

As parents and caregivers you have many important decisions to make regarding the education of your children. You are encouraged to provide for them the most appropriate educational opportunities that will cater for their individuality and own special and unique needs. Our school strives to meet the needs of all students through the provision of a learning environment that is nurturing, safe, friendly and welcoming and now, fully air conditioned.

Immaculate Heart Primary continues the long and proud tradition of the provision of quality Catholic education in the Leichhardt Parish. The vision of Immaculate Heart Primary, sharing the broad mission of the Catholic Church, is to build and sustain a faith community centred on the teachings of Jesus Christ. Our vision is therefore Kingdom centred.

***“The coming of the Kingdom of God does not come in such a way  
as to be seen and there will be no one to say, “Look, it is here! Look, it is there!”  
For look, the Kingdom of God is among you.”  
(Luke 17:20-21)***

We hope that this publication provides an insight into what we value at Immaculate Heart

Petrea Rawlinson  
Principal



### **Immaculate Heart School**

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## **Vision and Mission of Immaculate Heart**

**Immaculate Heart Catholic Primary School is a community grounded in the principle of respect**

The Kingdom of God proclaimed and lived by Jesus is experienced in our community as we:

- build and sustain a learning community grounded in Jesus' vision of love, liberation and justice
- develop a Christian spirituality through an integrated religious education program
- engage in an active Christianity using sign, symbol and action

## **Making Jesus Real**

Working in partnership, our relationships:

- promote a sense of belonging in our school community
- nurture an environment in which all feel accepted, valued and supported
- develop positive, open and honest communication

## **Acknowledge, Accept, Appreciate**

Our curriculum is designed to be inclusive, holistic, contemporary and individual in order to:

- support and nurture each child to develop the skills to be a life long learner
- offer a creative program which is broad and balanced
- focus on outcomes for life and living

## **Life Long, Life Giving, Life Changing**

## History of Parish and School

- 1961      Leichhardt Parish was formed. The Parish plant comprised a Church (since converted to classrooms), a hall (formerly the Avon Picture Theatre) and presbytery (built by voluntary labour). Most of the children attended St Mary's or St Edmund's schools.
- 1964      The area under the original church was enclosed and is currently used as administration, staff room, general learning area and uniform shop.
- 1967      Archbishop O'Donnell granted permission for an infant school to open, staffed by two lay teachers catering for grades 1 and 2. This was the first Catholic school to operate without full time religious staff in Australia for nearly 100 years. Two religious sisters from the Villa Maria Hostel for the Aged, visited the school for religious instruction.
- 1978      Demountable classroom purchased from Stafford Parish to service as an activity room.
- 1979      School catered for grade 3.
- 1980      A two acre property on the corner of Old Toowoomba Rd and Chubb St was purchased.
- 1982      New church built. Former church converted to classrooms.
- 1983      First grade four class. Mr William Kelly appointed as first principal.
- 1984      First grade five. New classroom block built – 3 classrooms upstairs.
- 1985      First grade six. Area under new classrooms enclosed to provide a classroom and library.
- 1986      First grade seven.
- 1991      Mr Mark Rees appointed as principal.
- 1992      25<sup>th</sup> Jubilee of Immaculate Heart School celebrated.
- 1993      Undercover area constructed.
- 1995      Building refurbishment program begun.
- 1996      Mr Bailey Pashley appointed as principal. Building refurbishment completed.
- 1999      Purchase of Preschool Centre, Woodford St, Leichhardt
- 2000      First Preschool class
- 2003      New library and toilet facilities begun
- 2004      New library and toilet facilities completed
- 2005      Mr Peter McKee appointed as principal
- 2006      Mr Brett Horton appointed as principal. Refurbishment of administration, staff facilities, uniform shop and computer lab.
- 2007      Introduction of Prep Year and Prep OSHC Building completed
- 2008      Air conditioning installed throughout the school
- 2009      National School Pride (NSP) Project provided refurbishment of classrooms, cabling upgrade, fencing, roofing upgrade

The original property was quite small. The side boundary fence ran along the line of trees adjacent to the school. Over the years we have been able to buy parts of adjoining properties to provide sufficient area for the Church, parking area and playground. The whole project has been made possible only through the magnificent efforts of the parish and school community and has been marked by harmonious support and encouragement. The school can continue to fulfil its important role of total education, only through a spirit of constructive cooperation and dedication on the parts of those involved.

