



# FAMILY HANDBOOK 2018



Dear Families

The Our Lady of Dolours Family Handbook 2018 has been compiled to assist in creating common practices for our community. For all the community to work together it is critical that there are common understandings of management and procedures within the school.

Our Lady of Dolours Catholic Primary School is one of the communities of schools administered by Brisbane Catholic Education (BCE). Our policies, procedures and plans are all informed by BCE in conjunction with the Queensland Catholic Education Commission.



This handbook is however a “living document” and will be improved upon each year with the wisdom and experience of the community. This includes community consultation, political directives or policy change.

I would ask that this document be used as a reference throughout the year. I hope you find the booklet informative and helpful.

In anticipation of another great year of living, loving and learning in Christ at O.L.D, I wish you all peace and happiness.

Yours sincerely

*Brett Kitchener*

Principal

<b>SCHOOL STAFF &amp; CONTRACTORS (C) 2018</b>		
<b>TEACHERS</b>		
Prep		Elizabeth Clarke
Year 1		Leeanne Taylor/Mary-Anne Fogarty
Year 2		Jo Stower
YEAR 3		Alison Miles
YEAR 4		Jenny Wright/Terry Madden
YEAR 5		Duncan Crawford
YEAR 6		Katherine Cole
PRIMARY LEARNING LEADER		Mary-Anne Fogarty
eLEARNING COORDINATOR and IT		Terry Madden
SUPPORT TEACHER – INCLUSIVE EDUCATION		Amanda McAndrew
CO TEACHER		Kirstie Buckley
GUIDANCE COUNSELLOR		Melissa Ford
MUSIC TEACHER		Deanne Johnson
ART TEACHER		Donna Day
LOTE TEACHER		Ellena Stone
PHYS ED TEACHER		Anthony Ebbage
SPORT CO-ORDINATOR		
<b>SCHOOL OFFICERS</b>		
Administrative Support	Finance	Elizabeth Diggles
Administrative Support	Administration and Enrolment	Debbie Allan
Classroom Support	General Classroom & Inclusion	Sara Lane Ann Denaro Helen MacWhirter Cormac Wentrup Megan Clark
	Defence School Transition Aid	Kerri Wilson
Library Aide		Megan Clark Cathy Spence
Work Place Health & Safety		Anita Broome
Media and Marketing		Anita Broome
MUSIC TUTORS	Piano Guitar	Maria Conway © Renee Bammingier
GROUPS		Reto Jenatasch
CLEANERS		Pauline/Adrian McDonald ©
SCHOOL LEADERSHIP	Principal	Brett Kitchener
	APRE	Deanne Johnson
	PLL	Mary-Anne Fogarty

## **What is our Special Religious Character?**

The Catholic School is defined by a lived commitment to the life teachings of Christ and the Church. We are called as a Catholic Christian Learning Community to embed the four components of; Prayer and Worship, Evangelisation and Formation, Religious Identity and Culture, Social Action and Justice into school life. Out of these radiates the integration of faith, life and learning. The spirit of the Creator has been part of this land for thousands of years, and is home to the indigenous Turrabal people. We acknowledge them as the traditional owners of the land and pay our respects to the elders both past, present and future as the first educators and builders of community.

Since 1932 the Archdiocese of Brisbane has provided pastoral leadership to the faithful of Our Lady of Dolours Mitchelton. We stand on the shoulders of both the clergy and laity that built the community and acknowledge the contribution of those who continue with its formation.

Our charism is grounded in the formative work of the parish, the spirituality of St Benedict and the Sisters of The Good Samaritan of The Order of St Benedict who founded the school in 1951. These find expression in the house names of NUGENT, BENEDICT and SAMARITAN. The early school motto; ‘In all things may God be glorified’ gives expression to the ancient Benedictine philosophy to live by paying attention to the fullness of life. This finds resonance in the current school motto, Living Loving and Learning in Christ, which draws upon the Good Samaritan charism; of recognising the powerless and marginalised and responding with COMPASSION, JUSTICE and WISDOM.

## **School History**

The Turrabal people are the traditional owners of the land around the Mitchelton area. We acknowledge this each week at assembly when we say the “Welcome to Country.

In 1951 two sisters of The Good Samaritan of the Order of St Benedict were asked by the Parish Priest (of the time) Father George Nugent to commence the education of primary aged children at Our Lady of Dolours, Catholic Primary Parish School at Mitchelton was opened with 69 children and two Sisters of the Good Samaritan. By the end of its first year, enrolments had risen to 125. In 1991, the last Good Samaritan sister ceased duty at Our Lady of Dolours school.

## **Vision ~ Mission ~ Vision for Learning**

In 2009 Our School community developed the Vision for our school. It is formed through a reflection on the statement of special religious character and through discernment and the shared wisdom of many.

### **Our Vision**

Our Lady of Dolours Catholic School is an educational community teaching, learning, thinking and acting with the Compassion, Justice and Wisdom of Christ so we can fully live, love and learn in communion with our ever-changing world.

### **Our Mission**

With Christ as the way, the truth and life we strive to be a positive and welcoming place where everyone is encouraged and taught to Care, Think and Act.

### **Our Vision for Learning**

Our school vision, mission and motto, is enacted in a flexible curriculum where students are taught to be lifelong learners who:

- co-operate, collaborate and treat others with kindness and compassion;
- inquire, think and be creative;
- are active learners who strive to make a difference in the world.

## **ABSENCE FROM SCHOOL**

Parents may report an absence by phoning the school. An explanatory note/email is required when a child is absent from school. The note can be sent in prior to a known absence or following any absence, i.e. illness or leave for any reason must be specified. A note is also required if a child arrives late to school or needs to leave early. It is important that children are punctual for school each day. **The school day commences at 8.30 am.** All children either arriving late or leaving early must be signed in or out from the school office. A late arrival card from the office is required when children arrive after the bell. This is given to the classroom teacher.

Failure to report an absence from school will result in the school making contact with you via a text message seeking an explanation for your child's absence.

## **ACTIVE TRAVEL**

The Active School Travel program is run by Brisbane City Council and participating schools. The program aims to reduce traffic congestion around schools and improve

road safety awareness. It encourages parents, staff and children to walk, cycle, car pool or use public transport to get to or from school.

OLD is proud to be an Active Travel school. Following our huge success as active travellers from 2010 - 2016, we are continuing the campaign with just as much enthusiasm and enjoyment.

Active Travel Activities include:

The Walking School Bus – every Tuesday from Sid Loder Park 8:00am

Car pooling - team up with your neighbours

Park and Stride Challenge – Families are welcome to park and stride from the Corner of Hay and Hicks Street each Tuesday morning where a staff member will be waiting from 8:00am to walk to school.

### **ADMINISTRATION (RECEPTION)**

The administration area is located near the entrance to the school in Willcocks St. The office opens at 8am and closes at 4:00pm. All visitors to the school should report to Administration upon arrival.

Late arrivals and parents collecting their children for medical appointments should register at the office. The student will either be called to the office or the parent will take a card to the classroom and collect the child. Parents must in the first instance come to the office.

The office of the Principal, APRE, Primary Learning Leader, Support Teachers & First Aid are also located in Administration.

### **ALLERGIES**

There are children at the school who are severely allergic to peanuts, eggs and dairy products. The school cannot check every lunch box and item of food brought to the school to ascertain whether it contains nut or egg products so we ask that parents be extra careful when sending food to school. For those who are allergic, exposure to peanuts can have fatal consequences. For older children who make their own lunches, we ask that their parents explain to them the school policy and the reasons for it.

### **A.P.R.E.**

The Assistant to the Principal Religious Education's role is to exercise leadership and assist with management of the school in accordance with Catholic Education policy and in consultation with other personnel as appropriate. The APRE is responsible for those areas delegated by the Principal, particularly leadership of religious life in the community and coordination of religious education. The APRE is a member of the Leadership Team and deputises for the Principal in any absence.

## **ASSEMBLY**

Each Friday afternoon at 2:00pm, all students and class teachers gather for a special assembly. The assembly begins every second week with Sacred Time which is led by a particular class across the school. These classes are advertised in the school calendar at the commencement of the term and highlighted in weekly communication from the Principal.

Following the Sacred Prayer Time, Year 6 students lead the remainder of the the assembly which includes the Acknowledgement of Country, birthdays, school prayer, song and Kid in the Crest Awards. The school Principal addresses the students each week with content connected to the school's theme for the year. From time to time, guests are invited to speak with students about particular projects or topics.

## **BEHAVIOUR EXPECTATIONS**

It is our belief at Our Lady of Dolours Catholic Primary School that every child is an individual with unique potential, abilities, talents and needs. Our teachers and staff are continually monitoring student behaviour in real life context through wisdom, compassion and justice.

- We believe that all students can think, learn, inquire and create
- We believe that all students can act so they can make a difference in the world
- We believe that all students can get along with and care for other

Our beliefs and values about behaviour are underpinned by the core principle that *all human behaviour is purposeful*. Human behaviour are motivated by need. These needs include:

- Belongingness and love
- Safety and security
- Self-esteem
- Success

These needs impact on the way we act and behave and therefore they are entrenched in what we want our community to represent.

At the commencement of the school year all families are required to sign a student code of conduct that outlines the expectations and behaviour of all students. All members of the community who act in the role of volunteers are also required to undergo training in risk management and sign a code of conduct form.

