



PARENT INFORMATION HANDBOOK

“Our Home Away from Home”

Parish Priest: Fr Mark Percival

Principal: Ms Patricia McMahon (2010), Mr Richard Grajczonek (2011)

Assistant to the Principal – Administration: Mr Tim Cronin

Assistant to the Principal – Religious Education: Miss Helen Clarke

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PREP – Yr 7 CO-EDUCATIONAL CATHOLIC

PARISH PRIMARY SCHOOL

Handbook approved by the School Board

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This document is correct at the time of publication, but may be subject to change.

Welcome to St. Oliver Plunkett Primary School – a Co-educational Catholic Education systemic school teaching Christian values in a Catholic environment.

VISION STATEMENT

Our vision for St Oliver Plunkett School is to be a welcoming, respectful and compassionate community within a Catholic educational environment, built on Christian values, and commitment to excellence, truth and justice.

MISSION STATEMENT

St Oliver Plunkett Catholic Parish School Community, being part of the local church, shares the vision of Christ who welcomed all. Our mission is one of proclaiming, living and celebrating the good news with justice, truth, care and compassion.

The following statements express the ideals of the entire community of St Oliver Plunkett's in fulfilling this mission:

We will endeavour to:

- ❖ Instil our commitment to excellence, truth and justice through teaching the beliefs, practices and values of the Catholic faith and celebrating these through liturgies.
- ❖ Provide quality educational programs to support the individual and communal learning needs of students.
- ❖ Foster an open, welcoming interaction between families and school, inviting contribution and involvement with each other in a respectful, caring and appropriate manner.
- ❖ Liaise with organizations to build partnerships, that promote citizenship and democratic values, and to develop community awareness and support.

SCHOOL AND PARISH

HISTORY OF THE SCHOOL

Our School is under the patronage of St Oliver Plunkett, an Irish martyr who died in 1681. It is a parish primary school specifically for the Catholic children of Cannon Hill parish which serves the people of Cannon Hill, Morningside, Murarrie, Tingalpa and parts of Belmont and Carina.

Over the years our school has been enriched by the presence of the Presentation Sisters who staffed our school when it opened in 1947 until 1984.

Today the school is staffed completely by lay people. The staff are committed to uphold the true spirit of our school. All involved with the school, work to maintain and promote an atmosphere of trust, friendliness and freedom, which allows each person to grow to their full potential.

PARISH AND SCHOOL

Since the practice of community is basic to Christianity, and the growth of religious faith can occur only in a community of belief, positive interaction is promoted between the school and the Parish which is the local community. This interaction is mutually beneficial and directed towards the coming of God's Kingdom.

PARISH SCHOOL BOARD

The Parish School Board, established in 2003 by the Corporation of the Trustees of the Roman Catholic Archdiocese, provides a pastoral structure and process for the ministry of Catholic Education. The Board develops and responds to change within the school, maintaining its character and continuing to achieve its goals. The Board consists of the Parish Priest, the Principal, the Assistant to the Principal - Administration, the Assistant to the Principal - Religious Education, a staff member, a parish member, and parent members, with the option of a co-opted member which is at the discretion of the Parish Priest. It is a pastoral board which supports the administration of the school e.g.:

assisting the Principal in determining policy. It does not have managerial function. Meetings are held on a regular basis.

PARISH PRIEST

In his relationship with the school, the Parish Priest, Fr Mark Percival, exercises a pastoral role. He is available to parents, children and staff for guidance, ministry of the sacraments and friendship. Fr Mark may be contacted on Ph 3899 2837. Parish Office Hours are Tuesday to Friday, 8-30 am to 1pm.

PARISH MISSION STATEMENT

St Oliver Plunkett Parish declares its mission, as a believing, celebrating and serving community centred in Eucharist, is to promote an awareness of the activity of God in our world:

- continuing the mission of Jesus by proclaiming and living the Gospel,
- responding in faith to our Baptismal call,
- upholding the sacredness and dignity of each person in a spirit of Christian concern and justice for all,
- reaching out to the alienated in Christian friendship,
- supporting ecumenical involvement.

PRAYER AND SACRAMENTS

Opportunities are provided for children to participate in prayer celebrations and liturgies, and to join in the celebration of the Eucharist. Parents are invited and encouraged to join with their children in these celebrations, which are advertised in the school newsletter. Please refer to the school liturgy policy in the school office, which is available on request.

PARISH SACRAMENTAL PROGRAM

Preparation Programs for all Sacraments are Parish based. The school liaises with the Parish in the implementation of Parish-Family based programs for the reception of Confirmation, First Communion and First Reconciliation. The Parish Sacramental Co-ordinator will organise meetings for parents and children involved in the Sacramental preparation programs.

While reception of the sacraments is parish based the school supports the development of knowledge regarding the sacraments with religious education lessons on the sacraments being covered in appropriate year levels. This is just one way that the school attempts to support families in the preparation of their child's reception of the sacraments and ongoing participation in the worship, life and service of the local Church community.

STAFFING

Staffing levels are determined by the Brisbane Catholic Education Office according to the number of children attending the school. This level of staffing is allocated at the beginning of each school year.

PRINCIPAL

The Principal has the overall responsibility for the running of the school.

This full-time position involves both leadership and management activities.

The Principal gives direction in terms of:

- setting standards for staff and children
- supervising the daily administration of the school
- being available to parents, children and staff.

ASSISTANT TO THE PRINCIPAL – ADMINISTRATION

The APA (part-time 3 days per week in role) is part of the school administration team and exercises a leadership role by:

- providing religious leadership and fostering the religious life of the school
- developing, supporting and encouraging high quality learning and teaching programs
- fostering relationships with, and between, staff, students, parents, the parish, the Catholic education community and wider community
- supporting the development of staff through regular monitoring, professional learning, collaborative practices, and effective employee relations
- aligning the vision, mission and strategic goals of the school with the Strategic Renewal Framework

- assisting with the development and maintenance of processes to manage the school's physical and financial resources.