## **Absence From School / Early Departures**

Should a student be absent from school on any particular day, we suggest that parents contact the school to advise of the absence as a safety precaution. Student absence from school must be confirmed in writing, explaining the circumstances to the class teacher. Extended or repeated absence will be reported to Administration, who will require that the reason for the absence is supported by a certificate from a medical practitioner. Patterns of unexplained or inadequately explained absences will be reported to the relevant authorities eg. Department of Child Safety or Juvenile Aide Bureau. Early departures must be arranged through the class teacher and children are to be collected from the school office.

Family holidays must be taken when they become due. Students, in most cases, must and should accompany the rest of the family, but we see it as impractical to set formal written activities for a pupil during such a period, and, accordingly, this will not be done. As a general rule, we encourage these students to maintain a journal of their travels.

## **Administration of Medication**

Immaculate Heart recognises that the administration of medication is the responsibility of the parent or person with legal responsibility for the student. Immaculate Heart recognises also that there will be occasions when a student requires the administration of medication during school hours or school activities. When the Principal has agreed, medication should only be administered to students during school hours or school activities when:

- a.** it is authorised by the student's medical practitioner
- b.** the parent or person with the legal responsibility for the student makes a written request to the principal of the school including the instructions for administration of the medication and any special requirements;
- c.** a teacher or other adult person on the school staff who volunteers to give medication to the particular student while at school or while involved in a school approved activity is authorised by the principal to do so; and
- d.** all medication is in a container labelled by a pharmacist/ dispenser, showing the name of the medication, the "use by" date, the name of the student's medical practitioner, the name of the student, the dosage and the frequency of administration.

In some cases it may be necessary for the student to keep the medication in their possession (eg. asthma medication, pancreatic enzyme replacements for cystic fibrosis). Where this is the case, a parent or a person with the legal responsibility for the student should include this instruction in their written advice. Medication which is not labelled shall not be accepted for use. It is the responsibility of the parent or person with the legal responsibility for the student to ensure that the medication:

- a.** is clearly labelled;
- b.** is not out of date;
- c.** is provided in sufficient quantities for the student's needs;
- d.** is collected from the school at the completion of the student's treatment.

Instructions solely from the parent or person with the legal responsibility for the student without the required labelling on the medication shall not be accepted. All natural / alternative remedies must be administered in accordance with the above.

## Air Conditioning

All our classrooms are now fully air-conditioned to provide the best possible learning environment for children and staff.

## Assembly

Children assemble in the undercover area for whole school assembly each Monday and Thursday at 8:20 am. Students sit in prearranged areas under the direct supervision of their class teacher. Assembly is conducted by Year 7 students and members of Staff and included in the assembly is the National Anthem, prayer led by the nominated class focusing on the virtue of the week and presentation of awards and notices. On alternate Thursdays we gather in the Church for Liturgy of the Word led by one of the classes and these are advertised on our school calendar and newsletters. Parents are always welcome at our assemblies and liturgies.

## Assessment/Reporting to Parents

Assessment is viewed as an ongoing process and takes the form of observations, anecdotal and running records, classroom and outdoor activities and may be formal or informal. Reporting to parents of academic and social development occurs each Semester with an interview and a written report (see **Reporting**). Regular contact between teachers and parents is encouraged as the relaying of pertinent information that supports student learning is vital. Open communication between teachers and parents is encouraged. An appointment is required to ensure that teachers are available to discuss student progress.



## **Behaviour Management**

At Immaculate Heart School we emphasise the importance of the development of the whole person and the implementation of behaviour support strategies which promote the dignity of all. The purpose of our behaviour support plan is to:

- enable students to be responsible for their behaviour and environment
- to promote proactive management of behaviour routines and systems to reduce the need for reactive behaviour management
- respect others' rights, for example to learn without undue distraction and disruption: and to
- feel safe in class and at play.