This Student Behaviour Support Plan at Our Lady of Dolours Primary School has as its

platform “The Three R’s” (Right time, Right place, Right action). We use “The Three R’s” to embed the following expectations as part of our overall mission to live, love and learn in Christ:

- Act Responsibly
- Be Respectful
- Strive to Achieve

We meet the expectations in context at the beginning of the school year t and throughout the year, both in the classroom and at a whole school level. It is the community’s role & responsibility to educate the student on the following:





	Class Time	Lunch Time	Eating Time	Toilet	Church	Before/after school
<b>Act Responsibly</b>	<ul style="list-style-type: none"> <li>• Be organised</li> <li>• Use furniture and equipment for their intended purpose</li> <li>• Walk</li> <li>• Keep your hands and feet to yourself</li> <li>• Follow adult directions</li> <li>• Reduce, re-use, recycle</li> <li>• Transition quietly between learning areas</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> <li>• Use equipment appropriately</li> <li>• Wear your hat</li> <li>• Listen to the adult on duty</li> <li>• Keep your hands, feet and object to yourself</li> <li>• Walk in walk zones</li> </ul>	<ul style="list-style-type: none"> <li>• Speak appropriately</li> <li>• Walk</li> <li>• Put all rubbish in correct bin</li> <li>• Put lunch boxes away</li> <li>• Name your lunch box, containers and drink bottle</li> <li>• Be seated to eat</li> <li>• Line up quietly</li> <li>• Eat your own food</li> <li>• Remain in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>• In, do, out</li> <li>• Wash hands</li> <li>• Open and close doors carefully</li> <li>• Use toilets during break times</li> <li>• Use toilet equipment appropriately</li> <li>• Turn off taps</li> </ul>	<ul style="list-style-type: none"> <li>• Use manners and show reverence</li> </ul>	<ul style="list-style-type: none"> <li>• Act safely</li> <li>• Care for siblings and others</li> <li>• Wait for supervision</li> <li>• Right time, right place, right person</li> <li>• Leave port racks clean and tidy</li> <li>• Wear your hat</li> <li>• Be alert and prepared</li> <li>• Walk bikes, scooters and skateboards in school grounds</li> <li>• Stay in designated spaces</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Praise, encourage, share</li> <li>• Keep your area/desk tidy</li> <li>• Speak appropriately</li> <li>• Listen attentively</li> <li>• Put your hand up to speak</li> </ul>	<ul style="list-style-type: none"> <li>• Remain out of garden areas</li> <li>• Speak politely</li> <li>• Be courteous</li> <li>• Agree to the rules of the game</li> <li>• Accept if you don't win</li> <li>• Be inclusive</li> <li>• Act and move when the bell rings</li> <li>• Respect the boundary of others' games</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and respond to the adult on duty</li> <li>• Be courteous</li> <li>• Chew with your mouth closed</li> <li>• Use your manners while eating</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission to leave classroom</li> <li>• Keep toilets clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Show reverence</li> <li>• Sit and stand quietly and still</li> <li>• Respect other's right to listen and speak</li> <li>• Care for furniture</li> <li>• Listen to speakers</li> <li>• Use furniture correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions while waiting</li> <li>• Use manners and speak politely</li> <li>• Greet and welcome staff, visitors and each other</li> </ul>

<b>Strive to Achieve</b>	<ul style="list-style-type: none"> <li>▪ Always try your best</li> <li>▪ Ask for assistance</li> <li>▪ Be a risk-taker</li> <li>▪ Demonstrate on task behaviours</li> <li>▪ Complete set tasks on time</li> <li>▪ Use time appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Try your best</li> <li>▪ Demonstrate resilience</li> <li>▪ Try new things</li> </ul>		<ul style="list-style-type: none"> <li>▪ Learn hygiene practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learn responses - prayers and songs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Know your pick-up arrangements</li> <li>▪ Be punctual</li> </ul>
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## **BRISBANE CATHOLIC EDUCATION (BCE)**

Our Lady of Dolours is one of the community of schools administered by Brisbane Catholic Education. The school adheres to the policies and procedures of this organisation. Further information about BCE can be found at [www.brisbanecatholicschools.com](http://www.brisbanecatholicschools.com).

## **BULLYING & HARRASSMENT**

Bullying is the *“repeated oppression, psychological or physical of a less powerful person by a more powerful person or group of persons”* (Rigby, 1996).

Bullying is when someone gains power over another person by hurting or harming that person, more than just once. Bullying is intentional, and involves an imbalance of power. Bullying is continuing to ‘pick on’ someone, torment, them or exclude them, so that the person feels helpless. Cyber bullying is another form of bullying using technology, such as a computer or mobile phone via text messaging, MSM, social networking, photographs, and web pages.

A Bystander is a person who witnesses a bullying incident as an onlooker. At Our Lady of Dolours School, we agree that, if you are a bystander who encourages bullying behaviours, or if you witness bullying and do not report the incident, your behaviour is considered to be bullying.

Bullying may include

- Physical: hitting, kicking, any form of violence, threat or intimidation that could cause physical harm
- Verbal: name calling, sarcasm, spreading rumours, persistent teasing, intimidation, lying about someone
- Emotional: excluding, tormenting, ridiculing, humiliating, intimidating
- Racist: taunts, graffiti, gestures, intimidation
- Sexual: unwanted physical contact, abusive comments, intimidation
- Cyber: unwanted text messages, emails, information technology, intimidation

## **Investigating Potential Bullying**

When an investigation about bullying is required, the following procedures will be followed:

1. Our Lady of Dolours School adopts a ‘no blame’ approach and process in the first instance. Those involved will be interviewed and made aware of the suspected bullying and the school’s anti-bullying position. At this stage, there might not be any consequences, and parents might not be notified. The incident, if deemed not to be bullying, will be referred back to the classroom

teacher so that the incident can be tracked according to the behaviour support plan.

2. If bullying is identified, leadership team members may choose to use the following methods with the children involved:
  - Method of shared concern
  - Mediation
  - Individual counselling

Parents of both the perpetrator (the child exhibiting the bullying behaviour) and the target will be notified of the level and severity of the incident and its consequences. A record of the incident is kept on file.

3. Continued bullying would result in a further action plan being devised, appropriate consequences for the child, and further dialogue with the parents. The Guidance Counsellor and /or Learning Support may be involved in formulating this action plan.

#### **Support for the target and perpetrator**

##### ***We support the target in the following ways:***

- Offering them an immediate opportunity to talk about the experience with their class teacher, or another teacher, or member of administration;
- Informing the child's parents;
- Suggesting and role playing appropriate, positive anti-bullying behaviours with the child;
- Offering continuing support when they feel they need it, and encouraging immediate reporting of incidents; and
- Taking necessary actions to prevent more bullying.
- We support the perpetrator in the following ways:
  - Talking immediately with their class teacher, another teacher, or member of administration about what has happened and the behaviours the child has been displaying;
  - Informing the child's parents;
  - Continuing to monitor the child's behaviour and offering appropriate support; and
  - Enforcing appropriate consequences that are directly linked to the child's bullying behaviour.

## **CALENDAR**

An online calendar is available on the school website and the Parent Portal. This is updated regularly. A more up to date picture of dates is provided each week in the Principal Communication which is sent out on a Monday morning. This includes the most up –to-date information about events important to school life. While all measures are taken to ensure dates and times are accurate there will be times when you may need to contact the school to confirm a date or time and you must always keep up with the news in the school newsletter which is made available each week.

## **CAMP/CANBERRA TRIP and EXCURSIONS**

The children in Year 6 attend a camp annually as part of the curriculum provided at Our Lady of Dolours School. The trip is dependent on the size of the cohort of students. Our Year 6 cohort will once again travel to the nation’s capital in 2018, to visit many attractions to support the curriculum including: Old Parliament House, Parliament House, The National Museum and War Memorial. Parents are asked to prepare for the expense ahead of time as the costs of attending the camp and visiting Canberra are in addition to school fees.

Year 5 students enjoyed a successful camp experience in 2017 and will once again spend two nights away as a group sometime in the second semester. More information will be made available to parents when details are more organized.

Class teachers organise appropriate excursions for their students that will further enhance a learning area they are covering. Sometimes parents are invited to help on these occasions. Parents volunteering to help as a group leader are asked to make necessary arrangements for their toddlers. The role of the parent on excursions is to assist the teachers supervise the students. Permission notes must be signed and returned to the school before a student can depart on an excursion. Please note: Costs associated Excursions are covered under the levies that are made paid by parents each month.

## **CAPITAL LEVY CONTRIBUTION**

Our Lady of Dolours School’s renewed capital development began a number of years ago with works to school facilities. Over the past 9 years the school has undertaken a large building works program. In 2007 a new early years facility was completed, a classroom and undercover area was constructed, along with the refurbishment of classrooms, toilets and the playground. These were made possible with the generosity of the community and through loans provided by the Archdiocesan Development Foundation (ADF). All loans must be serviced which requires families to pay the School Building Levy (\$650 per annum or \$162.50 per term). **Capital Levies are NOT tax deductible.** We thank our families for the payment of this levy as without it we would be unable to provide the learning facilities you see today.

## **CHOIR**

Choir is offered to students from Prep to Year 6. Junior Choir and is held before school each Thursday. There is an expectation that students who make a commitment to the choir attend all rehearsals and performances (including those outside of school hours). Performances usually include Children's mass (one per term), special liturgies and any other competitions or performances we have been invited to attend.

## **CLEANING**

The cleanliness of the school is a high priority. It contributes to ensuring Our Lady of Dolours is a safe environment. Cleaners are employed to clean the following areas;

- Toilets and Undercover area (each school week night & the weekend).
- All Classrooms (Mondays, Wednesday & Weekends).
- Office, Library & Other rooms ( Weekends).

It is the responsibility of all members of the community to keep the school environment clean and tidy and support the school expectation, "Be Respectful and to Keep Our Scene Nice & Clean".

## **CODE OF CONDUCT**

At the commencement of the school year all families are required to sign a STUDENT CODE OF CONDUCT that outlines the expectations and behaviour of all students. All members of the community who act in the role of volunteers are also required to undergo training in RISK MANAGEMENT and sign a CODE OF CONDUCT form.

## **COMMUNICATION WITH YOUR CHILD'S TEACHER**

At the beginning of each term, no later than the end of the second week, classroom teachers provide a Term Letter to parents. This letter is uploaded to the classroom blog accessible from the home page of the school website. The purpose of the letter is to introduce the new term and outline key curriculum information to ensure parents have an informed awareness of what your children will be experiencing throughout the term. The suggested structure of the letter include the following information:

- General welcome to the new term
- Religious Education Overview
- Literacy/English Overview
- Writing and Shaping
- Reading and Viewing
- Listening and Speaking
- Mathematics/Numeracy Overview
- Science

- History
- Geography
- Technology
- Health and PE
- LOTE
- Arts
- ICLT's
- Homework Requirements for the Term
- Other relevant information
  - Library information
  - Specific Term Dates

### **COMPLAINTS & ISSUES OF CONCERN PROCESS**

If a member of the parent community has cause to complain about the actions or behaviour of a staff member, the complaint should be substantiated in writing. This letter should be addressed to the Principal in writing. Gossip or third party complaints will not be given a hearing.

Following this the staff member will be made aware of the complaint and the specific nature of the concern and given the opportunity to respond.

The preferred process is for the Principal to facilitate a meeting between the parties to resolve the matter.

If the complaint cannot be resolved, a representative of Brisbane Catholic Education (The Area Supervisor) will be asked to assist in the resolution of the dispute.