ASSISTANT TO THE PRINCIPAL – RELIGIOUS EDUCATION (APRE)

The APRE (part-time 3 days per week in role) is part of the school administration team and exercises a leadership role in deepening and enriching the faith life of the school community.

The APRE is responsible for:

- the co-ordination and implementation of religious education programs
- assisting with the liturgical celebrations of the school,
- promoting the spiritual growth of the staff by arranging in-services and staff prayer, and
- organising the provision of resource materials in Religious Education for both staff and students,
- supporting parish based sacramental preparation programmes and other parish - school worship opportunities.

CLASS TEACHERS

Each teacher is responsible for the education of one class group of children. Parents are encouraged to meet the class teacher at regular intervals to discuss the progress of their child, however an appointment at a mutually convenient time should be made as teachers are unable to consult with parents during class time. Teachers at the same year level plan units of work together, according to the latest curriculum guidelines.

ESL TEACHER

The school has the services of a visiting English Second Language (ESL) teacher on a part-time basis. This teacher is at the school to support those children whose first language is not English. Time allocated to this teacher is dependent on the number of such children in the school and the level of need.

This teacher is able to assist Full Fee Paying International Students.

SECRETARIES

Office secretaries - general and finance, are responsible for the clerical duties of the school. Contact for enquiries and messages can be made by phoning: 3902 2100.

The school office is staffed from Monday to Friday between the hours of 8-30am to 3-30pm by the school secretary or school officers.

SUPPORT TEACHER – INCLUSIVE EDUCATION

A Support Teacher - Inclusive Education, supports teachers in the delivery of the curriculum. Assistance provided includes:

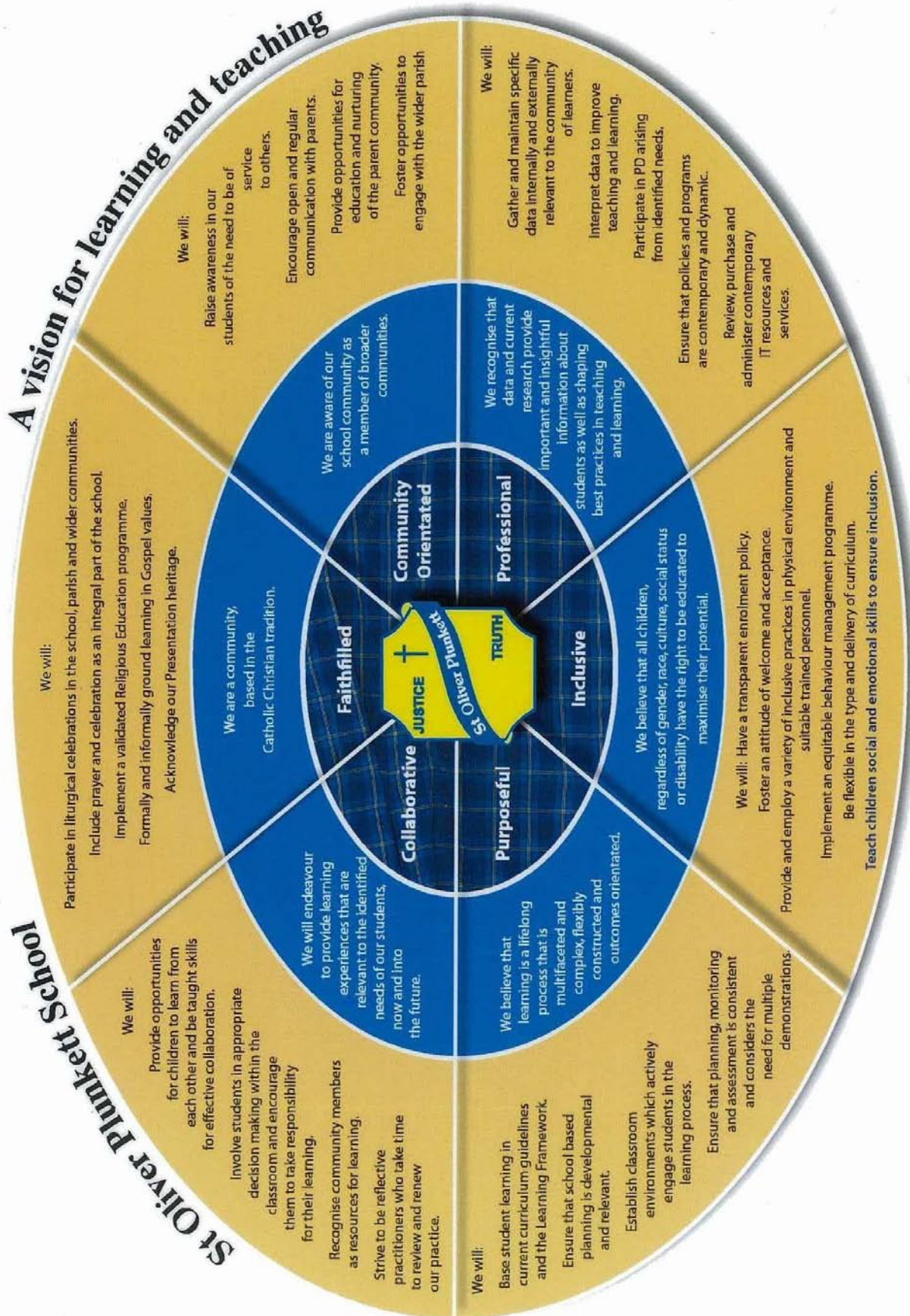
- diagnosing learning problems;
- planning programs for individual children;
- planning programs with the child's teacher in the classroom;
- planning and organising resources for children with special needs; and
- referring students through the principal to other agencies for specialist help.

GUIDANCE OFFICER

A Guidance Counsellor is allocated to the school for 2 days per week.

SCHOOL OFFICERS

As it is the intention of the school to cater for the individual needs of students and to help each child reach their maximum potential, the school employs a number of part time school officers (teacher aides). They provide assistance to teachers and work under teacher direction.