Schools accept as their mission teaching and learning – behaviour is another area where knowledge and skills are taught. We cannot assume that all children know the appropriate way to act in a variety of circumstances nor can we assume that they have the required social and decision making skills to make positive behavioural choices. We are charged with the responsibility to teach.

From this 'educational' paradigm there emerges an instructional distinction between discipline and a coercion or punishment driven approach.

- Discipline is defined as training designed to teach proper conduct or behaviour in accordance with rules or norms.
- Punishment is defined as making someone suffer because they have done wrong or to give a penalty for an offence.

*(Education Queensland: Schoolwide Positive Behaviour Support, 2006)*

An effective behaviour support plan is therefore about teaching children the specific social skills and behaviours expected at Immaculate Heart School and giving them opportunities to practice them successfully and receive feedback. All expectations must be based on fairness, rights and responsibilities. Misbehaviour signals a point of teaching and learning and responsibility sits with the owner of the behaviour. Logical consequences are required in a spirit of wisdom, justice and compassion. Further information is available in our School Behaviour Management and Support Plan.

## **Bike Riders**

All students riding bikes to and from school are required by law to wear a protective helmet. Bikes are to be placed in the racks provided near the grounds shed. It is the responsibility of each student to secure his/her bike to prevent theft. Bikes are not to be ridden in the school grounds, rather students should walk beside their bikes when in the school grounds. The bike rack area is out of bounds to all students during school hours.

## **Buddy Program**

Class Teachers in upper grades are encouraged to "buddy up" with another class in the lower school. This is a good means of helping the new students to quickly settle into their new school, and it is an excellent way of bringing out the leadership qualities of the older children. There is much to be gained for both the older and younger child through such things as regular story reading, art and craft activities and play.



## Bullying

Bullying in all its forms has no place at Immaculate Heart where we actively seek to provide a safe, supportive learning environment that is free from all forms of intimidation, harassment and oppression. Our school also seeks and affirms each person's worth and dignity and bullying strikes at the very basis of these values. Bullying in all its forms will not be accepted within the Immaculate Heart Primary School community.

Bullying is a repeated and wilful misuse of power by an individual or group to oppress, hurt, intimidate, embarrass or put another person under stress,  
There are three main types of bullying:

Physical	hitting, kicking, punching, taking or damaging belongings, pinching, pushing, violent physical attack.
Verbal	name calling, insulting, racist remarks, obscenities, telephone harassment, sexual harassment, SMS and email harassment.
Emotional	spreading rumours and nasty stories, exclusion, threat of harm, threatening gestures or isolation.

## Response to Bullying

- Notification of incidents to teachers will be investigated.
- Interviews will take place with the students involved to establish the nature of incident.
- If investigation results in identification of bullying behaviour a record will be made of the details and a contract will be applied initially. Further instances of bullying by the same student will be recorded and a penalty will be applied.
- The person being bullied will be offered counselling and support and contact will be made with parents/caregivers at the discretion of the school Administration.
- As a consequence of bullying, a range of options are available depending on the individuals and the nature of the situation. Some of these may be: counselling, restitution (making amends), withdrawal or some other logical consequence.
- Repeated bullying may lead to a review of enrolment.



## Bus Service

Immaculate Heart School is serviced by Westside Bus Company. All enquiries and reports regarding the bus service are to be directed to the bus company. The Queensland Government have produced a Code of Conduct for School Bus Travel available at the school office or via the internet on [www.transport.qld.gov.au](http://www.transport.qld.gov.au) .

## **Camp**

At Immaculate Heart we believe that a holistic approach to learning includes providing opportunity for children to develop life long learning skills in situations that extend beyond the normal school day. By providing children with appropriate experiences that involve staying away from home we are able to extend the range and variety of learning experiences that would otherwise be able to be offered at school. Our current practice is to offer a year 6 / 7 trip to Canberra and Sydney in alternate years.

## **Collection of Children**

If a parent or authorized person wishes to collect a child prior to the normal dismissal time it is necessary that they come to the school office and request that the child be called to the office. If the children are away from the school and a parent / authorized person wishes to take a child early then they need to notify the supervising teacher.

