

# St Bernardine's Handbook



2023



# ST BERNARDINE'S SCHOOL

## *Vision and Mission*



### Vision

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 accepting the challenges of a changing world.

### Mission

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.

### Values

**Unity** is working as part of a team.

**Service** is the action of helping others without wanting something in return.

**Contemplation** is about taking the time to think, pray or be with our thoughts.

**Resilience** is about bouncing back from difficult experiences.

**Respect** is about understanding and treating everyone with fairness.



## WELCOME TO OUR SCHOOL

Welcome to St Bernardine's Catholic School, a dynamic co-educational primary school with over 700 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, the leadership team, 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. Together we will achieve more.

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

Peter Griffin  
Principal

## EDUCATIONAL PHILOSOPHY

Our school values every child as a learner and we are committed to developing persistent and collaborative learners who display a growth mindset. Our learning environment is based on the charism of St. Bernardine and the Franciscan tradition in which we value God's creation and service to the community through the daily living of Gospel values. The St Bernardine's community understands that learning is about progressing from 'what I know, to where I need to go next' and that learners will experience success as a result of challenge, feedback and goal setting. We believe we must be respectful of the rights, feelings and beliefs of others and it is our responsibility to assist everyone in our community to be the best they can be. Learning is most effective when it involves active partnerships with parents and carers, peers, teachers, school and community members.

The Curriculum is based around the Learning Areas managed by the Australian Curriculum Assessment Reporting Authority (ACARA) and Queensland Curriculum & Assessment Authority (QCAA) together with Religious Education which is overseen by Brisbane Catholic Education. These are:

- Religious Education
- Mathematics
- English
- Health and Physical Education (HPE)
- Science
- Humanities & Social Sciences (History, Geography, etc)
- The Arts [consisting of Music, Dance, Visual Arts, Drama and Media]
- Technology
- Information & Communication Technologies (ICT)
- Languages: Italian Years 2 - 6

The curriculum is designed to enable students to develop a deeper and broader understanding of themselves and their world and to become reflective and self-directed lifelong learners who have the necessary attitudes, processes, skills and knowledge to meet their every widening and changing personal and social needs. The curriculum is diverse to provide a range of learning opportunities and cater for different needs.

## 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.

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.

The Church is seen as one of the most sacred spaces in the Catholic tradition. During mass, 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 there 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. Our aim is 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 3362 8770.

## 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 ACARA Syllabus, the students are assessed using a standards approach. That is; they are assessed on the quality of work produced in relation to the expected level for their grade. The criterion for the assessment item is demonstrated to all children prior to the required work so they can strive to attain the highest possible standard. Standards are rated using a five-point scale; Well-Above, Above, Expected, Below and Well-Below the expected standard. Typically, students will be at the Expected level by the end of the academic year.

Formal reporting is undertaken at the end Semester 1 and Semester 2. Parent Teacher Interviews are held during Semester 1 and 2. It is an expectation that parents attend these meetings. Student report cards are available online on the Parent Portal.

## 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. We have a Grow and Glow Homework Club, each Wednesday in the library at lunch, where students can obtain assistance to complete set homework tasks, if they wish.

## EXCURSIONS

From time to time, excursions to places of educational interest are undertaken. Parents will be advised when such visits are to occur and an excursion letter will be sent via email. Excursions are covered within our school fee structure, so no extra cost is required.

## SCHOOL CAMPS

School Camps are an important learning and socialising experience and are part of the school curriculum for Year 6. Year 6 camp fee is covered within our school fee structure, so no extra cost is required.

## INTERSCHOOL SPORT

Students will participate in a variety of sporting events with local Catholic & Government schools. Parents will be made aware of selection to teams and training sessions via Parent Slips.

## **DISTRICT SPORT**

The school is a member of the Southern Scorpions 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 1 - 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.

A Band concert is held each year 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

## **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.

Students are strongly encouraged to “own” (self-manage) their own behaviour, as are all school community members and to accept that all behaviour has consequences (positive and negative).

Students learn in different ways/styles and require different pathways to meet their optimal potential. St Bernardine's is committed to providing different learning opportunities and pathways both within and external to the classroom to cater for different student learning needs/styles.

St Bernardine's is committed to improving the quality of teaching/learning, providing ongoing professional development to all staff.

St Bernardine's is committed to developing and maintaining effective school-wide and classroom systems to support our School Behaviour Support Plan.