If parents have concerns or complaints about aspects relating to their child's education, they should first and foremost contact the classroom teacher and seek a conversation. The teacher is best equipped to handle the concern and will make appropriate decisions about necessary actions that need to be taken. Please refer to Grievance Procedures later in this handbook for further information.

Natural justice must be exercised in resolving any dispute or complaint. This requires that both parties receive a fair hearing and that the final decision is made without bias.

### **CONTACT NUMBERS**

Please ensure that the school has your current address, work/home telephone numbers, emergency contact numbers and email address. It is vital that we have up-to-date phone contact numbers so that we may contact you at home or at work in the event that your child may be suffering from an illness or injury.



## **CRITICAL INCIDENT PLAN**

A School Critical Incident Plan has been designed to comply with legislation under the Workplace Health & Safety Act 1995 to provide a safe workplace.

A critical incident can be described as any event or circumstance that causes people to experience unusually strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time of the event or later.

This term often denotes disaster or crisis situations affecting many people but it can also refer to traumatic events of a much smaller scale, which can give rise to similar emotional responses.

The document attempts to provide a planned but flexible response to a Critical Incident that will facilitate:

- An optimum response at time of incident
  - A sense of cohesiveness, control and responsibility within the school community
  - A return to normal routines as quickly as possible
- ☞A Recovery Plan is essential to the physical and mental wellbeing of the school community. Any critical incident depending upon the severity can cause varying levels of stress to all members of the school community. ☞The Critical Incident Plan for our school includes procedures for:
- First aid and emergencies in the playground
  - Sign on register for school visitors
  - Register for students and staff arriving and leaving during school hours
  - Security of property and assets
  - Evacuation (fire or bomb threat)
  - Lockdown (e.g. cyclonic winds, chemical fumes, ☞aggressive acts, intruders etc)
  - Traffic accident
  - Response to storm or cyclone
  - Critical injury or fatality
  - Recovery Plan

These procedures including a diagram showing evacuation routes and assembly points are posted in every room in the school. Regular practices occur throughout the school year and the Critical Incident Management and Recovery Plan is reviewed each year to maintain currency.

## **CULTURAL LITERACY & LANGUAGES**

Culture and language is taught at Our Lady of Dolours School. Cultural literacy is a learning perspective that permeates the curriculum from Prep - Year 6. The language taught is Japanese.



## **CURRICULUM SUBJECTS - (other than Religious Education)**

When planning a meaningful school curriculum, teachers are guided by the syllabus documentation provided by the **Australian Curriculum, Assessment and Reporting Authority (ACARA)**. The curriculum includes Learning Areas: Religious Education, English, Mathematics, Science and History, Technology, Geography Health and PE and The Arts.

## **DEFENCE SCHOOL TRANSITION AIDE**

Our Lady of Dolours School is a proud participant in the Defence Transition Aide Program. This program provides support to the children and families of Australian Defence Force (ADF) members, particularly when moving in and out of a school on a posting or when a parent is absent from home. Defence School Transition Aides (DSTAs) are located in primary schools throughout Australia where there are significant numbers of ADF families.

The role of the DSTA is to:

- assist ADF parents and children to become familiar with the school and its facilities
- co-ordinate appropriate welcoming and fare welling activities for ADF children involving the school community
- monitor ADF children's personal issues such as friendship, peer groups and classroom difficulties
- contribute items of interest to the school newsletter
- provide opportunities for ADF families to meet other ADF families within the school community
- maintain contact with ADF families who are enrolled in the school.

## **EMERGENCY PROCEDURES**

Evacuation and lockdown procedures are in place. 

### **Fire Procedures**

In the event of a fire emergency in the school, students will be immediately evacuated to the school oval (at their respective campuses) via practised routes.

### **Bomb Threat Procedures**

In the event of a bomb threat all caution will be exercised, as students are being evacuated from the rooms. Dependent upon the nature of the threat students can be evacuated to the designated point

### **Lock Down Procedures**

In the event of an emergency, such as unauthorised intruders etc. on the premises, a school lock down will be deployed. If not in class, students proceed to the nearest room.

## **ENROLMENT**

Enrolment for the Prep 2019 school year will commence in early March 2018. The following enrolment criteria are applied to families wanting to enrol in the school.

- Siblings of current or past students.
- Catholic families in the Parish.
- Catholic families outside the Parish.
- Christian families.
- Non- Christian families.

All enrolment forms must be presented with relevant documentation including; Birth Certificate, Baptism Certificate, Immunization record.

Applications for enrolment from students enrolling in Year 1-6 must include a recent summative report card.

## **FOOD & NUTRITION**

Please maintain a high standard of nutrition in the foods you give your child for Snack (9:30am), 1st Break (10:50am-11:30am) and 2<sup>nd</sup> Break (1:30pm-1:55pm).

### **Snack**

Most schools these days allow an opportunity for students to break for a quick snack during the morning session. The reasoning behind this generally has formed because the distance between the time many students eat breakfast and the scheduled first break in the school day is significant. In our case, students could be going for 4-5 hours without food. Generally students should bring food items that can be quickly consumed and also meet a healthy criteria. We would like to see students bring any of the following snack items only:

- Fruit and Vegetables (as God intended them)
- Nuts and Sultanas

### **1<sup>st</sup> Break Suggestions:**

Healthy sandwiches eg. meat/cheese/salad fillings.

### **2<sup>nd</sup> Break Suggestions: (Afternoon Tea – Short Break) Suggestions:**

A small healthy snack eg. yoghurt, crackers, cheese, fresh or dried fruit or vegetable sticks. Foods which are very high in sugar and fat are discouraged.

All classrooms are air-conditioned and have a refrigerator into which lunches can be packed. Please ensure that lunchboxes are named and have adequate seals and

closures. Given fridges are available for your children's lunches, it is not necessary to provide insulated lunch bags as, by doing so, it defeats the need for a fridge.

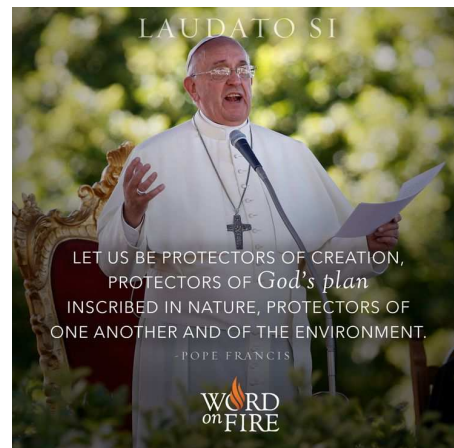
Please provide a drink for your child to have during both lunch breaks. Water is always available during the day, however it is important that you pack a water bottle in your child's bag. Whilst packaged food can be fun as an occasional treat, we do not encourage them to be placed in the children's lunchbox as an everyday food.

If your child has special dietary needs please advise the teacher. A list of allergies will be provided to parents at the beginning of the year for consideration when supplying birthday treats.

### **Nude Food – An Ecological Alternative to Wrapper Waste**

2018 will mark the first year of Nude Food lunchboxes at O.L.D and as parents you have been invited to join this exciting revolution.

At O.L.D we're strongly committing to the nude food movement. In line with Pope Francis' compelling encyclical on the environment, *Laudato Si'* O.L.D has already actively engaged in an Ecological conversion. Through *Laudato Si'*, Pope Francis explains why and how we should provide 'Care of Our Common Home'. It provides an important insight into how the world's climate is drastically changing and the negative impact we as humans have played as a direct consequence of our unsustainable, throwaway culture.



At O.L.D we identify ourselves as a *Laudato Si'* school and in accordance with the hopeful conclusions offered by Pope Francis, we are determined, in our own small way, to show our children that we can all contribute positively to the sound ecological management of our planet.

Central to the ecological conversion is a significant shift in our thinking and our practices regarding waste.

We will be committing to a Zero Waste policy and we are looking to drastically reduce the litter waste in 2018. In 2017 we saw the 'Wednesday Warrior Movement' where as a school we collected data on how many wrapper pieces were brought to school that day. As parents it also challenges us to think about our reliance on throw away plastic.

The O.L.D community see it as our responsibility to care for the environment and the hope is that a movement towards 'nude food lunchboxes' will not only have a tangible impact on waste reduction but help educate our students about their own personal ecological footprint.

Nude food also reduces the grocery bill and helps to provide healthy lunch options for our children.

Some of the lunchboxes can be seen to be expensive. This expense is usually just a once off at the start and the lunch boxes have a considerably longer lifespan. And in the spirit of inclusiveness please only buy what is affordable for your family.

There are many stores now stocking nude food lunchboxes. The school invites you to explore the online stores below who offer fundraising for O.L.D on the lunch box items sold.

<http://www.litterfreeliving.com.au/>

<http://www.mygreenlunchbox.com.au/>

<https://4myearth.com.au/products/>

## **GOVERNMENT REQUIREMENTS**

As an accredited non- Government's school, Our Lady of Dolours must comply with all the requirements of both State and Commonwealth Government. Some of these include;

- Publishing of test data (Yr 3, 5, 7 tests).
- Collection of census data.
- Reporting structure.
- Publishing of school information on the website.
- Frequency of parent-teacher interviews.

## **GRIEVANCE PROCEDURES**

There may be times during the year when you wish to discuss an issue of concern relating to your child or to an incident or procedure within the school. I urge you to take appropriate action by following this procedure rather than discussing with outsiders or allowing the concern to impact on our ongoing relationship with you.

### **1. Teacher**

The class teacher is the first point of contact for all issues concerning the student.

### **2. APRE or Support Teacher**

Should you not feel completely satisfied or have an issue to discuss with the APRE or Support Teacher depending on the nature of the concern. This also gives time for any information or details that may need to be researched or collated from teachers or

other students depending on the issue.

### **3. Principal**

At any time you are welcome to make contact with the Principal, Mr Patrick Davis, to discuss an issue or to have an incident investigated. However, please be mindful that he will need to make contact with the relevant teacher to discuss or have the incident/issue investigated. Please remember first contact should be with the classroom teacher and then if you are not satisfied with the action or response you are welcome to contact Mr Davis.

### **4. Brisbane Catholic Education**

There may be times when you wish to raise a matter relating to the College with the relevant person at Brisbane Catholic Education. Mrs Vyv Menegon is our Area Supervisor and therefore the most appropriate person with whom to make contact. Again, please be mindful that he will need to make contact with the School, usually Mr Davis, to have the facts presented or the matter investigated so it is always appropriate to make the first contact with the School and then if you need to take the matter further to contact Brisbane Catholic Education.

### **5. Parish Priest**

As Governor of the school you may wish to make contact with Fr Nigel Sequeria at St William's. Again, this should be after first contact with the School.

### **GUIDANCE OFFICER**

The school shares the services of a qualified guidance officer. The guidance officer is timetabled to have two days per week (Monday and Tuesday) in the school to assist with the academic, social, emotional and behavioural needs of children. However, if a particular child's needs require Guidance intervention, a referral to the Student Support Team is to be completed, thereby activating the support process. Written parent permission must be gained prior to the Guidance Officer seeing a child.

Guidance support can also be provided through parent consultations, staff/parent training programmes, specific testing of children, or referral to specialists for further diagnosis/treatment.

### **HAIR**

All students should arrive at school with hair presented neatly. All long hair should be tied back to avoid exposure to headlice. Hair ties or ribbons are to be in the school colours of blue, white, red, green or gold.

Students also need to maintain the original colour of their hair. Undercuts, words, or shapes shaved into a student's hair are not acceptable and parents will be asked to correct the student's hair style or colour.

## **HEADLICE**

The occurrence of head lice is the most common insect infestation in humans throughout the world. In Queensland, infestation occurs mainly in children of primary school age. However, head lice infestation may affect people of any age, nationality, gender or socio-economic status. It is as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development. Children who have been infested are required to be withdrawn until appropriate treatment has been administered.

## **HEALTH, PHYSICAL EDUCATION AND SPORT**

Health and Physical Education is highly valued as an important Key Learning Area within our school. In 2018 O.L.D. has employed a specialist PE teacher for one day per week to facilitate the learning and development of fine and gross motor skills, perceptual motor skills, gymnastics, swimming, track & field, and sports skills. They will also be on site for one extra day per fortnight to coordinate sporting activities and carnivals, thus building the profile of sport even more within our community.

Students are encouraged to have a healthy and positive attitude towards participation and competition, and have the opportunity to represent the school in a wide range of sporting competitions. Children in Years 3-6 participate in Interschool Sports during Terms 2 and 3. Our school Swimming Carnival is held in Term 1, our Cross Country Carnival is held in Term 2, and our Athletics Carnival is held in August at Mt Maria College Playing Fields. Successful athletes also compete in Zone 4 and District competitions throughout the year.

Term	Activity
Term 1	Weekly Swimming Classes (Year 1-6) 2 Lessons per week for 3 weeks School Swimming Carnival (Years 1-6) 27 <sup>th</sup> February Zone 4 Swimming Carnival at Chandler Weekly Physical Education lessons Kilometre Club (Years P – 6) School Cross Country Carnival (P-6) 31 <sup>st</sup> March
Term 2	Kilometre Club (Years P – 6) School Based Cross Country Training Sessions Zone 4 Cross Country Carnival Weekly Physical Education lessons

Term 3	Zone 4 Interschool Competition / Gala Sports (Years 3 -6) Touch Football, Soccer, T-Ball, Netball School Athletics Carnival Zone 4 Athletics Carnival School Based Athletics Training Sessions Weekly Physical Education lessons
Term 4	Weekly Physical Education lessons Weekly Swimming Classes (Prep)

### **HIRING OF SCHOOL FACILITIES**

Facilities may be hired on an hourly or daily basis. Arrangements are available for ad hoc or on a regular (weekly, monthly or scheduled dates). School/ parish functions take priority over all bookings. The school will provide as much notice as possible. Another area of the school may be offered in lieu of cancellation.

Hirers must terminate activities on conclusion of the approved hiring session and vacate the area in a reasonable time. Hiring rates will apply from setting up time. Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

All requests to hire School facilities must be submitted to the school Principal in writing. A standard application form is available from the Front Office for the purpose. Any request to hire facilities will be not considered to be accepted by the School until a copy of the request form, signed by the Principal, is returned to the prospective hirer. The proposed activities must be in keeping with the School's values and ethos.

### **HOMEWORK**

At Our Lady of Dolours we are conscious of the effect that societal changes have on families and are aware that each family has its own unique way of life. We therefore do not want homework to be another challenge but rather we want it to be a positive time for interaction between the child and the family. Teachers will set homework for each year level according to procedural guidelines. If homework completion is a cause of stress for your family it is important to contact the classroom teacher to discuss individual needs and negotiate a positive solution.

In developing homework procedures, Our Lady of Dolours acknowledges and firmly believes homework:

- Is but only one of the many, but equally important commitments students have outside of school.
- Should enhance rather than detract from family life and therefore is best supported through flexible time arrangements in the home.

- Should be free from stress but encourage positive self-esteem of students and allow them to develop their own interests and abilities.
- Should always include, above all else, the promotion of strong reading habits
- Allows for the development of a partnership between parents and teachers founded in strong levels of communication.

Research strongly informs us that homework does not improve student learning progress. It does however allow for the development of positive life and work habits, attitudes and life skills such as:

- Time management
- Organisational skills
- Perseverance and self-discipline
- Responsibility
- Self Reflection

Homework supports the learning journey of students through the consolidation of concepts taught in the classroom, either through practice of, or preparation for learning.

**The Teacher's role is to:**

- Communicate expectations clearly to students and parents.
- Provide meaningful feedback to students.
- Set homework according to school procedure guidelines and establish a flexible time frame.
- Maintain open communication with parents and students.

**The Parent's role is to:**

- Provide an environment for the child where supervision, encouragement and help are provided.
- Communicate with the teacher and sign homework, if requested by the class teacher.

**The Student's role is to:**

- Be responsible for the completion of their homework to an acceptable standard.
- Seek help from the teacher or family when needed.

**Homework Guidelines**

**Prep – Year 2**

- Very little formal homework is set. The amount and activities will vary with age and maturity. ☐
- Students are encouraged to learn sounds and words, to learn basic numeracy ☐ concepts and to pursue a home reading program. ☐



- Students should not spend more than 20 minutes per night on homework. ☐
- Occasional completion of work, research activities and collection of items ☐relevant to particular learning area may be given on an informal basis at the teacher's discretion.

### **Year 3 – Year 6**

- Each student has a diary that can be used to note down any home related tasks as requested by the teacher, which is used as a means of ☐communication between home and school. Students are expected to use the ☐diary appropriately and regularly.
- Students are requested to engage in literacy and numeracy tasks connected to any of the Australian Curriculum Learning areas. These tasks may support prior learning achieved during school time or prepare students for learning activities to be engaged in the future.
- There is no specific time allocation for homework. Rather, flexible time arrangements that recognise individual differences amongst students and family life should apply. At a minimum, all students should be engaging in nightly reading and mandated literacy and numeracy tasks. A general time frame of between 30 – 45 minutes would be reasonable.
- Teachers will not set substantial homework tasks to be completed for the next day, but will give students deadlines over reasonable periods of time.
- Homework tasks will be communicated on the classroom blogs.

☐

### **Strategies to support homework development and completion**

- Homework Grids
- Flipped Learning\*
- Online Activities (Study Ladder, Reading Eggs, Internet sites)
- Classroom Blogs
- Negotiated extra activities that support individualised student education planning
- Information gathering for in class assignments and projects
- Homework rotations and completion cycles.

### **iCENTRE**

The Nugent Complex Resource Centre at Our Lady of Dolours is known as the iCentre. With the completion, late in 2011, of extensive renovations and a substantial extension, the iCentre houses the library book and resource collection, a new computer centre, student and staff work areas and a staff meeting/resource room.

The iCentre takes its name from the activities and ways of learning that are developing in association with the implementation of the National Curriculum and the continually evolving need for students to be independent and capable users of

information and technology.

The iCentre is characterised by: iNquiry, iMagination, iNnovation, iNspiration, iNvestigation, iNformation, iNteraction, iNclusion, iNterest, iMprovement, iNstruction, iNvention and iNfluence, iThink, iWork, iRead, iHave fun! These activities and actions are brought to fruition through such tools as iMacs, iPads, iPods, MacBooks and ... books! The iCentre is developing as an information hub that supports the demands placed on students and teachers as information and technology users.

Through the iCentre library collection students are guided in reading development and in developing a love for literature with the goal of becoming life-long readers. Students may borrow up to 3 books weekly. They each require a named cloth drawstring bag to protect the books. The loan period is 2 weeks but students, especially in the early years, are encouraged to change their books weekly. It is school policy to seek payment, at replacement cost, for lost books.

The library collection is organised and administered using the Oliver Library Management System. Access to this is available through the school website iCentre page.

#### **ILLNESS/INJURY AT SCHOOL/INFECTIOUS DISEASES**

Any child who is feeling ill will be sent to the Sick Bay. If the child is not well enough to be at school, the parents will be contacted and asked to take the child home. No child will be sent home if the parents cannot be reached.

Parents are requested not to send their children to school when they are ill as the school is unable to provide quality care.

In the event of a serious accident or an inability to contact parents, carers or emergency contacts, an ambulance will be called to administer first aid and, if necessary, to take the child to hospital. **It is very important for parents to update the school with any change in phone numbers, address or emergency contact numbers.**

A parent will receive a phone call for any head injury.

Students who may contract infectious diseases are contagious to their fellow students and parents within the community. The following 'Time Out Poster' articulates important messages about exclusion periods from school should this be warranted.

# Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts <sup>1</sup> (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea <sup>2</sup> and/or vomiting (including: • norovirus • campylobacter • cryptosporidium • giardia • salmonella • shigella • viral gastroenteritis and coliforms or shigella – see separate notice)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria <sup>3</sup>	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment <sup>4</sup> for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A <sup>5</sup>	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles <sup>6</sup>	Exclude for four days after the onset of the rash.	Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 18 days after the appearance of the rash in the last case.

## **INCLUSIVE EDUCATION**

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

## **INSURANCE**

The school carries School Care Insurance through Catholic Church Insurances, which assists parents in meeting some of the costs if injury is to occur. Early each year Catholic Church Insurance distributes brochures through the school explaining their student accident policy and what is included under the School Care policy. The cost of this is covered through School Fees. Parents are advised to read the document carefully to fully understand the benefits of the policy.

## **CONDITIONS OF COMPUTER USE**

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

**Our Lady of Dolours** has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computer that may be taken off the school grounds with permission from the school. **Our Lady of Dolours** has specific guidelines in the form of agreements relating to the use of iPads as part of our 1:1 iPad Program.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more fulsome terms contained within BCE's Acceptable Use Policy. By agreeing to abide by this Conditions of Use policy, you are also agreeing to abide by the Acceptable Use Policy. It can be read here: <http://www.bne.catholic.edu.au/aboutus/Pages/Acceptable-Use-Policy.aspx>

The requirements and rules set out below apply to all Our Lady of Dolours technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of conditions of use and the potential consequences of a breach of this policy.