Parents will be asked to contact the school if a family member or friend will be collecting children on a particular day if this is out of the ordinary routine.

At dismissal time after end of day prayer, the children may do one of the following:

- move with the teacher on duty to the car pick up area at the front of the school;
- move to their parents whom they can see either near the assembly area or between the school and the church;
- move off the school grounds to walk or ride home;
- wait in the designated area for OSHC;
- wait in the assembly area for parents to come to them;
- if travelling by bus or being collected by OSHC bus they must wait under the tree for the staff member who will supervise them moving to the bus stop area.

Children are not permitted to go to the car park areas without their parents or person who is picking them up. Collection of children when in transit from class to the assembly area near the conclusion of the school day is unacceptable. All children are expected to complete the day unless collected early through the office.

## **Communication**

### **Introductory Parent Information Evening**

This is scheduled for early in Term 1. It is most important that all parents be encouraged to attend. We stagger the sessions to allow all parents to visit the respective teachers. It would be reasonable for each session to last 30mins. Parents may miss parts of sessions, but will be able to get to some of all sessions.

### **Parent—Teacher Report Interviews**

Parents are asked to come up to the school for a formal parent—teacher interview at the end of Term 1 and Term 3. This allows both parties the opportunity to discuss strengths and weaknesses in each child's performance. Note that no other formal interview time is scheduled. Each teacher, however, is free to invite parents in for extra discussions.

### **Newsletter**

The Newsletter is a vital communication tool between school and home. It is prepared and printed each Wednesday.



## Cultural Literacy and Languages

This Key Learning Area consists of two components:

- Cultural Literacy
- Languages other than English (LOTE)

Cultural Literacy is an integral part of the Year 1-7 curriculum. Through an embedded approach across all curriculum areas, students are given the opportunity to develop an understanding and awareness of other cultures. Chinese is the official LOTE at Immaculate Heart. Students in Years 5, 6 and 7 are involved in the LOTE program with Mr Loi Tran (Teacher of Chinese).

## Curriculum

Curriculum development is an ongoing process at Immaculate Heart. Our school curriculum framework is informed by the Syllabus documents developed by the Queensland Studies Authority of which QCEC (Queensland Catholic Education Commission) is an active member. The basis of the syllabus documents in the key learning areas is outcomes-based education. These learning outcomes are descriptors of what learners should know and do with what they know. The nine key learning areas are: English, Mathematics, Science, Studies of Society and Environment (SOSE), Technology, The Arts, Religious Education, Languages Other than English (LOTE), and Health and Physical Education (HPE).

Our school curriculum framework is designed to support students in becoming lifelong learners by enabling them to demonstrate the life performance roles of:

- A community contributor
- An active investigator
- A quality producer
- A designer and creator
- An effective communicator
- A leader and collaborator, and
- A self-directed and reflective learner.

Our school based programs are developed to meet the interests, needs and abilities of all our students. Continuous monitoring of children's progress informs our planning. Teachers are supported in providing an exciting and relevant curriculum through staff professional development, networking and collaborative planning time.



## **Custody Issues and Family Law**

There is a basic principle which the school must observe in the exercise of its "in loco parentis" responsibilities with respect to every child enrolled. This principle states that the school: *"should owe its allegiance to and take instructions from the parent, parents or guardians who enrol the child at the school."* In the event of a change in family situation, the school carries out the instructions of the courts.

## **Discipline**

The school's mission emphasises the importance of the development of the whole person and further, as a Catholic school, our aim is to develop responsible citizens who consciously attempt to live the Gospel values in their encounters with others. In a truly supportive Catholic school environment, then, the frequency and severity of behavioural problems should be significantly diminished. Such an environment ensures that all students have a right to a socially just education and are able to achieve their full potential. This is our goal. In order to achieve this ideal, we must build a school which is characterised by:

- an ethos centred on the person of Jesus and the values exemplified in the Gospel.
- a curriculum that caters for all learners.
- a clearly stated and consistent school wide Behaviour Management plan which encourages students to make choices and accept responsibility for their own behaviour.
- a non-discriminatory organisation and administration process.
- an emphasis on the development of high quality interpersonal relationships.
- regular opportunities for the monitoring and review of school wide practices, plans and procedures.
- a high level of co-operation, collaboration and consistency amongst staff, parents and students to achieve improved behaviour for both group and individual cases.