CURRICULUM

CLASSROOM SUBJECTS

The curriculum content presented at this school supports a respect for individual differences, encourages personal excellence and promotes in children a desire to learn. The school endeavours to promote the development of thinking and questioning skills so that children may develop as worthwhile members of our society able to visualise, initiate and participate in their future. Christian values are the basis of the current school curriculum. Subjects taught at St Oliver Plunkett follow the Key Learning areas as set out by the Queensland Studies Authority, while moving towards the Australian Curriculum.

Religious Education

English

Maths

Study of Society and Environment

Science

Health and Physical Education

Language Other Than English (LOTE) Japanese Yrs 4, 5,6 & 7

Art

Music

Subjects are integrated where appropriate. Each teacher plans a Current Curriculum Program catering for the needs, interest and talents of her/his class, which is discussed with the Principal and updated on a regular basis. (changes according to the Australian Curriculum will be implemented in 2011)

PHYSICAL EDUCATION

The school offers a wide variety of sporting activities with the emphasis being placed on the development of skills, sportsmanship and the maximum participation of students.

Term 1 Swimming. Years P - 7

The school has use of the 25 metre parish pool. The Parents and Friends Association pay for a second lesson per week for the children in Years Prep, 1 and 2. Water Polo (Skills sessions before school 2 days per week. Years 4 - 7).

- Term 2 Interschool Sports. Years 4 - 7.
Soccer and Netball are played against local schools.
Tennis, lawn bowls, golf and volleyball are played intra-school.
Gross Motor Program. Years P - 2.
- Term 3 Athletics - Track and Field. Years Prep - 7.
Interhouse Athletics Carnival is held in August.
Gross Motor Program. Years P - 2.
Dance Fever - Years 4 - 7.
- Term 4 Swimming. Prep - 7.
Water Polo. Years 4 - 7.
Interhouse Swimming Carnival is held annually for Years Prep - 7.
Dance Fever - Years Prep - 3.

The school's top swimming and athletics representatives participate in District and Zone Carnivals.

Medical reasons must exist for exemption from sport. Long-term exemption must be referred to the Principal and must only be at the direction of a medical practitioner or specialist. For short-term exemption a note to the teacher concerned is sufficient.

EXTRA CURRICULAR ACTIVITIES

Extra tuition in Piano or Speech and Drama is available and is mostly conducted out of school hours. As lessons in these areas are conducted by private teachers, parents are to make arrangements regarding fees and times with the teacher concerned. Information on these subjects is usually sent home at the beginning of the year.

CHOIR

The school encourages students to join the choir. The choir participates in eisteddfods and competitions, and performs at a number of community events. Junior choir consists of Years 2, 3 & 4, while senior choir is Years 5, 6 & 7.

The choir is organised by the music education teacher with one of the teaching staff frequently accompanying the students.

EXCURSIONS

During the school year all classes have the opportunity to participate in excursions or field trips. Particulars of excursions are sent to parents prior to their occurrence. A consent form must be signed by the parent/guardian before any child can leave the school grounds to attend an excursion.

Excursions are planned to supplement school curriculum activities. All costs for excursions are included in the School Fees. Students are expected to attend as these activities form part of the school curriculum.

CAMPS

Children in Years 6 and 7 attend an annual camp at the Outdoor Education Centre at Mt Tuckey near Gympie. Children in Year 5 attend an overnight camp in Term 2. These camps are a highlight to the school year and extend the curriculum outside the classroom.

Camp details are forwarded to parents in advance with a consent form. The consent form must be signed and returned prior to the camp.

Extenuating circumstances must exist for non-attendance at a school camp. Parents must notify the class teacher, and make an interview time to discuss the non-attendance with the Principal.

Children not attending excursions and camps are expected to attend school on these days.

DANCE FEVER

All students participate in Dance Fever lessons for one term per year. Years 4 -7 perform in an interschool Dance Fever competition. The cost of Dance Fever lessons is invoiced on the school fees invoice in the month when the lessons start.

FACILITIES

LIBRARY

The School Library is becoming increasingly central to the everyday life of the school due to the rapidly changing world and expanding wealth of knowledge. With an increasing emphasis on the use of the library it is essential that children take good care of all resources. Parents should encourage their children to borrow a well-balanced selection of books regularly so that children have the opportunity to:

- develop a love for books;
- develop their general knowledge;
- develop research skills;
- develop their study skills; and
- enhance their assignment work.

Borrowing rules are at the discretion of the Librarian and the class teacher. Children are expected to return the books by the due date. If children require an extension of the borrowing time for books they may do so by returning the book and asking for an extension. Children cannot borrow books if they have not returned books already borrowed. Children must have a library bag before being able to borrow, and they are expected to meet the cost of books they have lost.

TECHNOLOGY

At present there is multiple access to computers in each classroom. Teachers utilise these computers as another tool in the teaching and learning process in the classroom. There are banks of laptops for student use. Present funding of computers in the school is a joint undertaking by the school and the parent body.

TUCKSHOP

This facility is available on Mondays and Thursdays to provide children with wholesome food from the Green and Amber range of the Smart & Healthy Choices Strategy. The tuckshop price list is sent home at the commencement of the school year. These prices are subject to change. Parents are asked to co-operate with lunch order procedures by writing their child's name, class and order on separate brown paper bags for "Lunch" and "Afternoon Tea" and by putting the correct money in each bag.

Children are not permitted in the tuckshop, particularly during preparation and serving times, unless under extenuating circumstances and /or under direction by a staff member.

Sausage Sizzle operates on Tuesdays separate from the Tuckshop.

OUT OF SCHOOL CARE

An Out Of School Care facility on the corner of Molloy Road and Princess Street (off campus) is available for parents who wish to have their child supervised before and/or after school and during vacation periods. This facility is a parish ministry and is administered by Centacare.

Parents wishing to avail themselves of this fee-paying facility should contact the Co-ordinator on: 3899 0952

Email: cannonhilloshc@bne.centacare.net.au

A – Z GENERAL PARENT INFORMATION

The following items are listed alphabetically, not in order of importance.

ALL VISITORS

All visitors, parents, and volunteers to the school between 9 am and 2-45 pm must report to the office to sign the visitors register and obtain a visitor's pass.

ABSENCE FROM SCHOOL

Absence from school must be reported to the school by phone on the day of the absence and in writing to the class teacher when the child returns to school.

Extended or repeated absence must be reported to the Principal who may require that the reason for the absence be supported by a certificate from a medical practitioner. No child must be kept at home for reasons other than illness or in exceptional circumstances. No child is permitted to leave the school grounds during the school day without a written request from parents.

BOOKLISTS

A list of books and materials required by the children in each grade to cater for the following year is issued towards the end of each year. All books and materials required for each child can be ordered and will be individually packed. Pre ordered and purchased books will be available for collection from the school at the end of the school year or from Burstall Ave News, Belmont Road Tingalpa during the holidays.

CAMERAS

Cameras are not permitted at school. Photographs should not be taken by parents of children other than their own without prior permission from the Principal or the parent of the other child/ren.

COMMUNICATION

A school newsletter is forwarded home each week and deals with up-to-date happenings of the school. A copy of the latest Parish Newsletter is also included. Parents and/or the various committees who wish to include information in the newsletter are invited to do so, providing this information is at the office by Wednesday afternoon. This is included at the discretion of the Principal.

Notices dealing with special events such as camps, excursions, sports, sacramental programs and relating to specific classes are sent to parents of children of the relevant classes. Parents may need to inquire and check school bags for these notices.

SCHOOL RULES

Our school have four main school rules:

- 1) Act safely
- 2) Speak appropriately
- 3) Treat respectfully
- 4) Do as the teacher asks

A high standard of behaviour is expected of all students for the mutual benefit of themselves and the school community. Good behaviour is encouraged by promoting self-esteem through appropriate, consistent, positive measures and establishing a balance between the Christian values of justice and forgiveness.

Self-discipline is encouraged by giving children responsibility and by discussing with them the consequences of their actions. When necessary, action will be taken that is appropriate to the behaviour and to the child/children involved.

If a disciplinary problem persists, parents will be contacted and an appropriate course of action, such as counselling will be taken with a view to improving the behaviour.

Disciplinary action may be taken by the class teacher and the Principal.

DROP OFF / PICK UP ZONES

There are three zones located within the school boundary:

- Beauvardia Street (outside the school office)
- Camelia Street (back street running parallel to Beauvardia St)
- Stanton Street (near pool)

A time limit of 2 minutes must be adhered to so that these areas operate efficiently and safely. Staff supervise the pick up zones in the afternoons until 3:15pm. Drivers need to move around the block with the passenger door to the kerb. Students are not to cross the road without an adult. Parents must NOT park or leave their vehicles in these zones under any circumstances.

ENROLMENT POLICY, PRIORITIES & PROCEDURES

Age requirements as set out by the Queensland Education Department will apply to preparatory year enrolments. Enrolment applications are accepted in the year prior to commencement. Parents wishing to enrol their child should provide the child's birth, baptismal and immunisation certificates from which a photocopy will be taken and originals returned. Proof of age is required before a child can be enrolled.

Parents or Guardians of applicants are invited to an interview with the Principal / APA / APRE during the second Term. Parents and guardians are then notified by the end of June if their application is successful. Priority for enrolment is as follows:

- ◆ Siblings of children already enrolled at the school
- ◆ Catholics who reside in the parish and are registered on the Parish census and participate regularly with the worshipping community
- ◆ Other Catholics who reside within the Parish
- ◆ Catholics outside of the Parish who can provide a letter from their Parish Priest
- ◆ Other Christian denominations and World Living Religions
- ◆ No religious tradition

If an application is accepted it is understood that parents comply with the school Mission Statement and agree to pay such fees and mandatory levies as set, and to abide by the policies and procedures of the school.

The Pastor of St Oliver Plunkett Parish will be the sole determiner as to whether a family is a practising Catholic family.

The school allocates children to classes depending on staffing. Cohorts of children are mixed on a yearly basis to allow them to interact and associate with all members of their school community. In the interests of justice and the efficient operation of the school pupils will NOT be changed to other classes after their allocation.

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

Consideration will be given to the enrolment of children with special educational needs as these children may need a modified school environment (e.g. physical modification, modification of class programs). Every effort is made by this school community to match the child's needs with what this school can provide. During discussions, which will follow a specific enrolment procedure, the needs of the child will be reflected upon in light of the ability of the school to cater for those needs.

Enrolment procedures for these children will follow the process outlined in the Brisbane Catholic Education Guidelines (Enrolment Support Procedures for Students with Special Needs, February 1989). The process to be followed involves consultation with:

- ◆ The Principal
- ◆ Parents (and advocate if requested by parents)
- ◆ Staff Representative
- ◆ Special Education Consultant
- ◆ Other personnel whom the Principal nominates, e.g. the Parish Priest
- ◆ Other persons involved with the child

HOMEWORK

Homework is seen as an aid to developing responsibility towards self-learning. Homework is set at the discretion of the class teacher. Its purpose is to reinforce work covered in the classroom and as a co-operative learning experience between parent and child. No homework is set on weekends or holidays but work which should have been completed within a reasonable period of time during the week may be expected to be finished.

ILLNESS / ACCIDENTS / MEDICATION

Illness: Children who become ill or unwell at school are sent to the sickbay in the administration building where they are allowed to rest. If, after a time in sickbay, the child's condition does not improve, parents are contacted to collect the child as soon as possible. Children suffering from an illness that affects them severely should be excluded from school and allowed to recuperate at home. Please refer to a Contagious Diseases Chart regarding exclusion of sufferers and contacts from school.

Accidents: For injuries of a minor nature, first aid will be administered at school. Should serious illness or accident occur, although every possible effort will be made to contact parents, it may be necessary to seek immediate medical assistance. It is essential that relevant emergency contact numbers be kept up-to-date and any other relevant information to assist the school to carry out your wishes. The school is to be notified of any changes to these details.