### **Responsibilities of Users**

1. Students must comply with the rules for accessing technology resources in this document.

#### *Permitted use of technology resources*

2. Students must only access Our Lady of Dolours School technology resources for schoolwork. Students must not:

1. buy or sell items or services over the internet;
2. access or enter chat rooms;
3. access, post or send inappropriate internet or email content, especially content that is illegal,  
  
dangerous, obscene or offensive;
4. amend documents created by another student without that student's consent;
5. download, install or use unauthorised computer programs;
6. deliberately install computer viruses or other malicious programs;
7. gain unauthorised access to any system by any means;
8. use technology resources to attack or compromise another system or network;
9. access or intercept emails sent to other persons.

#### *Confidentiality and cybersafety*

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is public. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or

anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone

else's personal information without their permission.

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5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Our Lady of Dolours' control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Our Lady of Dolours School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

#### *Cyberbullying and defamation*

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

#### *Security*

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.



12. Students must not use another person's name and password to access resources.
13. Students must report a suspected breach of security to a teacher.

#### *Copyright*

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use Our Lady of Dolours School technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

#### **Consequences following a breach of this policy**

15. A breach of this policy will be taken seriously and may result in disciplinary action.
16. Any known breaches of these Conditions of Use must be reported by Our Lady of Dolours School to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.
17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

#### **iPAD 1-1 PROGRAM**

Our Lady of Dolours School believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

At Our Lady of Dolours we use Internet and digital technologies as teaching and learning tools. We see them as valuable resources and acknowledge they must be used responsibly.

In 2018 the Year 4, 5 and 6 students will participate in the *1-1 iPad Revolution Program*. This will continue into subsequent years and see the school become a leader in this type of innovation. The program supports our overall belief *that* Digital technology is used in every area of learning from the start of school onwards. The need for up to date technology for learning is not optional. Technology now forms a vital part of a high quality, fully rounded education in the 21st century. Young people are now using technology to assist them in life and learning. We

believe that students must be able to access digital information, tools and resources from anywhere, any time and in ways that lead to a deeper engagement and understanding.

### **LITURGIES & MASSES**

Our Lady of Dolours School recognises the central place of prayer and liturgy in the faith development of the children. The Religious Life of the School is of paramount importance and through participation and exposure to liturgy, students become aware and make connections to the Gospel in their every day lives. All classes participate in a mass with the Parish during school time each term and Years 5 and 6 receive the sacrament of reconciliation at least twice a year. We also have a whole school liturgical celebration each term. These are usually centred around important times in the liturgical calendar, National celebrations and school specific initiatives such as: leadership induction, Easter, ANZAC and feast day to name a few. Parents are warmly invited to attend any of the liturgies.

### **LOST PROPERTY**

All unnamed and unclaimed items are placed in the lost property box in the courtyard. Periodically, the lost property is emptied, and all unmarked items are put into the St. Vincent de Paul collection bin or given to the second hand uniform. Parents are reminded about the absolute necessity of having their child's name/initials on every item of clothing, school hat, lunch-box, drink bottle, etc.

### **LUNCH DAYS**

One of our most successful and enjoyable P&F activities each year is our *Lunch Days*. Our school does not have a tuck-shop, so throughout the year we hold *Lunch Days* to give the children a treat and the parents a break! It is also an important fundraiser for our school.

We hold 8 lunch days per year and order forms are sent home with the children 2-3 weeks before each lunch day. They return their order form and money by the due date, the orders are collated and the shopping completed, ready for our volunteers to prepare on the actual *Lunch Day*. If you are looking for a way to help out at school, this is a fantastic opportunity for you to volunteer and meet other parents.

A lunch day bag with a menu & prices is distributed prior to the lunch day. This menu is completed and enclosed with the correct money and returned to the school by the due date on the bag. Please be considerate of the Lunch Day helpers and have your bag in to school by the due date.

There are 3 options to assist with the Lunch Days, you might choose to do one or all!

Depending on numbers, volunteers are usually rostered to help on only 2 or 3 of the lunch days throughout the school year. Volunteers are needed for:



**Baking** – one of the most popular menu items we offer are home made cakes/slices. If you volunteer to bake, you will need to bring a batch of individually wrapped treats to the school office by 8.30am on the Lunch Day.

**Stapling forms and/or assembling hot food boxes** – the lunch forms and brown bags will be sent home to you for stapling. Simply return them by the distribution date. Alternatively, food boxes will be sent home and all you need to do is put them together! Very easy, and you don't need an engineering degree!

**Being part of the action on the Lunch Day** – by far one of the best volunteer jobs you can ever do and the one we need the most. You come along to the School Kitchen from 8.30am – 1130am and help prepare the lunch day orders. Each Lunch Day will be run by our *Lunch Day Co-ordinator* who will be there to help. It is great fun, lots of laughs and a great way to meet some of the other parents.

## **MEDICATION**

Workplace Health and Safety regulations guide the way that school staff can administer medication to students at school. The following guidelines apply to the administration of medication to children while at school or on a school related activity.

Schools shall assist those students where a medical practitioner necessitates the use of medication.

Parents shall provide a completed Medication Administration Form along with advice from the medical practitioner prescribing its use. This form is required for both short term (such as antibiotics) and long term (for example insulin) medication.

Medication shall be provided by the parents in the original container not past its expiry date. The following information is to be provided on the pharmacy label:

- Name of the person authorised to take the medication
- Dosage
- Date and time to be taken, and
- Medical practitioner's name.

Parents of a student requiring emergency medication for anaphylaxis, diabetes, asthma or epilepsy shall provide the school with an emergency action plan that is developed and signed by the prescribing health practitioner. Approved proformas may be used for students with anaphylaxis and asthma and shall contain:

- Details of the emergency medication prescription and
- Instructions for appropriate administration.

The school shall contact the ambulance following an emergency event such as

anaphylaxis requiring the use of an Epi-pen, or an asthma attack requiring repeated asthma first aid and have the student taken to hospital. The student's parents will be contacted where emergency medication is given.

### **Administering paracetamol to a student**

Giving paracetamol to a student is subject to the following:

- An Authority to Administer Paracetamol is completed annually by parents to authorise a school to give paracetamol to a student if required for the forthcoming year before giving paracetamol, the school shall attempt to contact the parents to obtain specific consent regarding whether a dose of paracetamol may be given if paracetamol is to be given to a student for fever, it is only given when: the student's temperature is above 38 degrees Celsius, and the student is in discomfort or pain only one dose of paracetamol should be given. The dose given is in accordance with the child's Authority to Administer Paracetamol form.

Where a student's symptoms are not alleviated by the dose, the student's parents will be contacted and asked to take the student home or to a doctor.

Preparations that contain Paracetamol only shall be used. 'Cold or flu' mixtures or a combined preparation shall not be given.

### **MOBILE PHONES**

At times a student may need to bring a mobile phone to school so they can contact parents or maximise security. All phones must be handed in to the school office at 8:30am and collected at 2:50pm.

### **MONEY AT SCHOOL**

Generally bringing money to school is strongly discouraged and most charges are invoiced on the monthly accounts. When children bring money to school for ice creams etc the correct money should be placed in a clearly marked envelope. The envelope should be named and labelled according to its purpose.

### **NEWSLETTERS**

In 2018, the OLD Newsletter will be published twice per term. The previous weekly publication will be replaced by a Principal's Communication, which will be emailed on a Monday morning to all families. The purpose of the twice-termly newsletter is to keep you fully informed about the activities and events of our school community, and it is important that you read it, noting relevant dates in your diary. If you wish to place an item in the Newsletter, it must be written out or emailed and submitted to the school office at least a week in advance. The newsletter is an online production. Printable PDF copies of the newsletter will be trialled and available for families to print off but do not include any visual material that will be encapsulated in the online publication.

## **OUTSIDE SCHOOL HOURS CARE**

Our Lady of Dolours Outside School Hours Care is a fully licensed and accredited OSHC facility, caring for school age children. The service is managed by Centacare Childcare Services and has independent processes, and administration requirements to the school. OSHC is located in the room below the iCentre (Library). Many interesting and diverse activities are offered throughout the program, ranging from art & craft, sport, cooking, music and many more

The program is designed to cater to the children's age, skill, interests and abilities through a variety of challenging and recreational activities that incorporate elements of play with elements of daily real-life experiences and provides opportunities to experience different cultures.

We do this through flexible and adaptable programs that are child initiated and give the children opportunity for imaginative play and self initiated activities whilst supporting the value of play in an environment that fosters awareness, promotes trust and delivers an atmosphere of encouragement and affirmation.

We encourage free play, and promote both indoor and outdoor, individual and group activities.

Activities include Art and Craft, Dramatic Play, Manipulative Equipment, Board and Card games, Cooking, Puzzles, Books and Magazines, Computers, and Outdoor sports.

The Centre is licensed under the QLD Child Care Act 2002 and achieved High Quality accreditation from the National Childcare Accreditation Council.

**Hours of Operation:** Monday to Friday during the school term:

Before School Care 7.00am – 8.30 am

After School Care 3.00pm – 6.00pm

Outside School Hours Care is not offered on pupil free days or during vacation periods. For more information on enrolment, fees, programs, etc. please contact the Coordinator –Gina Parente on 3855 9068. <http://centacarebrisbane.net.au/our-lady-of-dolours-oshc-mitchelton/>

## **P & F ASSOCIATION**

Parent participation in the Parents & Friends' Association is strongly encouraged. P & F meetings are held on the second Monday of each month. All parents are invited to attend these as well as the Annual General Meeting in late November. The P & F is responsible for working bees, fundraising, and social activities. The Association provides a forum for parents to discuss issues, and also raises money for resources

and projects.

## PARENT PORTAL

In 2016 the Parent Portal was launched. The Parent Portal enables easy access to information about happenings in the school, forms that need to be returned, policy information, photographs and much more. There is also a special section to allow you to check the details we have recorded in our enrolment system about your children, and if necessary, advise us of any changes.

To access the Parent Portal, parents will need an active email address to register and once you have logged in the first time, your details will be saved for future access.

The screenshot shows the Parent Portal interface for Our Lady of Dolours School. At the top, there's a dark blue header with the school's logo and name, and a search bar. Below this, a navigation menu includes links for Report Absence, Newsletters, Permission Forms, Forms and Documents, My Details, Payments, Contact School, and School Directory. To the right, there's a 'My Students' dropdown and an 'Announcements' section featuring a 'We Can Do It in 2017' poster. At the bottom, there's a grid of social media and service links (Facebook, PTO, Parish, School Community Groups, iCentre, OSHC, Principal's Updates, Help & How To, Photo Gallery, O.L.D. Website) and a calendar section showing 'Mon Dec 04 to Sun Dec 10' with a message that there are no time-tabled events for today.

## PARENTAL INVOLVEMENT

Your involvement in school activities demonstrates to your child an interest in his/her education and that you value their learning. The following are some ways in which parents can help:

- Listen to your child and respond positively about school activities.
- Assist teachers by helping in the classroom as requested.
- Assisting in the library.
- Become actively involved in the P & F Association.
- Assist other parents working bees, social functions and fund-raising activities.

- Attend class/school Masses and liturgies.
- Preparing Lunch Days.
- Attend working bees
- Attend General Parent Meetings/Information Nights.
- Read the Newsletters thoroughly.

### **PARISH INFORMATION**

The Parishes of St William and Our Lady of Dolours are part of the Brisbane Archdiocese, and incorporate the following churches: St Williams, Grovely; Our Lady of Dolours, Mitchelton; and Sacred Heart, Samford.

The Parish Office is located at 41 Dawson Parade Keperra.

WEEKEND MASS TIMES at Mitchelton:

Saturday 4:30pm

Sunday 8:00am

(Children's Liturgy is held regularly at O.L.D. at the 8am Mass)

Parish Priest: Fr Nigel Sequeria

Associate Pastor: Fr Lucuis

Parish Secretary: Michelle Giuliani

Sacramental Co-ordinator: Mary Louise Singson

Parish Office: Ph.33552667

### **PASTORAL PARENTS**

In Term 4 of the school year, a parent/s in each class is encouraged to nominate for the role of Pastoral Parent for the following year. The Pastoral Parents support the Vision & Mission of the school by their actions, word and example. Some of these activities include;

- Organising social events for the class parents.
- Responding to pastoral issues for the families in the class.
- Organising gifts to welcome new family members (babies!).
- Attending class excursions.
- Supporting whole school initiatives.

It is not intended that the Pastoral Parent be a voice for the parents on any contentious issue or perceived problem. Parents can only act as advocates for their own child and the particular concerns they may have about an issue.

### **PASTORAL CARE (House & Buddy System)**

#### **House System**

From the commencement of the 2008 school year, students were allocated house teams. These are Nugent (Green), Samaritan (Red) & Benedict (Gold). At this stage the teams are used for sporting events. There are times when Pastoral Care groups are formed within these house colours.

### **Buddy System**

A Buddy System exists in the school to support and care for students in our school community. Generally our Year 5 students support the Prep students and Year 6 students support the Year 1 students. It is a beautiful sight to see our Buddies caring for their little person throughout the year.

### **PARKING & SAFETY (Willcocks St, Suez St)**

The children's safety before and after school is paramount.

The main entrance and Administration for the school is located at the Willcocks St. The road crossing is supervised in the morning and afternoon by School Crossing Supervisors employed by the State Government. The following procedures applying to drop off and collection each school day:

#### **Mornings**

Parents can park vehicles in the street and walk students to the school. Students can also disembark in the drop-off zone. Please take care that students disembark on the kerb side of the street

#### **Afternoon**

Parents collecting their students by vehicle form a queue in Willcocks Street and proceed to the pick up point when it is clear.

Students are called forward by the duty supervisor and assisted into their vehicle.

### **PERMISSION FORM**

At the beginning of each year, parents are asked to sign a General Permission Form which covers outings made on a regular basis, eg Interschool Sport, swimming lessons, walks within the local environment. Parents are advised of class excursions via a letter from the class teacher. It is assumed that all students are permitted to attend school based excursions unless otherwise advised by their parents.

### **PHOTOGRAPHS**

Class and individual photographs are taken annually. The purchase of these photographs is optional and is organised by Administration in conjunction with the relevant photographic studio.

### **PRIMARY LEARNING LEADER**

The role of the Primary Learning Leader is to support the Principal and staff in ensuring high expectations for the learning progress and achievement of each student. The PLL enhances teacher capacity and effectiveness by modelling high quality teaching and learning across the school, mentoring and coaching, professional learning, collaboration and co-operation. The PLL has a pivotal role in supporting teachers within the school to ensure the delivery of improved educational outcomes for students consistent with the Brisbane Catholic Education *Learning and Teaching Framework, Model of Pedagogy, Delivering Excellent Learning and Teaching Strategy* and other key system strategies.

### **PRIVACY STATEMENT**

This privacy statement applies to schools administered by the Archdiocese of Brisbane - Catholic Education and the Brisbane Catholic Education Centre.

In accordance with the Privacy Amendment (Private Sector) Act 2000, Brisbane Catholic Education has adopted and is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the Act – see [www.privacy.gov.au](http://www.privacy.gov.au).

Brisbane Catholic Education considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered Brisbane Catholic Education's "consumers" under the Act) to be private and only uses information collected and recorded to fulfil the educational mission of the Catholic Archdiocese of Brisbane.

If you would like further information about the way Brisbane Catholic Education or a particular school manages the personal information it holds, please contact Brisbane Catholic Education via e-mail at [privacy@bne.catholic.edu.au](mailto:privacy@bne.catholic.edu.au), telephone the Privacy Officer directly at the Brisbane Catholic Education Centre on 3840 0400, or write to Brisbane Catholic Education, Attention: Privacy Officer at GPO Box 1201, Brisbane QLD 4001.

### **RELIGIOUS EDUCATION**

Our goal in teaching Religious Education is to assist you, the parent, in nurturing your child's faith development and Religious literacy. Each year level has its own R.E. program. The teachers follow the R.E. Guidelines as set by the Brisbane Archdiocese in implementing the School Based program. The Assistant to the Principal for Religious Education (APRE) is responsible for the supervision of the school's R.E. Program.

In 2013 a new Religious Education Curriculum was introduced across all Brisbane



Catholic Education Schools. Our Lady of Dolours has adopted this new curriculum and it is structured into main strands

- Religious Education Curriculum
- Religious Life of the School

Religious Education Curriculum is organised into four interrelated strands: Sacred Texts, Beliefs, Church and Christian Life. Each strand has its own distinctive body of knowledge and skills. The Religious Life of the School is also organised into four strands; Religious Identity and Culture, Social Action and Justice, Evangelisation and Faith Formation and Prayer and Worship. Students will be exposed to a range and balance of these strands through their participation in whole school and class liturgies and masses, Social Action initiatives and through the Religious Education Curriculum in their respective year levels.

## **REPORTING TO PARENTS**

### **Current Reporting Process**

Assessment of student learning will be reported to stakeholders each year in the following ways:

- A minimum of two interviews supported with a portfolio of student work that inform future learning goals for each student.
- A midyear and an end of year summative report in written format that complies with state and federal government legislation.
- Reporting is supported by the preparation of a Student Learning Portfolio which is sent home to families at the conclusion of each semester.
- Note: Students in Prep through to Year 6 will use a written report format that indicates children's achievement against the standard.
- In addition, children undertaking a standardised assessment in reading, writing, spelling and numeracy at Year 3 and 5 (NAPLAN) or will have the result of this assessment reported against appropriate benchmarks.

## **RIGHTS ROLES AND RESPONSIBILITIES**

Parents play a vital role in their child's education. We acknowledge that they are the first educators of their child and so have many opportunities to ensure their child enjoys a smooth and happy journey through their primary years of education.

Essentially the role of a parent in our school community is to

- Work in partnership with the school for the education of their children.
- To develop in their children positive attitudes to school and learning.

The primary role of the school is to provide for the holistic development of each student; physical, social, emotional, intellectual and spiritual in partnership with



parents and families.

What follows below are a set of Rights and Responsibilities for Parents listed in six broad categories:

- Faith Development
- Preparedness and Development
- Communication
- Curriculum
- Participation in the School
- Environment and Safety

The content of the information below frames your involvement in our school whilst setting a high standard of service from us in return. It is acknowledged that all our families comprise of numerous dynamics that allow for involvement at different level.

	Rights	Responsibilities
Faith Development	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Expect that their child will work in an environment where Christian values are taught and modelled</li> <li>• Attend and participate in liturgies and other faith formation activities that reflect the Religious Life of the School.</li> <li>• Understand how traditions and practices in the school community connect with the Gospel of Jesus Christ</li> <li>• Seek support from the school with regards to the Sacramental journey of their children within the Parish.</li> <li>• A sense of belonging, and shared purpose and the habit of practising and sharing their own faith within the context of the school.</li> <li>• Communication regarding classroom teaching, learning and reporting with regards to Religious Education.</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Support the school in the Catholic education of their children by modelling Christian values</li> <li>• Support the classroom teaching, learning and reporting with regards to the Religious Education of their children.</li> <li>• Nurture their child's natural curiosities regarding scripture, beliefs, celebration and prayer and morality in the Catholic tradition.</li> </ul>
Preparedness Development	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• To feel their child is cared for in a safe and welcoming environment</li> <li>• Have a knowledge of classroom expectations and routines</li> <li>• Seek support from the teacher about questions they may have.</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Attend information sessions where appropriate and given their family circumstances eg Orientation, Parent Nights, Parent-Teacher interviews</li> <li>• Encourage independence and communication skills with their child</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss with the teacher their child's needs for transitioning from year level to year level</li> <li>• Understand the expectations of the classroom curriculum and seek support in how they can assist at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with the school in addressing appropriate health and developmental skills, eg eyes and hearing tested, toileting, socialisation.</li> <li>• Ensure their child arrives at school on time</li> <li>• Provide appropriate healthy lunches</li> <li>• Ensure their child has the appropriate and named uniform /belongings / books etc.</li> <li>• Ensure that books borrowed from the school library are replaced or paid for if lost</li> <li>• Read and respond to school related correspondence</li> <li>• Disclose information that may impact on their child's day at school.</li> </ul>
<b>Communication</b>	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Opportunity for a minimum of two formal parent teacher interviews per year.</li> <li>• Communicate and have their concerns listened to by their child's teacher.</li> <li>• Be provided with an opportunity to direct complaints, concerns or enquiries to the teacher and to be given proper consideration and feedback of such.</li> <li>• Be provided with written communication regarding school activities.</li> <li>• Courtesy and respect from students, other parents, teachers and all members of the school community.</li> <li>• Respect for their views, opinions and contributions.</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Model courteous behaviour and treat all members of the school community with respect and consideration. This includes parent-to-parent and parent-to-staff interactions.</li> <li>• Provide current address, phone numbers etc., to enable speedy emergency contact.</li> <li>• Support the school in ensuring student compliance with the School Behaviour Support Plans</li> <li>• Communicate areas of concern and acknowledge the professional response from staff.</li> <li>• Respectfully appreciate processes that may need to be enacted in order to arrive at mutually</li> </ul>

		<p>acceptable outcomes.</p> <ul style="list-style-type: none"> <li>• Advise the school of particular or changed circumstances that might affect children's progress or well-being.</li> <li>• Advise the school via phone or in writing of their child's absenteeism.</li> </ul>
<b>Curriculum</b>	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Have a clear knowledge of what is being taught in the classrooms to their child/children and that it is in line with curriculum expectations.</li> <li>• Expect a level of professional development for staff that ensures strength of knowledge, skills and competence.</li> <li>• Have a clear knowledge of the expectations, task requirements and assessment procedures.</li> <li>• Know that their child will be offered learning opportunities appropriate to their level of ability</li> <li>• Expect their child will be offered necessary assistance with their learning, social, emotional and physical needs.</li> <li>• Expect a good Religious Education for their child</li> <li>• Seek support in how they can assist at home.</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Provide adequate periods of time, with the required equipment for their child to complete homework and assigned home tasks.</li> <li>• To attend information sessions where convenient provided by the school, in order to be informed and up to date with the curriculum and how it affects their child/children.</li> <li>• To support the school in the implementation of learning experiences generally, and individual programs specifically.</li> </ul>
<b>Participation in the School</b>	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Feel welcome in the classroom.</li> <li>• Be a volunteer, upon invitation and negotiation from the school.</li> <li>• Be respected by all staff and children.</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Be respectful of students, their needs and their right to confidentiality.</li> <li>• Be a committed volunteer, and communicate to the teacher/School when unavailable to honour</li> </ul>

	<ul style="list-style-type: none"> <li>• Be well informed about the activities they will be participating in.</li> </ul>	<p>commitments.</p> <ul style="list-style-type: none"> <li>• Respect the classroom teacher as the facilitator of education and management in the classroom environment.</li> </ul>
<b>Environment and Safety</b>	<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• Feel welcome in the classroom and School environment</li> <li>• Be free from all forms of discrimination and harassment within the school environment.</li> <li>• Trust that their child belongs to a nurturing, caring and encouraging environment.</li> <li>• Be provided with facilities and materials that are safe and free from hazards.</li> <li>• A high quality duty of care for students from staff</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Model and encourage children how to act safely within the school and other environments.</li> <li>• Support and respect the School expectations across all areas of its operation.</li> <li>• Follow and respect the procedures regarding late arrivals and early departures.</li> <li>• Respect teaching and learning during school time (8:30am-3pm) and be mindful that appointments with teachers are best made outside these hours.</li> <li>• To provide children with appropriate safety equipment, including hats and sunscreen.</li> <li>• Keep their child away from school when they are sick or with symptoms associated with sickness</li> </ul>

## **SACRAMENTAL PROGRAM**

The Sacramental Program is conducted by the Parish with support from the school. Parents are invited to attend Parent Evenings for their child's Reconciliation, Confirmation and First Eucharist. The Archdiocesan guidelines have students in Year 3 receiving the Sacrament of Confirmation followed by First Eucharist in Year 4. Students will receive the Sacrament of Penance (1st Rite) in Year 5.

## **SCHOOL PASTORAL BOARD**

The Our Lady of Dolours Pastoral School Board was formed in 2008. The Board meets on the 4th Monday of each month. Prospective Board members undertake training to be considered for a place on the Board. The responsibility for management of the school and decision making rests with the Principal and his dedicated and enthusiastic team. The Board's role involves the local community on the 'bigger picture' of school planning and assists in setting directions for the school.

The Board is 'pastoral' – concerned with nurturing the dignity and self worth of people, building life-giving relationships and the holistic educational welfare of the students. Its responsibilities include but are not limited to:

The Board is 'pastoral' – concerned with nurturing the dignity and self worth of people, building life-giving relationships and the holistic educational welfare of the students. Its responsibilities include but are not limited to:

- Development of a vision and mission statement
- Developing "What to Do" policies in consultation with the school community
- Overseeing planning and building and the school's budget.
- 

The Our Lady of Dolours school board uses the 'shared wisdom' model of decision-making - everyone has a piece of the wisdom, no-one has all the wisdom, we all get different pieces.

## **SCHOOL DEVELOPMENT PLANNING**

Our Lady of Dolours School undertakes strategic planning on a yearly basis as part of a renewal plan that is developed every five years as part of the wider Brisbane Catholic Education system intents and strategic directions. The community is consulted on the overall future direction of the school and finalised goals are shared accordingly.

## **SCHOOL FEES**

### **School Fees – per Child**

Based on the number of students at O.L.D, these fees are collected on behalf of

Brisbane Catholic Education. The 2018 fees have been calculated based on a 0% increase from 2017. This increase is consistent with the methodology recommended by the Archdiocesan Catholic Education Council. The fee structure is reviewed annually by the Principal and the School Board.

### **Capital Levy – per Family**

This is a compulsory levy charged per family. It is used to finance current loans as a result of building projects over time. It is also used to service any maintenance work that needs to be done in the school. There has been no increase to this levy in 2017.

### **Student, Excursion/Incursion and iPad Levy – per Student/per Year Level**

This levy is student year level based and covers a variety of charges associated with your child's direct education at school. These include classroom and subject specific resources, consumable items, excursion and incursion costs, student activities such as dance and swimming, transport costs and the 1-1 iPad program and Year 6 Leadership retreat.

What is not covered by this levy

- Prep to Year 4 students will receive a small booklist for parents to supply. ☐
- Year 5 to Year 6 will receive a booklist for parents to supply containing all ☐equipment and materials required in 2018. ☐
- Year 5 and 6 – Camps will be invoiced in instalments at the start of Term 1 2018

### **Voluntary Library Fund ☐**

In addition to the above compulsory charges, families may elect to make a voluntary contribution of \$35.00 per term to the School Library Fund. This fund will support the ongoing acquisition of library articles such as books, magazines, digital resources, furniture, technology equipment and materials. A tax receipt can be issued upon request for all donations at the end of each financial year and then families can claim the donation back as a tax deduction. ☐This donation is fully tax deductible as it is voluntary. ☐

### **Fee Statements**

School fees are invoiced on a term basis (four times a year) and are emailed to the primary account holder at the beginning of each term. Payment is required by the end of Week 4 of each term or 14 days from receipt of the Fee Statement, whichever is sooner. Parents are welcome to make arrangements to pay their fees in any form that suits their budget – weekly, fortnightly, monthly, per term or annually in



advance. Any query made regarding school fees will only be discussed with the nominated primary and additional account holder as noted on your Confirmation of Enrolment – Financial Arrangements (page 5).

### Payment Methods

Payment methods available are BPay, Credit Card (Mastercard, Visa, and EFTPOS), Direct Debit, cheque and cash. Payments in cash must be made in person at Reception so a receipt can be issued. If you would like to set up a recurring Direct Debit or Credit Card payment, these web forms are available on the school website at [http://www.ourladyofdolours.qld.edu.au/school\\_fee.htm](http://www.ourladyofdolours.qld.edu.au/school_fee.htm) (see page 4)

### School Fee Schedule for 2018

Table A – Per Annum

FEE Table	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Two children scaling	Three children scaling	Four children scaling
School Fee	1430.00	1430.00	1430.00	1430.00	1430.00	1430.00	1430.00	2574.00	3432.00	3432.00
Capital Levy	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00
Student Levy	400.00	400.00	400.00	420.00	600.00	600.00	620.00	Per student per year level		
Total	2480.00	2480.00	2480.00	2500.00	2680.00	2680.00	2700.00			

Table B – Per Term (4 terms per year)

FEE Structure	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Two children scaling	Three children scaling	Four children scaling
School Fee	357.50	357.50	357.50	357.50	357.50	357.50	357.50	643.50	858.00	858.00
Capital Levy	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50	162.50
Student Levy	100.00	100.00	100.00	105.00	150.00	150.00	155.00	Per student per year level		
Total	620.00	620.00	620.00	625.00	670.00	670.00	675.00			

**Table C – Per Annum**

Details of FEES Calculation (included in Table A)					
		One Child	Two Children	Three Children	Four Children
First child	100%	1430.00	1430.00	1430.00	1430.00
Second child	80%		1144.00	1144.00	1144.00
Third child	60%			858.00	858.00
Fourth child	0%				0.00
<b>Total per annum</b>		<b>1430.00</b>	<b>2574.00</b>	<b>3432.00</b>	<b>3432.00</b>

### **SCHOOL HOURS**

Morning Bell : 8:30am

First Break: (Eating 10:50-11:00am) - Courtyard

First play: (11:00-11:30am)

Second Break :( Eating 1:30-1:40pm) - Courtyard

Second play & eating: (1:30-2pm)

Administration Bell: 2:50pm

Dismissal: 3pm

### **SCHOOL PRAYER (1992)**

God our Father

Be with us today

As we are living together

Loving You and each other

And learning in Christ

To follow Your Way

We make this prayer

Through Christ Our Lord

Amen

### **SCHOOL SONG (2005)**

We are the kids who come from O.L.D.

And we are like one great big family

Living and Loving and Learning in Christ

Together we can do it, Yes we can

Our school was built in 1951

By the Sisters of the Good Samaritan

With Mary as our model

And Jesus as our guide

Together we can do it, Yes we can

## **SECOND HAND UNIFORMS**

A small supply of second hand uniforms is available for sale. Enquiries and payment for clothes items can be taken at Administration.

## **SOCIAL ACTION AND JUSTICE**

Throughout the year the students are made aware of social justice issues in our world and local community. The school supports St Vincent de Paul, Catholic Mission and CARITAS and encourages students to gain an insight into what these organisations do support those in need. Students are encouraged to help raise funds for these causes to support other children in the world who are less fortunate than themselves. Special fundraising is also held to raise monies or provide material support to help others in need. These are often in the form of Free Dress Days for a particular cause. Caritas Australia, Catholic Mission and St Vincent de Paul are the preferred recipients of the funds from these days. Other causes throughout the year are also a focus as needs arise.

## **SUN PROTECTION**

Personal sun protection by way of hats and sunscreens is vital. It is important that the education of skin care begins early in life and is taken as a personal responsibility. We stress that parents provide sunscreen for their child (a roll-on sunscreen is preferable) and the school will enforce our expectation in the playground: “WEAR YOUR HAT TO PLAY”. The regulation school hat is the **only** acceptable hat to be worn at school - caps provide little protection to the ears and back of the neck.

## **SUPERVISION**

Teachers are rostered on before school, during lunch breaks and after school to see students safely home from school. The morning duty begins at 8.10 am. Students arriving before this time have to sit and wait until the teacher comes out on duty. If a student arrives at school prior to 8am they must attend OSHC Care. If parents are unable to pick up their children straight after school, they must phone and book their children into OSHC Care (if a place is available) where they'll receive afternoon tea and appropriate supervision. Students waiting for siblings of students doing training, on school grounds without parent supervision must also make arrangements with OSHC Care.

## **SUPPORT TEACHER**

The role of the Support Teacher (Inclusive Education and Curriculum) is to support the teachers of the Our Lady of Dolours community to support the students to think, act and make a difference in our world.

The area of Learning Support relates to the students in our community who require

support, whether it be for ongoing or for shorter periods of time in a variety of areas. Some of these include support for:

- Learning and differentiation of the curriculum including literacy and numeracy
- Verified students with disabilities
- Social and emotional wellbeing
- Specific learning difficulties
- Language and fine or gross motor development
- Gifted and talented
- Supporting transitions
- Specific year level planning and programs

The focus is on a collaborative approach whereby teachers, parents, support teacher, Brisbane Catholic Education personnel and outside agencies (speech therapists, guidance officers etc.) as required, work and plan together to the support students of our community.

The role also is to support classroom teachers in supporting all children within the classroom. The Support role is diverse and wide reaching and can look differently depending on the year level and the individual adjustments necessary. Adjustments and or other terms you may hear such as modifications and differentiation - creates a more accessible learning environment for children with teachers offering different approaches to what they learn, how they learn and demonstrating what they have learnt. Learning may take place within a whole class context, in small groups, and at times with individual children.

Assessment is an integral part in being able to provide an engaging and enriching learning environment so that children move forward with their learning. Assessment can be seen differently from Early Literacy screeners that the children recently have participated in, to programs at a classroom level such as phonological awareness, ELF and fine and gross motor skills. Further, daily classroom activities provide important information that enables teachers to plan, monitor and evaluate student learning at each child's point of need. Assessment helps complete the picture of your child as a learner.

The Support Teacher each term supports the classroom teachers to plan so that children have full access to the learning outlined in the Australian Curriculum and Religious Education documents. The Learning Areas in Prep are: Religious Education, English, Mathematics, Science, History, Geography, Technologies, The Arts and Health and Physical Education. Additional information has been provided in the Prep Handbook and please if you have any questions we welcome these at the end of this session.

One part of the role is in supporting classroom teachers to facilitate early intervention minimising any ongoing risk factors that could impede on any child's learning. A variety of student data is collected from assessment over the year and may recognise that a child has a specific need or concern and therefore a meeting to further discuss this will be organised. So do not be afraid if a Support teacher is in a meeting with you and the class teacher about your child. All children do develop at their own rate but there are indicators of achievement that children need to meet.

Most importantly, the relationship between home and school is really important and is dependent on open communication and an open mind so that we walk together on your child's learning journey.

### **SWIMMING LESSONS**

Our Lady of Dolours School students attend, the pool at Mitchelton State School for swimming lessons. The children are instructed by qualified swimming instructors from Health Stream. Students in Years 1-6 attend swimming lessons during the 1<sup>st</sup> term and Prep students attend in Term 4. Costs for pool entry, transportation to and from and instruction are funded from school fees. Children are to bring their swimming cap, goggles and sunscreen.

### **TECHNOLOGY**

2012 saw the introduction of a major upgrade and expansion of computer hardware with a roll out of forty new iMacs and 10 iPads across the school. This created a dual platform environment where students can interact with both Mac and Windows hardware using the latest operating systems.

The school enjoys wireless connectivity throughout with a high-speed internet connection provided by Brisbane Catholic Education.

The opening of the computer centre in the iCentre provides a teaching space for the development of computer skills, internet searching, information literacy, multi media techniques, Web 2.0 expertise, blogging, online communication, sharing of work and an understanding of the importance of cyber safety. These capabilities will be applied in learning situations in the iCentre, the classroom, at home and in an online world.

### **TERM DATES FOR 2018**

Term 1	Tuesday 23 <sup>rd</sup> January – Thursday 29 <sup>th</sup> March
Term 2	Tuesday 17 <sup>th</sup> April – Friday 29 <sup>th</sup> June
Term 3	Monday 16 <sup>th</sup> July – Friday 21 <sup>st</sup> September
Term 4	Monday 8 <sup>th</sup> October – Friday 7 <sup>th</sup> December
Pupil Free	Monday 22 <sup>nd</sup> October

## **TOYS AT SCHOOL**

Electronic games, collectable cards, play or sporting items should not be brought to school and the school cannot accept any responsibility for their loss theft or damage. If students have these play items at school they will be collected and returned at the end of the school day.

## **TRANSITIONS**

At the conclusion of year school year, a large number of students are transitioned from the current year to the next. The transition procedure allows for effective and efficient flow of communication between teachers in collaboration with parents about the progress of their children in the context of what is important to share with the teacher for the following year. Not all children have transition meetings. Generally it is those who have had support teams gather to discuss their progress throughout the year.

## **UNIFORMS**

It is the responsibility of parents to ensure their children come dressed to school everyday in the full correct uniform. A note giving a reason for why the incorrect clothing is being worn must be given to the class teacher.

As a student attending Our Lady of Dolours School the expectation to follow the uniform guidelines is an essential part of our school life. All students are a reflection of our school and parents have a responsibility in ensuring their child is presenting themselves in a neat and tidy manner every day.

The Uniform Committee liaises closely with the school community and our uniform suppliers Ashgrove West Drapery to ensure our students represent Our Lady of Dolours looking the very best they can.

All uniform requirements are available for purchase in store or online.

Ashgrove West Drapery  
467 Waterworks Road  
Ashgrove West  
Ph. 33661659  
[www.schoolthreads.com.au](http://www.schoolthreads.com.au)

## **PREP UNIFORM**

Our prep students have slightly different uniform guidelines compared to the rest of the years and this is due to their daily activities as part of the prep curriculum. This uniform is to be worn every day.

\* polo shirt



- \* Culottes (girls)
- \* Shorts ( boys )
- \* Royal blue socks
- \* Black school shoe or formal sneaker ( Velcro straps preferred )
- \* Red bucket hat
- \* Red school bag
- \* Zip jacket during winter

At the commencement of 2013 the introduction of 3 formal days will see all students from Years 1 - 6 wearing the Formal Uniform.

### **GIRLS FORMAL UNIFORM**

Female students have the choice of wearing the following.

- \* Formal dress
- \* Girls formal shirt and culottes
- \* Royal blue socks or navy closed in tights under the dress during winter
- \* Black school shoe or black formal sneaker
- \* Blue school hat
- \* Red bag ( compulsory for Years Prep - 3 )
- \* Zip jacket during winter



### **BOYS FORMAL UNIFORM**

Male students are expected to wear the following.

- \* Boys formal shirt and shorts
- \* Royal blue socks
- \* Black school shoe or black formal sneaker
- \* Blue school hat
- \* Red bag ( compulsory for Years Prep - 3 )
- \* Zip jacket during winter



The remaining two days will see all students wearing the sports uniform and these days will be determined by the sports curriculum during that particular term.

### **SPORTS UNIFORM**

- \* Polo shirt
- \* Culottes ( girls )
- \* Shorts ( boys )
- \* Royal blue socks
- \* Black school shoe or black formal sneaker
- \* Blue school hat ( Years 1-6 )
- \* Zip jacket during winter



The sports uniform is to be worn on a Wednesday and Friday only.



## **HAIR AND JEWELLERY**

Students hair should be neat and tidy. Hair length beyond the shoulders must be tied up. Dye hair is not permitted and hair ribbons, clips and headbands should mirror the school colours : green, gold, red or blue.

Jewellery should be minimal with the exception of a watch, ear sleepers or studs and a cross on a chain if a student wishes to wear one.

Please ensure all uniform items are clearly marked with your child's full name.

## **VOLUNTEERS**

Volunteers are very welcome in the school and perform a vital role in assisting the school to carry out our mission.

All non parent volunteers are required to undergo a “Working With Children Check” and apply for a “V- Class” Blue Card. All parent volunteers are required to undergo training at the school as part of the Queensland Government’s Child Protection Risk Assessment Strategy.

Under no circumstances should a Parent or Volunteer be required to enact any behaviour management strategies. Any student who fails to follow the school expectations in these situations should be referred to the classroom teacher immediately.

## **VISITORS TO THE SCHOOL**

Any visitors to the school are required to register at the office. Upon register, visitors will receive a tag indicating their status as a visitor.

Staff members under instructions from the Principal reserve the right to question any person they cannot identify as a staff member, parent, volunteer or visitor.

## **WEATHER**

### Wet

In the event of wet weather, the principal (or delegate) will make a decision on the state of the grounds and their suitability for recreation.

The following criteria is to be used:

- Storm or rain (students are not to play in the rain).
- Puddles of water on surfaces.

An announcement will be made over the loud speakers indicating a “wet play”. Students will have their regular meal in the undercover area. Following the eating break teachers will share the supervision duties between adjacent classes.

### Heat

In extreme heat, a decision will be made based on a number of factors, (temperature, humidity, time of day) to restrict students exposure to the outdoors.

During this time, the library and other air conditioned classrooms will be used for play.

### **WORKING BEES**

Working Bees are organised by the P&F and are usually held once per term. Parents are encouraged to support the school by attending working bees on. With the employment of a cleaner/groundsman by the school, the number of working bees has been greatly reduced, so attendance at working bees is appreciated. For workplace health and safety reasons children are requested not to be in attendance at working bees.

### **WORKPLACE HEALTH & SAFETY**

A Workplace Health and Safety Committee has been formed to advise and support the Principal in the areas concerning safety not only for the children but for all those who work at and visit the school. Priorities are set by this committee and appropriate action is planned. Your support is valued by way of communicating what you see as reasonable safety needs for our school environment.