## **Ecumenism**

Immaculate Heart School is part of the Leichhardt Catholic Parish and seeks to encourage living out of the Catholic tradition and the education of students in the Catholic faith. As a community, we are enriched by the participation and experiences of families from other Christian traditions. Our Religious Education curriculum promotes ecumenism by educating students about the Catholic Church tradition, doctrine and practices. Differences between Catholic and other Christian traditions are explored and respected.

## **Emergency Evacuation / Lockdown**

The Evacuation Alarm is a continuous beeping siren and the Lockdown Alarm is a series of alarm bursts. If any Parent/caregiver is on site in the event of an alarm they are to proceed to follow established procedures.

## **Enrolment Policy**

Immaculate Heart Catholic Primary School was established by the people of the Leichhardt Catholic Parish Community to provide for the educational needs of the children of parish families. The primary purpose of the school is to nurture and educate the whole child through and by the principles, values and traditions of the Catholic Community of Faith. In recognition of the importance of the relationship between the Catholic School and the Parish Community and with due references to Archdiocesan policy and practice, the following guidelines are adopted in prioritizing enrolment applications:

1. The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of the Parish with a preference for those who have siblings already enrolled.
2. The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of another parish and now seeks to participate actively in the life, worship and service of this Parish.
3. The child is a baptised Catholic whose family resides in the parish and whose family is committed to and guided by the values of the Gospel and the traditions of the Catholic Church.
4. The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of a parish other than the local parish school.
5. The child, though not baptised as a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the Gospel and accepting of the traditions of the Catholic Community.

The Principal, in consultation with the Parish Priest may exercise discretion regarding any application and may determine a child's eligibility beyond the stated guidelines.

### ***Conditions of Enrolment***

Continuing commitment to the following conditions is expected:-

- Parents are expected to accept a commitment to give every child opportunity to experience the fullness of their faith at home and to give the child every opportunity and encouragement to practise it. All students attending Immaculate Heart School are to participate fully in Religious Education in classrooms and in the prayer life of the school through gesture, prayer, word, song and action.
- Parents are expected to support and encourage the Gospel Values and the standards of behaviour that these imply.
- Parents are expected to co-operate with regulations set down from time to time by the school authorities. Such regulations are devised to ensure the safety and welfare of children and the efficient management of the school's facilities.
- Parents are expected to be supportive of the school authorities, the School Administration, the teachers and various organisations working towards the welfare of the school.
- Parents are expected to assist wherever possible and support the school's activities and fundraising efforts of the school and P&F Association.

- Parents are expected to commit themselves to the regular payment of School Fees and levies.
- Parents must accept that all students will partake fully of every aspect of the school programme.

### **General requirements for enrolment**

- The child must have attained the age of four (4) years by the last day of December of the year prior to enrolment in preschool.
- From 2007 and the introduction of Prep the starting age for children in Queensland schools will change. Please see the Prep information section in this handbook.
- Preference for enrolment in preschool is given to siblings of children attending Immaculate Heart School.
- Parents are to familiarise themselves with the Priority Criteria and clearly indicate under which category they intend to apply for enrolment.
- Children with special needs will be considered in accordance with Brisbane Catholic Education Office procedures.
- All enrolment applications must be accompanied by:
  - Documentary evidence of birth
  - Documentary evidence of Baptism
  - Copy of the latest School Report
  - Copy of any court order verifying legal custody and/or access

N.B: Enrolment applications will not be processed until all documentary requirements have been completed. Failure to complete these requirements may delay or affect the acceptance of the application.

### **Procedures for enrolment**

1. An enrolment application for the following year can be made at any time by obtaining an Application for Enrolment Form from the school office Ph:(07) 38121077.
2. Interviews to finalise eligibility status will be conducted.
3. Applications are considered by the Principal, in consultation with the Parish Priest and decisions about enrolments will be communicated in writing.
4. Late applications or applications for enrolment to commence during the year are always considered with due regard to the eligibility priority criteria. However, offers of an enrolment for such applications are contingent upon the availability of places in particular year levels.

### **Events @ Immaculate Heart**

Throughout the year there are a number of events for students, staff and parents. These include bush dance, discos, school fair and trivia night. All are advertised in the school newsletter.

## Excursions / Incursions

The school curriculum provides opportunities for students to experience life in community situations outside the family. Appropriately planned and supervised excursions and incursions assist greatly in the students' understanding of the community in which they live. An educational excursion is any student activity conducted outside the school site that is organised by the school and approved by the school Principal. An educational incursion is any student activity conducted on the school site by personnel from outside the school.

Parents will be charged a General Purpose Levy each year that will be charged across the four school terms. This is a compulsory and any part payments made by a family towards their fees account will, in the first instance go towards paying this levy. A child's non participation in any one activity will not warrant a refund. Whilst the intention is to cover costs, any extra may be used as a pool to allow for slightly more expensive excursions to occur.



## Faith Community

Immaculate Heart Primary School is a community founded on the principles or the devotion to the Immaculate Heart of Mary. Through her life, Mary kept faith in God and announced the coming of the justice of God in her great song of liberation. *"God will put down the mighty from their thrones and exalt the lowly; fill the hungry with good things but send the rich away empty"* (Luke 1:46-55).

Through our prayer and liturgical life, and our relationship with the parish community, we strive to grow in the knowledge of Christ and in attentiveness to the presence of God in our lives according to the Catholic tradition.

Religious education at Immaculate Heart has its groundings in the strong traditions of the past enhanced by current best educational practice. Education in religious literacy of the rich and varied tradition of the Catholic faith, a deep prayer life, participation in celebration, liturgy and the sacraments and an emphasis on social justice and action are areas of emphasis of our Religious Education program. The school community strives to nurture the Catholic identity of the school and seeks to promote Christian action.

Our faith is expressed in a variety of ways at Immaculate Heart.

- Our formal Religious Education Program based on the core learning outcomes.
- School and Class Liturgies and Eucharistic Celebrations
- School, Class and Individual Prayer
- Links to the Parish Sacramental Program
- Regular School Assemblies
- Care and Concern for Community
- Nurturing Positive Relationships
- Pastoral Care



## Fair

The Immaculate Heart School Fair was held in 2009 after the Parents and Friends' Association decided that a two year cycle for fundraising was to be implemented.

## Fee Structure 2010

The Parent/s or Guardian/s responsible for payment of accounts is to sign the application form guaranteeing to pay accounts as they fall due. All applicants for enrolment receive a copy of the School Fees Policy and families currently enrolled will also receive a copy of this Policy. Occasionally families fall behind in meeting their financial commitment to Immaculate Heart. It is a matter of justice to all that every family makes a fair contribution to the financial operation of the school. The administration at Immaculate Heart may check payment and student records at previous schools and Parent/s or Guardian/s may be requested to provide a letter from their previous school indicating that all fees are paid at time of transfer.

### Accounts

1. The Annual Fee is billed over four term time instalments.
2. The Account must be paid by the due date.
3. Arrangements can be made for fees to be paid in a lump sum in advance or over other periods of time within the term.
4. Accounts can be paid by cash, cheque or direct debit on a regular basis (weekly, fortnightly, monthly).
5. The Principal or School Secretary must be contacted to obtain approval for an extension of time to pay an account if circumstances arise where an account cannot be settled by the due date.

No of students per family	Term School Fees Year 2010	Yearly School Fees Year 2010
1 Child	\$400.00	\$1 600.00
2 or more Children	\$502.00	\$2 008.00

#### NOTES:

1. A fee rebate of up to \$150 per family per year will be available for helping at Bingo
2. The School Fee Structure above includes the \$50.00 P & F Levy per family per year
3. The School Fee Structure above includes Building Fund Levy \$420.00
4. General Purpose Levy - \$150.00 per student per year
5. The School Fee Structure above includes the \$50.00 Air-conditioning Levy per family per year



## **First Aid**

If a student becomes ill or is injured at school they will be assessed by a qualified first aid officer. The first aid officer will provide initial care for the child. If the child is able to continue at school they will be returned to the care of their class teacher. If considered significant the class teacher or administration staff will advise parents accordingly either at the time of injury or after school. If the child is unable to remain at school then the parents will be called. If the parents are unavailable then an emergency contact may be called if the administration staff, consider that the child needs care that can't be managed by the school. Should a child's illness or injury be such that the administration staff consider that the child requires emergency medical care, an ambulance will be called and a staff member will accompany the child to the child's doctor or hospital. Parents will be notified immediately.

## **Guidance Counsellor**

Our school has the services of Guidance Counsellor Ms Keira Roffey-Mitchell. Keira is able to perform numerous assessments and is available to conduct social skill sessions and individual counselling. The role of the Counsellor is a supportive one and is an integral part of the Student Support Team.

## **Hats**

It is a very clear school policy that students must wear their school hat whenever outside their classrooms. Students without hats during recess times must sit in the covered area for time out. Constant offenders in this regard will be reported to administration so that parents may be contacted.

## **Head Lice**

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. Head lice do not pose any serious health risks but they can be difficult to manage. Schools have a responsibility for minimising risk to school community members of being affected by head lice while at schools, but parents have responsibility for prevention, detection and treatment of head lice among their own children. Detection of head lice will require absence from school until treated and lice have gone.

## **Homework**

Learning is lifelong and not simply restricted to school. Indeed, children come to school already having mastered many skills.

Homework is an integral part of the school curriculum for all children. We, at Immaculate Heart, consider homework to be a worthwhile activity. It consolidates work covered at school and promotes communication with parents on their child's learning and progress. It is a useful tool for the child's self-evaluation. There is opportunity for flexibility to cater for individual situations. The amount and type of homework will vary according to children's needs.

If your child needs assistance and/or encouragement by all means do what you can to help, but do not actually do the work for your child. Any queries regarding homework should be directed to the class teacher as soon as they arise. Written homework should be presented by the specified time.

- Provide a work area
- Within family routine, give consideration for homework time
- Recognise the difference between '**on task**' time and '**other**' time
- Establish timetable and routine for homework
- Try to maintain a positive approach and avoid creating a conflict situation
- Be creative in encouraging the ongoing home learning of your children

## **Information Communication and Learning Technology**

Student learning outcomes are greatly enhanced through the use of technology within our school, specifically with the establishment of our Computer Lab of 26 computers, digital cameras, LCD Projectors and laptop computers. It is our aim to further the integration of information technology across the curriculum through ongoing staff inservice and the development of students' skills. Learning experiences are enhanced through student and staff access to digital cameras and video cameras, data projectors, scanners and colour printers as well as desktop publishing programs and other software programs that support learning in the classroom.

## **Insurance**

Students are covered by a basic coverage from Catholic Church Insurances. This cover is for 24 hours per day while on school activity or business. Further information is available in the School Office or by phone on 1300 655 001.

## **Learning Support Centre**

This department at Immaculate Heart has as its focus the special needs learners of the school. Specific support is available for students with learning difficulties or those from non-English speaking backgrounds. Mrs Kaylene Forrester is the support teacher with responsibility for this area.



## **Library / Resource Centre**

The Library / Resource Centre is the educational centre of Immaculate Heart Primary School and as such consumes more of our resources than any other single area. The main aim of the Library / Resource Centre is to encourage research based teaching and learning experiences. It should be a place of learning and enjoyment for all.

We want the Library / Resource Centre used as much as possible by all people, understanding that the Teacher Librarian and Library Aide have specialised skills all should learn to use. Students attend a library lesson with the Teacher Librarian each week. Teachers are also able to bring their class to the library at negotiated times and remain and work cooperatively in the library/computer labs.

There will be no class borrowing for the first and last few weeks of the school year. This time will be used to organise class data bases, bulk loans and reading schemes ready for the new year. Resources are not to be lent to parents or students over the Christmas break but rather public libraries are to be recommended for use during school breaks. It is school policy to ask for the replacement or cost for lost or damaged books.

## **Litter**

As a part of the Health and Safety of all at Immaculate Heart, all students are reminded regularly of their responsibilities to avoid littering and to contribute towards the upkeep of the environment. Teachers supervising seated eating times are to insist that children pick up any litter before being allowed to play. All students should be expected to keep their areas free of litter.

### **Year Level Areas of Responsibility**

Prep	Prep and OSHC Building
Year 1	Adventure Playgrounds
Year 2	Open Learning Area
Year 3	Undercover Area
Year 4	Back Playing Field
Year 5	Front Playing Field and Library
Year 6	Quadrangle and Car Park Areas
Year 7	Church Car Park and Front of School

## **Lost Property**

Lost property is the responsibility of the student. The lost property bin is located in the School Office. Unmarked and unclaimed goods will be sent to the uniform shop or St Vincent de Paul. Teachers are encouraged to remind students to collect their belongings each day. While it is a parental responsibility to ensure names are clearly marked on all items of clothing, teachers can and should insist that their class members have names clearly marked and are asked to check at regular intervals.

## **Mobile Phones**

Students who bring mobile phones to school are required to hand in phones to the office upon arrival to school. These will be returned to children at the end of the day. Students have access to phones at the discretion of staff so there is no need for them to access mobile phones.

## **Name Badges**

In keeping with Workplace Health and Safety Guidelines, and in order to ensure the safety of all staff and students at Immaculate Heart, all adults who work in the school will be required to wear name badges during regular school hours. Teachers and Support Staff will be provided with a name badge while volunteer adults are required to report to the school office where a register entry will be made, and a visitor badge supplied. Teachers and support staff are encouraged to facilitate the acceptance of the name badge process by reminding all visitors and helpers to wear their appropriate name tags while at school.

## **Newsletter**

The School Newsletter is produced each week and is a vital component of the channels of communication with parents. The newsletter is prepared each Wednesday for distribution to families. It is sent home with the eldest family member. It is essential that these children are reminded of their responsibility to deliver the newsletter.

## **Office Hours**

The School Administration Office is open from 8.00am – 3:00 pm Monday to Friday. The School Secretary Mrs Michelle Hoger is in attendance in the office during these hours.

## **Outside School Hours Care**

The Immaculate Heart of Mary Catholic Parish and Centacare operate an Outside School Hours Care Facility at Immaculate Heart Primary School between the hours of 6:30am and 6.00 pm each week day from Monday to Friday. A Vacation Care Program is also conducted during school holidays. Parents are encouraged to use these facilities, either on a regular or casual basis. For more information regarding enrolment procedures and fees phone 0458221090.

## Parents and Friends' Association

The Parents & Friends' Association is a vital group within the school. This Association has over the years contributed most significantly to the development of the physical and cultural atmosphere of our school. The Association is not only a fund raising organisation, although it may often seem so, but also a forum for adult education, exchange of ideas and suggestions.

The 2010 office bearers in the Immaculate Heart Primary Parents and Friends' Association are:

President: Jason Maloney

Secretary: Annette Grayson

Treasurer: Katrina Czapracki



## Parish

Our school is part of the Immaculate Heart of Mary Catholic Parish of Leichhardt. Our Parish Priest, Fr Dan Redhead, is an integral part of the Immaculate Heart School Community whose members look to him as:

- spiritual leader, guide and friend;
- guardian of religious education in faith;
- resource person; and
- link with wider worshipping community.

### Weekend Mass Times

#### ***Saturday Evening***

6:00pm Immaculate Heart of Mary Church, Leichhardt

#### ***Sunday***

7:30am St Joseph's Church, North Ipswich

9:30am St Joseph's Church, North Ipswich

The Sacramental program is parish-based. Catechesis and sacramental preparation are related though distinct activities. Catechesis is the continuing process of faith education and development and its goal is growth in maturity of faith. The school is involved in this area of catechesis through the religious education of the child. Sacramental preparation is the specific pastoral activity, involving family and parish community that precedes and accompanies celebration of the sacraments. