessary for a child to take medicine on a medical practitioner's orders during the school hours, then parents are requested to send a note to the Office stating this and include the correct dosage for the period in question. This medication will be kept in the office and details entered in the Medication Register.

Teachers are not to administer medication. Please be aware we are not able to administer panadol unless we have, on file, parental consent stating dosage and frequency of administration.

## HEAD LICE

Periodically the problem of Head Lice appears in all schools. If a child is found to have head lice, all parents of children in that class are notified and are requested to check their child's hair carefully. Treatment should be carried out if necessary. If re-infestation occurs, or if it is felt that appropriate steps have not been taken by the parent, **the child concerned may be excluded from school until correct treatment is carried out.**

## INFECTIOUS DISEASES

The following information is taken from the Queensland Health 'Time Out' Exclusion Period poster August, 2008 and applies to all schools.

Condition	Exclusion of infected Person
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appears.
Cold sores (herpes simplex)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible).
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.
Cytomegalovirus (CMV)	Exclusion not necessary.
Diarrhoea and/or Vomiting	Exclude until there has not been a loose bowel motion for 24hours.
Diphtheria	Exclude according to Population Health Unit requirements.

Enterovirus 71 (EV71) Neurological Disease	Written medical clearance is required.
Glandular fever (Epstein-Barr virus (EBV), mononucleosis)	Exclusion not necessary.
Haemophilus influenzae type b (Hib)	Exclude until child has received appropriate antibiotic treatment for at least 2 days. Written medical clearance if required to return to school.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day.
Hepatitis A	Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance is required to return to school.
Hepatitis B	Exclusion not necessary
Hepatitis C	Exclusion not necessary.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.
Influenza and influenza-like illness	Exclude until well.
Measles.	Exclude until at least 4 days since the onset of rash. Written medical clearance is required to return to school.
Meningitis (bacterial)	Exclude until well.
Meningococcal infection	Exclude until child is well and has received appropriate antibiotics. Written medical clearance is required to return to school.
Molluscum contagiosum	Exclusion not necessary.
Mumps	Exclude for 9 days after onset of swelling.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.
Pertussis (whooping cough)	Exclude until child has received 5 days of appropriate antibiotics or for 21 days from the onset of coughing. Written medical clearance is required to return to school.
Poliomyelitis	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance is required to return to school.
Ringworm/tinea/scabies	Exclude until the day after appropriate treatment has commenced.
Roseola (sometimes referred to as 'baby measles')	Exclusion not necessary.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
School sores (impetigo)	Exclude until appropriate antibiotic treatment has commenced. Sores on exposed areas must be covered with a watertight dressing.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment for at least 24 hours.
Thrush (candidiasis)	Exclusion not necessary.
Tuberculosis (TB)	Written medical clearance is required from Queensland Tuberculosis Control Centre to return to school.
Typhoid paratyphoid	Exclude from school until written medical clearance received.
Whooping cough	See pertussis
Worms	Exclude if loose bowel motions present.

# GRIEVANCE POLICY AND PROCEDURES



## POLICY: Student, Parent and Guardian Complaints Management

### 1. PURPOSE

The purpose of this policy is to outline the principles Brisbane Catholic education (BCE) employees must follow when managing a complaint from a student, parent or guardian. Complaints are an important source of information for the organisation in identifying issues and risks and improving processes and systems.

### 2. RATIONALE

This policy will ensure that complaints from students, parents and guardians are managed consistently and in accordance with the Australian Standard on complaints management (AS/NZS ISO 10002:2014 – Guidelines for complaints in organisations) and relevant legislation.

### 3. POLICY STATEMENT

BCE is committed to effective complaints management by managing student, parent and guardian complaints in an accountable, transparent, timely and fair manner, while protecting the health and safety of BCE employees through proactive management of unreasonable complainant conduct.

### 4. PRINCIPLES

In managing a complaint from a student, parent or guardian, the following principles apply:

- People focus: build trusting relationships by respecting individuals and the community. Students, parents and guardians have a right to voice complaints.
- Local resolution: resolve complaints promptly and at the point of receipt, where possible.
- Responsiveness: resolve complaints in a fair and timely manner.
- Objectivity and fairness: apply procedural fairness and withhold judgement.
- No detriment: students, parents and guardians are not adversely affected because they have made a complaint.
- Learn, improve, grow: improving services by learning from complaints.
- Confidentiality: complaint information is confidential and managed in accordance with Australian Privacy Principles within the Privacy Act 1988 (Cth)

#### 4.1 Complaints within the scope of this policy

Complaints by a student, parent or guardian expressing dissatisfaction about a service, decision or action of a BCE employee, and the student, parent or guardian is directly affected by the service, decision or action.

#### 4.2 Complaints outside the scope of this policy

The following complaints are outside of the scope of this policy and are responded to through other mechanisms:

- BCE employee complaints: BCE Staff Complaints Management procedure
- Complaints relating to BCE's student protection processes: Complaints Procedure for Non-compliance with Brisbane Catholic Education's Student Protection Processes.
- Complaints relating to student bullying or harassment: Preventing and Responding to Student Bullying in Schools Guidelines and Procedures.

- Complaints relating to conduct of religious clergy and other religious persons: [Archdiocese of Brisbane Professional Standards](#).
- Complaints relating to animal use: [QSAEC Animal Use Complaint Report](#).
- Reporting a work health and safety incident or near miss: [Incident Reporting and Investigation procedure](#).

## 5. REFERENCES AND DEFINITIONS

### 5.1 References

- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- Privacy Act 1988 (Cth)
- Privacy policy
- Code of Conduct
- Whistleblower policy

### 5.2 Definitions

Complaint	An expression of dissatisfaction about a service, decision or action of a BCE employee.
Complainant	A student, parent or guardian directly affected by a service, decision or action of a BCE employee.
Internal Review	A process used to assess the merits of the original complaint, the complaints processes used to resolve the complaint and the original outcome decided.
Resolution	A complaint is resolved when the complaint has been handled through the school's complaints processes and in accordance with the school's complaints procedure and the BCE Student, Parent and Guardian Complaints Management policy and procedure. Should the complainant submit the complaint to an external agency, e.g. Non-State Schools Accreditation Board, the complaint is considered resolved and closed, until notified by the external agency.
Unreasonable complainant conduct	Unreasonable complainant conduct involves actions or behaviours which raise significant health, safety, resources or equity issues for BCE. Unreasonable complainant conduct includes: <ul style="list-style-type: none"> <li>• Unreasonable persistence: for example, making excessive and unnecessary phone calls or emails.</li> <li>• Unreasonable demands: for example, demanding a different process or more reviews than allowed for by the school's complaints procedure and/or BCE's Student, Parent and Guardian Complaints Management policy and procedure or demanding a different outcome without demonstrating the original decision of the school was incorrect or unfair.</li> <li>• Lack of cooperation: for example, refusing to identify the problem or providing disorganised information.</li> <li>• Unreasonable arguments: for example, making irrational or illogical claims.</li> <li>• Unreasonable behaviours: for example, aggression or violence to BCE employees or threatening to harm BCE employees, self or others.</li> </ul>

**PROCEDURE: Student, Parent and Guardian Complaints Management**

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**1. PURPOSE**

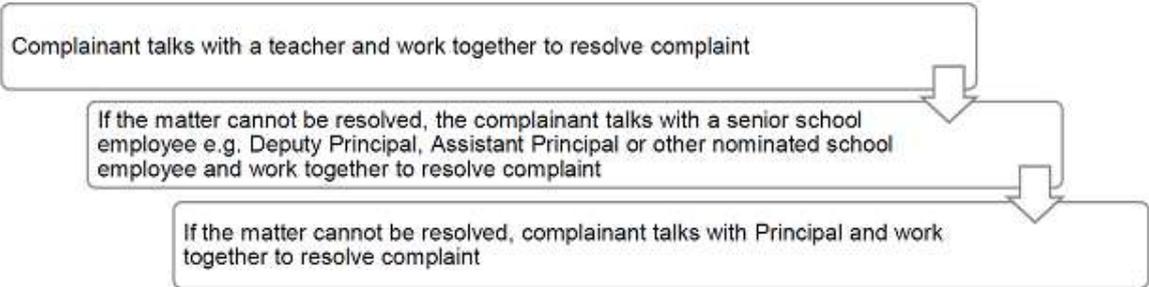
The purpose of this procedure is to describe Brisbane Catholic Education’s (BCE) approach to managing and resolving complaints from students, parents and guardians. This procedure applies to BCE employees and must be read in conjunction with the BCE Student, Parent and Guardian Complaints Management policy and Code of Conduct.

**2. RESPONSIBILITIES**

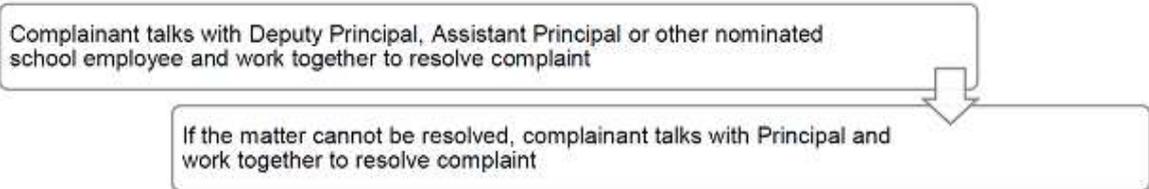
**2.1 General Requirements**

It is the responsibility of the school to promptly initiate a response and resolve complaints from students, parents and guardians.

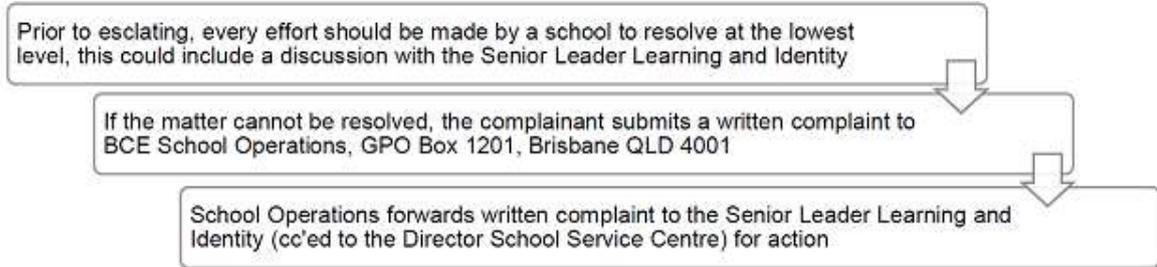
**Scenario 1 – Managing a complaint about a teacher or a student**



**Scenario 2 – Managing a complaint about a school process or policy**



**Scenario 3 – Managing a complaint about a Principal \***



\* A significant complaint about a Principal’s behaviour, professional standard and action must be forwarded to BCE Professional Standards.

If dissatisfied with the school’s complaints processes, a complainant may submit a written request for a review to the Principal.