St Bernardine's is committed to working in partnership with parents and the wider school community in both policy and practice.

At St Bernardine's we follow the SERVE matrix of expectations. SERVE stands for Service, Equity, Responsibility, Values and Effort. The comprehensive matrix covers all aspects within and outside the classroom. Teachers are to regularly refer to the matrix and explicitly model and teach what these expectations look like, sound like and feel like.

ST BERNARDINE'S EXPECTATIONS		Eating Areas	Learning Spaces	Playground	Transitions	Off Site	Toilets	Before/ After School
<b>S</b> Safety  <b>E</b> Equity  <b>R</b> Responsibility  <b>V</b> Values  <b>E</b> Effort	<ul style="list-style-type: none"> <li>Line up sensibly at tuckshop.</li> <li>Raise hands to move.</li> <li>Hands and feet to yourself.</li> <li>Don't share food.</li> <li>Sit to eat.</li> </ul>	<ul style="list-style-type: none"> <li>On task behaviour, listen and follow instructions.</li> <li>Raise hand to speak or move.</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to yourself.</li> <li>Always wear your hat.</li> <li>Play in the correct areas.</li> <li>Use equipment correctly.</li> <li>Respond to the bell promptly.</li> <li>Care for others.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk on the left side of stairs and pathways.</li> <li>Stay on the pathways.</li> <li>Sit or stand quietly in line up areas.</li> <li>Alert teacher to problem situations.</li> </ul>	<ul style="list-style-type: none"> <li>Right place, right time and with the right person.</li> <li>Hands, feet and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Be hygienic.</li> <li>Wash your hands with soap.</li> <li>Flush the toilet.</li> <li>Go directly to and from the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Right place, right time and with the right person.</li> <li>Walk your bike or scooter whilst on school grounds.</li> <li>Use pedestrian crossings and pathways safely.</li> </ul>	
	<ul style="list-style-type: none"> <li>Allow others to sit with/ near you.</li> </ul>	<ul style="list-style-type: none"> <li>Everyone has the right to learn.</li> <li>Praise, share, cooperate and encourage others.</li> <li>Listen to speakers with your whole body.</li> <li>Be positive.</li> <li>Celebrate diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone, especially those on the Buddy Bench.</li> <li>Speak in a kind and friendly manner.</li> <li>Follow rules in games.</li> <li>Listen to others and their ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous to other classes, visitors and volunteers on walkways.</li> </ul>	<ul style="list-style-type: none"> <li>Look out for you and others in your group.</li> <li>Celebrate diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>Wear the correct uniform, including hair cuts.</li> </ul>	
	<ul style="list-style-type: none"> <li>Keep area clean and litter free.</li> <li>Sit quietly and eat your food.</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners.</li> <li>Work hard.</li> <li>Look after personal and school belongings.</li> <li>Have a growth mindset.</li> <li>Take ownership of learning.</li> <li>Be an active learner.</li> </ul>	<ul style="list-style-type: none"> <li>Play games and sports by following the rules.</li> <li>Respond to the bell promptly.</li> <li>Care for the environment.</li> <li>Show respect for adults and students.</li> <li>Use your words to problem solve conflicts or ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Keep hands, feet and objects to yourself.</li> <li>Move quietly around the school.</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for own belongings including rubbish.</li> <li>Listen attentively.</li> <li>Follow instructions.</li> </ul>	<ul style="list-style-type: none"> <li>In, Do, Wash, Out.</li> <li>Keep toilet area tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and leave school at the correct times.</li> <li>Care for your siblings and others.</li> <li>Listen and watch around cars.</li> </ul>	
	<ul style="list-style-type: none"> <li>Respect, listen, follow teacher instructions.</li> <li>Pick up rubbish, be sustainable.</li> <li>Look after your friends.</li> <li>Sit sensibly.</li> <li>Give thanks to God for the food you have.</li> </ul>	<ul style="list-style-type: none"> <li>Be a resilient learner.</li> <li>Mistakes are good if you learn from them.</li> <li>Contemplate your stage of learning.</li> <li>Give thanks to God for your gifts and talents.</li> </ul>	<ul style="list-style-type: none"> <li>Be inclusive and invite others to your game/ play.</li> <li>Leave the space as you found it.</li> <li>We have a "We Can Work It Out" attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Be patient and calm.</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners with guides, helpers and volunteers.</li> <li>Wear uniform with pride.</li> </ul>	<ul style="list-style-type: none"> <li>Turn off the taps – be sustainable.</li> <li>Open and close doors.</li> </ul>	<ul style="list-style-type: none"> <li>Move to the appropriate area promptly and safely.</li> </ul>	
	<ul style="list-style-type: none"> <li>Use good manners.</li> <li>Pick up papers and rubbish and place in the correct bin.</li> </ul>	<ul style="list-style-type: none"> <li>Listen and respond appropriately.</li> <li>Challenge yourself and have a go.</li> <li>Demonstrate perseverance.</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly, display good sportsmanship.</li> <li>Leave nature where nature belongs.</li> </ul>	<ul style="list-style-type: none"> <li>Walk with group calmly and patiently.</li> </ul>	<ul style="list-style-type: none"> <li>Give it a go and persevere.</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission to go to the toilet.</li> <li>Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions while waiting.</li> </ul>	

