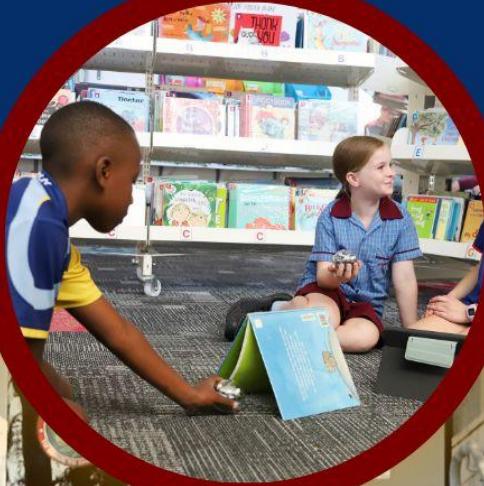


# ST BERNARDINE'S 2026



PARENT HANDBOOK



**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.

 A Brisbane Catholic Education School

## **WELCOME TO OUR SCHOOL**

Dear Parents and Caregivers,

Welcome to our vibrant school community! We are delighted that you and your child are joining us at St Bernardine's Catholic School, a dynamic co-educational primary school with over 700 students from Prep to Year 6.

Since 1982, our school has proudly provided quality Catholic education in the Regents Park area. As an integral part of the Parish community, we are committed to ensuring that all our endeavours, relationships, decisions, and programs are both Christ-centred and child-centred.

At St Bernardine's, we value community, inclusivity, and positive relationships. We celebrate diversity and promote understanding, ensuring that every member of our school feels safe, respected, and supported. Our dedicated and caring staff are focused on the wellbeing and development of each child, and we warmly invite parents to partner with us in a spirit of openness and mutual respect—because together, we achieve more.

We believe in nurturing the whole child—academically, socially, emotionally, physically, and spiritually. Our holistic approach to teaching and learning empowers students to grow into happy, productive, and successful members of society, living out our motto: "To serve, To challenge."

We look forward to working with you and your family as part of our welcoming faith community. If you have any questions or would like further information, please don't hesitate to contact us.

Warm regards,  
Peter Griffin  
Principal

## EDUCATIONAL PHILOSOPHY

At St Bernardine's, we value every child as a learner and are committed to fostering persistence, collaboration, and a growth mindset in all students. Our learning environment is inspired by the charism of St Bernardine and the Franciscan tradition, where we honour God's creation and serve our community through the daily practice of Gospel values.

We believe learning is a journey—from *what I know* to *where I need to go next*—and that success arises through challenge, feedback, and goal setting. We uphold respect for the rights, feelings, and beliefs of others, and take responsibility for helping every member of our community to be their best.

Learning is most effective when it involves active partnerships among parents and carers, peers, teachers, school staff, and community members. These relationships form the foundation of a supportive and inclusive learning culture.

## CURRICULUM OVERVIEW

Our curriculum is guided by the Australian Curriculum Assessment and Reporting Authority (ACARA), the Queensland Curriculum and Assessment Authority (QCAA), and Brisbane Catholic Education for Religious Education. It is designed to support students in becoming reflective, self-directed lifelong learners equipped to meet their evolving personal and social needs.

The curriculum includes the following Learning Areas:

- Religious Education
- English
- Mathematics
- Science
- Health and Physical Education (HPE)
- Humanities and Social Sciences
- The Arts (Music, Dance, Visual Arts, Drama, Media)
- Technology (Digital and Design)
- Languages: Italian (Years 1–6)

Our diverse curriculum provides a range of learning opportunities to cater for different needs and interests, enabling students to develop a deeper and broader understanding of themselves and their world.

## RELIGIOUS EDUCATION

### Our Catholic Identity

As a Catholic school, we seek to be a welcoming faith community where all are encouraged and empowered to live the Gospel of Jesus Christ. We believe every person is created in the image and likeness of God, and that we are continually called to grow and renew ourselves. We are challenged to reflect on who Jesus is and to live his message of service in our daily lives.

This is reflected in our school motto, *“To Serve, To Challenge.”* At the centre of our school emblem are the letters *IHS*—the Greek letters for the word *Jesus*—reminding us that Christ is at the heart of all we do and all we are. Our patron saint, St Bernardine of Siena, inspires us through his great love of God, his courage in sharing the message of Jesus, and his commitment to supporting and encouraging those in need.

## Religious Education

Religious Education at our school has two distinct but complementary dimensions:

1. **Educational Dimension** – the classroom teaching and learning of Religion. This subject is taught in line with the Archdiocesan vision, policies, and guidelines, using an interrelated approach that connects with other areas of learning.
2. **Faith Formation Dimension** – the lived experience of faith within the school, family, and parish. Faith formation is expressed through opportunities for prayer, reflection, and the celebration of liturgy.

We recognise that the family is the first place where faith is nurtured, and we value working in close partnership with parents, carers, and our parish community to support the faith growth of all students.

## CHURCH PARTICIPATION AND EXPECTATIONS

### Prayer and Liturgy at St Bernardine's

At St Bernardine's, our main liturgical practices centre on both the celebration of the Eucharist (Mass) and whole school liturgies. Each class has the opportunity to lead a Year Level Mass once per term as part of the 9.00am Wednesday Parish Mass. Our Prep and Year 6 students share in a special "buddy" Mass, providing our youngest learners with positive modelling in the Church. In addition, we gather as a whole school community at least once per term in Siena for liturgies or Eucharistic Mass, celebrating together in prayer and faith.

When we celebrate, responses and readings are often presented in ways that support student understanding and encourage participation. Scripture may be adapted and shared as choral verse, echo mime, or in re-contextualised forms to engage students more deeply. Song choices are carefully considered, drawing on contemporary Christian artists to ensure music is both meaningful and accessible for young people.

When we gather for Mass or liturgy, we come together not as spectators but as active participants, joining the assembly in prayer, standing and sitting at the appropriate times. Visitors are warmly welcomed and if comfortable, are invited to join in the responses. Younger children are always welcome at our celebrations.

### Joining Us in Prayer

When celebrating Mass, Catholic parents and carers are welcome to receive Holy Communion. Those who are not Catholic are warmly invited to come forward for a blessing, with arms crossed over the chest as a sign.

Above all, our hope is that parents, carers, and friends feel welcome, comfortable, and part of our community of prayer whenever they join us.

## 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

Students are assessed using a standards-based approach. This means their work is evaluated against the expected level of achievement for their year level. Assessment criteria are shared with students before they begin each task, enabling them to aim for the highest possible standard.

Student achievement is reported using a five-point scale:

Well Above, Above, Expected, Below, and Well Below the expected standard.

Most students are expected to reach the Expected level by the end of the academic year.

Formal student reports are issued at the end of Semester 1 and Semester 2. Parent–Teacher Interviews are held during both semesters, and it is expected that parents attend these meetings.

## HOMEWORK

Students are expected to engage in a minimum of 15 minutes of daily reading, which should be recorded in a reading log. Families will receive their child's Sora digital library login to support online reading if desired.

For those seeking additional practice, an optional Homework Grid will be distributed at the start of each term. These activities are designed to consolidate classroom learning rather than introduce new content. Completed grid activities will be acknowledged by teachers with brief feedback. Participation in the Homework Grid is not compulsory and there are no penalties for non-completion.

We ask families to continue promoting daily reading and to support students to maintain their reading logs.

## 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 5 & 6. Year 5s attend a two-day, one overnight camp and Year 6 attend a three-day, two night camp. Year 5 & 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.



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 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, affectionally called 'White Post'.
- Walk to under cover area, in the Piazza, if this is the arranged place to meet parents.

**All** children who are not collected by 3.30pm will be sent to the office and parents called to collect. This puts significant pressure on our office staff and we respectfully request all students are collected by 3.30pm.

## DROP OFF PROCEDURE

In the morning, children may be dropped off in the drop off zone. Cars are to proceed to Bay 1 and drop off students in Bays 1 -4 (same as the pick up procedure). 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. Cars are to proceed to Bay 1 and pick up of students in Bays 1 -4. 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. Drivers must remain in their car at all times.

## 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.

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.
- If a student needs to contact a parent after school has finished, they must do so in the presence of a teacher.
- **Smart phones and smart watches may only be worn at school if they can be placed in 'school mode'** (i.e. no messaging, calls, notifications, or camera access during school hours)
- **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. Parent helpers must complete the online training for Student Protection and Code of Conduct on the link above before assisting in the classroom.

## 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.

## PARENT COLLABORATIVE

We are fortunate here to have an active and supportive parents and friends group (known at the Parent Collaborative). The Parent Collaborative 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 held twice per term, with a variety of times to allow greater accessibility for all families.

## 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.

## TERM DATES FOR 2026

The first day of School for the children is Wednesday 28<sup>th</sup> January, 2026

TERM DATES 2026	
Term 1	Wednesday 28 January – Thursday 2 April
Term 2	Monday 20 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Tuesday 6 October – Friday 4 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)	Written medical clearance is required.
Neurological Disease	
Glandular fever (Epstein-Barr virus (EBV), mononucleosis)	Exclusion not necessary.
Haemophilus influenza type b	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](#).

## 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

Complainant talks with a teacher and work together to resolve complaint

If the matter cannot be resolved, the complainant talks with a senior school employee e.g. Deputy Principal, Assistant Principal or other nominated school employee and work together to resolve complaint

If the matter cannot be resolved, complainant talks with Principal and work together to resolve complaint

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

Complainant talks with Deputy Principal, Assistant Principal or other nominated school employee and work together to resolve complaint

If the matter cannot be resolved, complainant talks with Principal and work together to resolve complaint

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

Prior to escalating, every effort should be made by a school to resolve at the lowest level, this could include a discussion with the Senior Leader Learning and Identity

If the matter cannot be resolved, the complainant submits a written complaint to BCE School Operations, GPO Box 1201, Brisbane QLD 4001

School Operations forwards written complaint to the Senior Leader Learning and Identity (cc'd to the Director School Service Centre) for action

\*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.

UNITY • SERVICE • CONTEMPLATION • RESILIENCE • RESPECT