Medication: It is school policy that teachers do not administer medication, including aspirin, etc. to students. Office staff will assist students to take medications prescribed by a Medical Practitioner.

If it is necessary for a child to take medicine on a Medical Practitioner's orders during school hours parents are requested to fill out a medication request form (available from the office). There are two types of forms requesting medication - one for asthma medications to be used by the students themselves and the other is for medicine to be administered at certain times at the school office.

Children are not permitted to keep any medication, other than asthma puffers, in their school bag or in their desk. All medication **MUST** be taken to the office by 8.30 a.m. each morning. Parents must complete a medication form at the office for the course of the medication.

MOBILE PHONES

Mobile phones are not permitted at school. If parents feel it necessary for a child to bring a mobile phone to school, it must be left at the office before school and collected after 3pm.

OFFICE HOURS

The school office is staffed from Monday to Friday between 8:00am and 3:30pm. Telephone Nos: 3902 2100 Sick Line: 3902 2166
Fax No: 3902 2120. Email: pcannonhill@bne.catholic.edu.au

PARENT AND FRIENDS ASSOCIATION

Every parent is a member of this when they enrol and their child is accepted in the school. The Association plays an active and supportive role within the school. It is an integral part of the school's structure: liaising between parents and school administration, arranging social activities (eg. Family BBQs, parent socials, children's discos), and working bees which all assist to nurture our strong school spirit. The Association meets on the first Tuesday of the month. All parents are welcomed and encouraged to participate in these meetings.

PARENT INVOLVEMENT

Parent interest in, and involvement in, school activities, is a vital way in which parents can demonstrate to children a genuine care for their development. Experience shows that:

- children perform closer to their ability levels when parents show a genuine interest in their education;
- children experience fewer long term social and emotional problems when parents are actively involved in their education.

Parents have the opportunity of becoming involved in many of the school's activities such as:

- Parents and Friends Association (meets on the First Tuesday of each month);
- Reading programs,
- Classroom activities,
- Excursions,

- Class Liturgies and Celebrations,
- Parent/Teacher meetings,
- Parent Information Evenings,
- Assemblies, and
- Tuckshop.

PARENT/TEACHER MEETINGS

At the beginning of each school year Parent/Teacher meetings are conducted for each class. At these meetings parents have the opportunity to meet with class teachers and discuss programs and procedures for the school year.

Meetings with your child's teacher on a one-to-one basis at other times must be pre-arranged for a mutually agreed time.

PARENT/TEACHER REPORT INTERVIEWS

Parents are invited to take advantage of participating in a Parent/Teacher interview at the end of First Semester regarding their child's progress with reference to a written report. A formal written report is also provided at the end of Second Semester. Each meeting should be seen as another opportunity for parents and teachers to work hand in hand for the benefit of the child.

PUNCTUALITY

It is essential that all children be at school on time (8:30a.m.). Parents are requested to attend to this matter. Late arrivals (after 8:45am) must be registered at the school office. Children withdrawn from classes before 3 pm must be signed out at the school office by their parent or guardian.

SCHOOL FEES

School Fees are determined each year in consultation with the School Board and are kept in accordance with the demands made by the Brisbane Catholic Education in light of the local situation. Accounts are issued monthly by the school and payments are made to the school office.

Fees can be paid by various means. Preference is given to the use of Direct Debit from your bank account (Forms available from the office).

Parents experiencing financial difficulties should present their case to the Principal. If partial exemption is granted, it is done so with the understanding that such reduction will be regularly revised. Fee concessions lapse at the end of each year. Any concessions must be applied for within the first month of the school year.

If fees are in arrears and a debt collection agency is engaged to recover such debts, parents will incur the fees added to the amount outstanding for payment.

2011 Fees for Students - Years Prep-7

<u>FEE</u>	<u>Single</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>
Tuition	\$950.00	\$1320.00	\$1670.00	\$1670.00
P & F Levy	150.00	150.00	150.00	150.00
Building Levy	350.00	350.00	350.00	350.00
School Levies	280.00	430.00	570.00	610.00
TOTAL FOR YEAR	\$1730.00	\$2260.00	\$2740.00	\$2780.00
<u>TOTAL PER MONTH</u>	<u>\$173.00</u>	<u>\$226.00</u>	<u>\$274.00</u>	<u>\$278.00</u>

Camp Fees for Years 5, 6 and 7 will be billed in the month they take place.

A photocopying fee is charged in lieu of text books and will be shown on the school fee account. There are some circumstances when additional resources are necessary and will also be shown on your school fee account (e.g.: Year 6 & 7 School Diary). There may also be additional costs to cover occasional events and activities such as winter inter-school sports.

It should be noted that the tuition fee components of the fee structure reflect the amount suggested by Brisbane Catholic Education with consideration of local requirements. For more information a copy of the school fee policy is available at the school office. Monies collected are directed towards the purpose for which they are collected. The P&F

Levy is passed to the P&F Association; the Building Levy is for the maintenance of school property and the repayment of loans; the School Levy covers excursions, swimming, library, art, Dance Fever lessons and other activities; and the tuition fees cover other costs associated with the running of the school.

SCHOOL PHOTOS

Class and individual photos are taken annually (usually in Term 2). Details are communicated through the newsletter.

SCHOOL RECORDS

When an application is made to enrol a child at this school, certain items of information are requested and recorded. It is essential to notify the school of any changes in the following information: address, telephone numbers, doctor, family circumstances (e.g. death, divorce, separation), or any factors which may have an influence on a child's behaviour or attitudes.

If any legal documents exist regarding a child, for example, a Court Order concerning custody of a child, this information needs to be voluntarily offered immediately it is available. Documentation needs to be sighted by the Principal and a copy taken for school records. Such information is held in strict confidence by the school.

SCHOOL TIME TABLE

Before School Supervision	8:15 a.m.
Gates are opened	8:15 a.m.
Classes commence	8:30 a.m.
First Session	8:30 a.m. - 11:15 a.m.
LUNCH	11:15 am to 12 noon - all classes
Second Session	12:00 noon - 1:30 p.m.
AFTERNOON TEA	1:30 p.m. - 1:55 p.m.
Third Session	1:55 p.m. - 3:00 p.m.
Afternoon bus/car pick-up duties	3:00 p.m. - 3:15 p.m.

The Principal or designate will take the opportunity to address the children at Assembly each alternate Monday afternoon at 2.00 p.m.

SKATEBOARDS, ROLLER BLADES, SCOOTERS

Skateboards, Roller Blades, Scooters and similar are prohibited from school.

SUPERVISION BEFORE SCHOOL

The first teacher-directed supervision will occur at 8:15 a.m. in the School's quadrangle area. Parents are requested not to have children at school before 8:15 a.m. and after 3:15 p.m. For those who have difficulties with this arrangement, Before and After School Care facilities are available (as mentioned previously p.14). Arrangements need to be made with the Out of School Care Co-ordinator (Phone 3899 0952).

OCCUPATIONAL HEALTH AND SAFETY

Wherever and whenever possible this school works in conjunction with the officers of the Division of Occupational Health and Safety to create a place that is as safe as possible for the children, teachers, parents and visitors.

With this in mind a OH&S Committee consisting of staff members exists to constantly monitor the school environment. This committee is chaired by the Principal.

This committee meets formally each term or more often. Should parents have any concerns pertaining to their child's safety, they are encouraged to contact the Principal and express their concerns. The matter will be investigated and recommendations acted upon as soon as possible

The school is audited by representatives of both Brisbane Catholic Education and the Division of Occupational Health and Safety on a regular basis.

UNIFORM REQUIREMENTS

Students at St Oliver Plunkett School are required to wear the uniform as set. The wearing of correct school uniform reflects a pride by the students in their school. Parental involvement in encouraging children to wear the correct attire also reflects support for the school.

The uniform consists of:

Girls

- Day* - either the Dress OR
Unisex shirt with navy culottes
Shoes - black leather school shoes (low heel)
- Sports* - School Polo Shirt with logo, worn with culottes
Shoes - predominantly white lace-up joggers
- Hats* - A school broad-brimmed or legionnaires hat is to be worn whenever children are outdoors.

Thongs/sandals can be worn by children to and from the pool during swim season.

Boys

- Day* - Either Unisex Shirt with navy Stubbies style BCS5700 OR
Side Split Shirts (no band) with navy Stubbies BCS5700
Shoes - black leather lace-up
- Sports* - School Polo Shirt with logo, worn with navy Stubbies BCS5700
Shoes - predominantly white lace-up joggers (skateboard shoes not permitted)
- Hats* - A school broad-brimmed or legionnaires hat is to be worn whenever children are outdoors.

Thongs/sandals can be worn by children to and from the pool during swim season.

Other items

- Socks* - white school sock with bands of navy, gold and royal (folded over)
- Girls Tights* - opaque ink navy tights to be worn, if desired, by girls with dress during winter
- Tracksuit* - navy school tracksuit, incorporating school logo
- Swimming* - Girls togs - one piece speedo type
- Boys togs - one piece speedo type (short, trunk or longer legged). **Board shorts are not permitted.**
- A combination of optional school togs is available from school supplier
- A swimming cap is compulsory for all children, while goggles are optional.
- A sun safe shirt is recommended (rashy).
- School Bag* - Optional - available from school supplier

Uniform items are available for purchase from school supplier:

Hosi Kozi - Balmoral Drapery, 349 Riding Road, Balmoral
Ph: 3899 3000 – Fax: 3899 3577
Email: ken@hosikozi.com.au
Web: www.hosikozi.com.au

At all times pupils are expected to wear the correct school uniform. This includes normal day-time attendance at school, extra-curricular activities or representing the school, (unless otherwise stated eg. Free clothes day.) Unisex shirt, boys slit shirt and sports polo shirt are worn over the culottes, shorts or track pants.

Where no hat is worn, no play is permitted.

Jewellery items permitted at school are watches, studs/sleepers and Christian religious items around the neck. Other jewellery items are not permitted.

Nail polish and make-up are not permitted while wearing the school uniform.

Hair should be neat and tidy and conform to the school standard. When hair extends to the collar it is to be tied back. Ribbons or scrunchies should match the school uniform.

Children will not be permitted at school with hair which has been obviously artificially coloured.

Children not wearing the correct school uniform require a note of explanation from parents.

At all swimming sessions and events sun-shirts are highly recommended to be worn. Children are encouraged to wear sunscreen at all times (refer to school Sun Safe Policy).

The second-hand uniform shop provides reasonably priced garments ensuring ready access to the correct uniform for everyone. The shop opens on Fridays from 2:00 pm to 2:45 pm.

Uniform and shoes must be clean and tidy at all times and all items of uniform clearly named.

Chewing gum or bubble-gum is not permitted while a student is in uniform.

The conduct of students travelling to and from school should show respect for themselves and for others.

Children are not to bring toys to school unless for "Show and Tell". This includes swap cards, tamagotchies, gameboys and the like. If brought to school for "Show & Tell" the toys are to be kept in the classroom with the teacher. If the toys are seen or used outside these times the toys will be confiscated. Repeat offenders will have their devices taken away until the end of term.

Parents,

Congratulations on choosing St Oliver Plunkett as the school to assist your child to develop to their fullest potential.

We would hope that as you and your child/children join the St Oliver Plunkett family, you are challenged to explore your full potential in all that you undertake.

The staff of this school will do everything possible to make your child's stay a happy and productive one. Please join with us as we travel this journey of wonder and awe.

Understandably the words of this handbook are limited. The words of the following song help to convey the spirit of our school community. We offer this song for your consideration.

The St Oliver Plunkett School Community challenges you, as we challenge each other, to respond to Jesus' call to be people who live by "justice and truth".

SAINT OLIVER PLUNKETT SCHOOL SONG

Every day when I come through the door
And see the faces of my friends
across the floor,
I feel at home and happy to be
where I know I'm cared for.

Chorus

*St Ollies, you are my home away
from home,
I come alive with the respect and
love you share.
There's a special spirit in my home
away from home,
St Ollies, my friends, you care.*

When we work here it's as a team,
We keep busy to fulfil our dream.
Community, made richer by the gifts
Of each one of us.

Chorus.....

Like a boat in the middle of the sea,
I know that your love's surrounding
me.
Like the wind that gently calls it on,
I trust that your love is making me
stronger.

Chorus.....

EXCLUSION TABLE FOR COMMUNICABLE DISEASES

<u>Infectious Disease</u>	<u>Period of exclusion for -</u>	
	<u>Sufferers</u>	<u>Contacts</u>
AIDS/HIV	Symptoms will preclude attendance	Do not exclude. Carriers are not to be excluded without the explicit approval of the Director of Catholic Education on the advice of the Director-General of Health and Medical Services. If aggressive behaviour causes concern, advice and further action may eventuate.
Chicken Pox	May return to school six days after the last appearance of any rash unless heavily scabbed, (some remaining scabs are not an indication for continued exclusion).	Do not exclude
Diphtheria	Readmit after receipt of a medical certificate of recovery from infection following at least two negative nose and throat swabs, the first not less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later	Do not exclude
Encephalitis	This is not a specific clinical entity	No exclusion is necessary for either cases or contacts unless due to measles, in which case exclude for that disease
Glandular Fever	Symptoms will preclude attendance in acute phase. Pupil should return on doctor's advice.	Do not exclude
<u>Infectious Disease</u>	<u>Period of exclusion for -</u>	
	<u>Sufferers</u>	<u>Contacts</u>
Hepatitis A	Readmit on receipt of a	Do not exclude.

(Infectious Hepatitis)	certificate of recovery, or on subsidence of symptoms, but not before 7 days after onset of jaundice.	
Hepatitis B	Readmit on production of medical certificate	Carriers are not to be excluded without the explicit approval of the Director-General of Health and Medical Services. If aggressive behaviour causes concern, advice may be sought and further action taken.
Leprosy	Readmit on production of medical certificate from appropriate health authority	Do not exclude
Measles	Exclude for 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Readmit on production of medical certificate from the appropriate health authority	Do not exclude. Urgently notify Regional Measles Co-ordinator. All children should be immunised against measles, preferably at 12 months and certainly before entry into pre-school or day-care centre unless they have had the disease. Parents of any child who is not immunised or has not had the natural disease should be advised that vaccination within 72 hours of contact may prevent or modify the disease.
Meningococcal Meningitis & Infection	Readmit on production of a medical certificate of recovery.	Domiciliary contacts only should be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
<u>Infectious Disease</u>	<u>Period of exclusion for -</u>	
	<u>Sufferers</u>	<u>Contacts</u>
Meningitis (bacterial) other	This is not a specific clinical entity. Readmit on	Do not exclude (other than Meningococcal

than Meningococcal	production of a medical certificate.	Meningitis contacts – see above)
Meningitis (Viral)	This is not a specific clinical entity. Readmit following treatment and recovery.	Do not exclude
Mumps	Exclude until fully recovered	Do not exclude
Poliomyelitis	Exclude for at least 14 days from the onset and also until a medical certificate of recovery is produced	Do not exclude. All children should be immunised against poliomyelitis prior to school entry.
Rubella (German Measles)	Exclude until fully recovered.	Do not exclude. Female staff members of childbearing age should ensure that their immune status against Rubella is adequate.
Shigellosis* (Bacillary dysentery)	Exclude until subsidence of symptoms or production of medical certificate from a public health officer	Do not exclude
Streptococcal Infection including Scarlet Fever	Exclude until a medical certificate of recovery is given.	Do not exclude
Tuberculosis	Readmit on production of medical certificate from the appropriate health authority.	Do not exclude. Domiciliary contacts should seek medical consultation.
Typhoid Fever* and Paratyphoid Fever	Readmit after a medical certificate of freedom from infection is received, following 3 negative faecal and urine cultures taken at least 24 hours apart, and not earlier than one month after onset.	Do not exclude unless an appropriate public health medical officer considers it to be necessary.

<u>Infectious Disease</u>	<u>Period of exclusion for -</u>	
	<u>Sufferers</u>	<u>Contacts</u>
Whooping Cough (Pertussis)	Exclude for 4 weeks from onset of illness and until medical certificate of recovery is produced.	Exclude domiciliary contacts for 21 days after the last exposure to infection if attending a preschool and if the pupil has not previously had Whooping Cough. Do not exclude contacts from any other class of school
Conjunctivitis (acute infection)	Exclude until discharge from eyes has ceased and medical treatment received.	Do not exclude
Impetigo (School Sores)	Exclude until sores have fully healed. The pupil may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face or legs are properly covered with occlusive dressing.	Do not exclude
Ringworm Scabies Head lice Trachoma	Readmit when appropriate treatment has commenced, and supported only when requested by a medical certificate	Do not exclude

* As these conditions are spread by the gastrointestinal route, care with hand washing is important, particularly where food handling is involved.



CODE OF CONDUCT

Brisbane Catholic Education schools have as a guiding principle the pastoral care of all within their community and those with whom they interface. In particular, this applies to our students. Brisbane Catholic Education continually strives to be a place of quality teaching and learning.

This Code of Conduct applies to all students and parents/ guardians of St Oliver Plunkett Catholic School

STUDENTS

Student Rights

Each student has the right to:

- Be provided with good teaching within an appropriate curriculum
- Work and play without interference from others
- Feel safe and be protected from ridicule, harassment and harm
- Be treated with care, courtesy, respect and fairness
- Be given guidance, help and support when required
- Be fully informed about school rules and consequences

Student Responsibilities

Each student is expected to:

- Follow school rules and accept consequences of misbehaviour
- Make proper use of the learning opportunities provided
- Respect the rights of other students (as above)
- Be co-operative and respectful towards all staff
- Take proper care of all school resources and facilities
- Present a positive image of the school to the public
- Act in a lawful manner at all times
- Exercise safe and responsible cyber citizenship (appropriate use of electronic/ technological/ online facilities)

Student Rules

The following are fundamental student rules:

- Students must obey the instructions of school staff
- Students must behave in a way which is non-disruptive and safe
- Students must not physically or verbally abuse others
- Students must be in attendance throughout all classes, unless formally excused
- Students must respect the property of the school and the property of other students
- Students must obey the school uniform and dress codes
- Students must act in accordance with the school Internet Usage Agreement
- Students must respect others by being punctual

In Public

Using Transport

- Students waiting in the pick-up assembly area must obey the supervising teacher's instructions and act in a safe and appropriate manner.

- Students must follow the supervising teacher's instructions of an afternoon.
- Students must use the marked road crossings whenever crossing the roads surrounding the school grounds.
- Students must remember that they represent the school when travelling to and from school.

Bicycles/ Scooters/ Skateboards/ etc.

- All cyclists must comply with traffic laws and wear safety helmets while travelling to and from the school.
- Users of bicycles, scooters, skateboards, etc are expected to dismount and walk across the surrounding streets of the school (using designated marked road crossings).
- Once on school property, it is expected that students will dismount and walk their modes of transport to the designated areas.
- Items stored in the designated areas are out of bounds to all students, including their owners, until the end of the day.

PARENTS/ GUARDIANS/ CAREGIVERS

Parents/ Guardians & Caregivers are expected to:

- Show an interest in the schooling and developmental progress of their child
- Work in partnership with the school to achieve the best possible outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students
- Initiate sustained, constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- Contribute positively to support plans and individualised educational plans concerning their child
- Respect the diversity of background that constitutes our school community
- Provide and promote the wearing of safety equipment when their child is using a bicycle, scooter, skateboard, etc as means of transport to and from school.

All adults on the School grounds are expected to:

- Support the Catholic ethos of the school and the Gospel Values espoused
- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others

All School Staff are to comply with the Brisbane Catholic Education Staff Code of Conduct.

Any breaches of this Code of Conduct will be dealt with by the School Principal in the first instance and appropriate authorities will be contacted if necessary.

Should you have any questions with regard to any of the above you should contact the School Principal in the first instance on (07) 3902 2100.

Parent/ Guardian Partnership Policy

Statement:

St Oliver Plunkett School community fosters open, welcoming interaction between families and school, inviting contribution and involvement in a respectful, caring and appropriate manner.

Rationale:

In the spirit of our Mission Statement all will work together to build, support and sustain partnerships between the school and parents/ guardians.

“This relationship depends on the acceptance of mutual responsibility and recognition of each other’s family heritage, culture, experiences and skills that each bring to the relationship. Such partnerships need to be based on mutual respect. Schools and parents share a common goal – the holistic development of their students” (Archdiocese of Brisbane Catholic Education Council: Parent Partnerships and Participation Policy)

Principles:

Parents and guardians are expected to:

- Actively participate in the life of St Oliver Plunkett School e.g.: liturgical life, pastoral care, policy making, resourcing and other forms of voluntary assistance (School Board, P&F, classroom volunteers, tuckshop volunteers, etc).
- Work in partnership to support and contribute towards essential student protection processes.
- Form partnerships with key figures in the school through various channels of communication e.g.: parent/teacher nights, regular reporting and feedback sessions with teachers, feedback on school board policy development, responding to school surveys (policy, system-wide, school-based), etc.
- Be involved appropriately in the curriculum directions and educational strategies of the school e.g.: information sessions (with guest speakers), reading to the children, their child’s homework activities, school excursions, connecting what children learn to everyday activities, etc.
- Participate in the electronic community of St Oliver Plunkett school e.g.: provision of learning technologies, monitoring the electronic activities of their children at home, supporting and enforcing the School Internet Usage Agreement at school and at home, accepting and supporting the school’s policy on electronic equipment brought to school (mobile phones, iPods, etc).
- Participate with our school in the activities of the broader community e.g.: Dance Fever, attendance at eisteddfod events (choral, music programs), wider Church activities, supporting Mission activities, forming a relationship with the international community (CRICOS students), etc.

School Staff are expected to:

- Value our school as a faith community within the broader context of the Church in which staff, parents/ caregivers and parish priest participate in roles of shared leadership.
- Initiate and facilitate communication between school and home e.g.: inform parents of curriculum practice and educational programs, report on all aspects of students’ development and progress, inform parents of upcoming school events, respond to parental concerns, etc.
- Demonstrate appropriate accountability and transparency in leadership, education, pastoral care and financial areas.
- Exercise our Duty of Care obligations to ensure the safety of the students to whom our parents/ caregivers entrust and to comply with student protection processes.

Possible Outcomes:

- Open, regular, reciprocal communication between school and home.
- Enriched inclusive practices of the school that support the diverse nature of our community.
- Opportunities for education and nurturing of the parent community.
- Opportunities to engage with the wider parish community.
- Faith development of students, through participation in liturgical celebrations in the school, parish and wider communities.
- New ways of creating productive school/ family relationships are explored as part of the school renewal process.

PRIVACY STATEMENT

Information we collect

Our school collects and records personal, sensitive and health information from students and parents/guardians before and during the course of a student's enrolment at our school.

Purpose of collection

The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Disclosure of information

This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Centre, other systemic schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Our privacy position

Brisbane Catholic Education is bound by the *Privacy Amendment (Private Sector) Act 2000*, and has adopted the ten (10) National Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on the Brisbane Catholic Education website - www.bne.catholic.edu.au. Alternatively a hard copy of the statement may be provided on request.

Information required

If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your son/daughter.

By completing and submitting an application for enrolment you have confirmed your understanding of and agreement with the above.