All teachers make a reasonable attempt to correct inappropriate behaviour in the classroom following our St Bernardine's Way Behaviour Positive Behaviour Learning:





Parents will be informed if inappropriate behaviour continues or 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 and playground behaviour.

A more detailed Student Behaviour Support Plan is available on our school website.

## 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:

- Formal uniform is 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.

	Girls	Boys
<b>Day Uniform</b>	Blue check formal shirt Maroon culottes	Blue check formal shirt Maroon shorts
<b>Sports Uniform</b>	House sports shirt Maroon culottes or shorts	House 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>	School bucket hat with school logo and reversible House colour	
<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 (not smart 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.

- 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.
- Short 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, mullets, rats' tails etc. are not permitted.
- Styling products e.g. gel, mousse, wax are not be used.

**Nails**

Students are required to have natural nails (no gel or acrylic) and only clear polish may be worn.

**SCHOOL TIMES**

School times are as follows:

Time	
8.33am	Bell goes for morning assembly in undercover area
8.35am -10.45am	Morning Session
10.45am – 11.15am	Lunch Break
11.15am – 1.15pm	Middle Session
1.15pm – 1.45pm	Afternoon Tea
1.45pm – 2.55pm	Afternoon Session
2.55pm	School ends

All children are expected to meet in the undercover area at 8.33am. 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.

**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 Pick Up/Drop Off Area (“white post area”); and (2) the Piazza area near the tuckshop. If parents wish to meet their children in the Piazza 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 Pick Up/Drop Off Area. All traffic in the Pick Up/Drop Off Area 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 the Pick Up/Drop Off Area.

## 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 3806 9940.

## DEVICES

We strongly discourage the practice of children bringing devices (phones, smart watches, iPads etc) to school; however, in certain circumstances we realise this is unavoidable. A consensual letter stating the reasons that your child needs to have their device at school must be handed to the office.

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

- All devices **MUST** be clearly named.
- Students must hand devices to class teacher at the start of the school day.
- All student devices will be sent to the office in the morning in the black bag.
- All student devices will be kept in the office during the day.
- Devices will be returned to the classroom at the end of the day via the black bag.
- All student devices 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 devices.

Students choosing not to follow these guidelines will have devices 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, LED sign, BCE Connect app, 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. 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. Parents should advise the school 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, if it is an emergency.

## 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/Pages/Code-of-Conduct-Training.aspx>

## VISITORS TO THE SCHOOL

All visitors to the school must report to the office to sign in and receive a *Visitor's sticker*. This includes all helpers in the classroom, library 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.

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 3 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 would be appreciated. At least a fortnight's notice would greatly assist and a *Leaver's Checklist* to be completed.

## 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 viewpoint 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 6.30pm.

## 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 2023

Summer Vacation 2022 – 2023 Saturday 3<sup>rd</sup> December, 2022 to Monday 23<sup>rd</sup> January, 2023

The first day of School for the children is Tuesday 24<sup>th</sup> January, 2023

TERM DATES 2023	
<b>Term 1</b>	Tuesday 24 January – Friday 31 March
<b>Term 2</b>	Monday 17 April – Friday 23 June
<b>Term 3</b>	Monday 10 July – Friday 15 September
<b>Term 4</b>	Tuesday 3 October – Friday 1 December

## 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 school will take whatever action it 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.

## STUDENT ABSENCE

If your child is absent from school, we request that you notify this absence through the BCE Connect App or via the Parent Portal. St. Bernardine's has a responsibility to record student attendance and respond to instances of student absence.

## 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 influenza 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	Exclude until well and has received antibiotic treatment for at least 24 hours.

(including scarlet fever)	
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](#).

## POLICY: Student, Parent and Guardian Complaints Management



- 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



### 1. PURPOSE

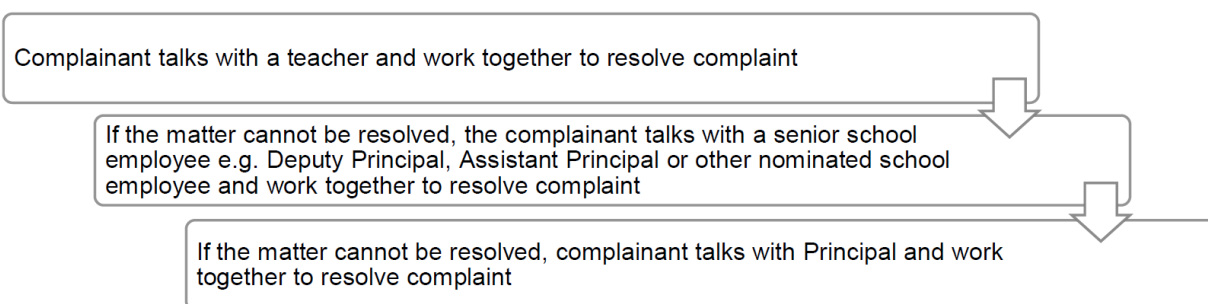
The purpose of this procedure is to describe Brisbane Catholic Education's (BCE) approach to managing and resolving complaints from students, parents and guardians. This procedure applies to BCE employees and must be read in conjunction with the BCE Student, Parent and Guardian Complaints Management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

### 2. RESPONSIBILITIES

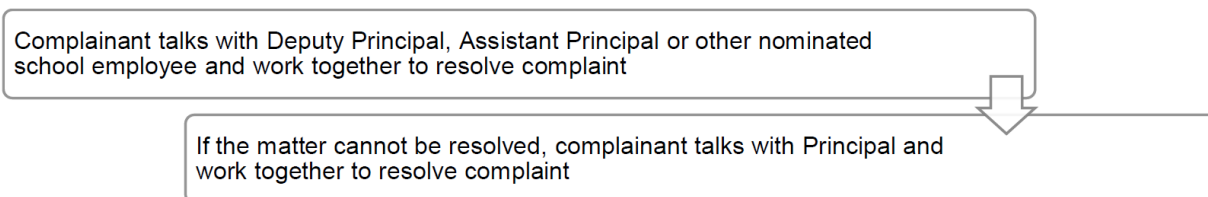
#### 2.1 General requirements

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

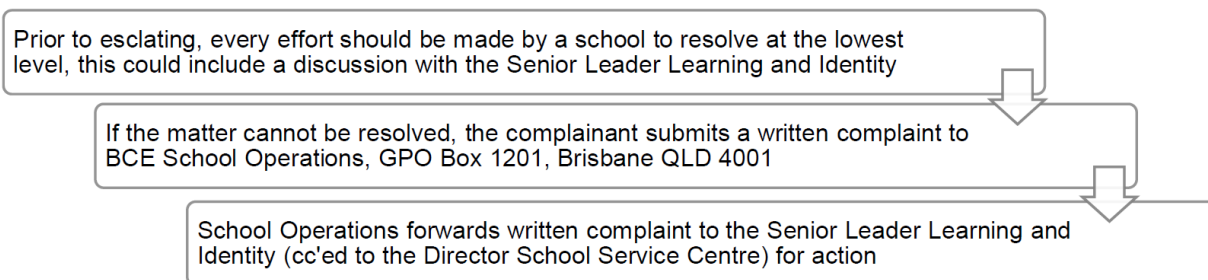
#### Scenario 1 – Managing a complaint about a teacher or a student



#### 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 (see section 3.3. below).

## St Bernardine's Prayer



### ST BERNARDINE'S SCHOOL

## *Our School Prayer*

Loving God,

Bless our St Bernardine's community.

With St Francis as our guide, and St Bernardine as our model,  
inspire us to use our gifts to be caretakers of God's creation.

Help us to walk in the way of Jesus by living with resilience,  
contemplation, respect, unity and service.

Through You, we serve.

Through You, we challenge.

We make this prayer through Christ our Lord.

Amen.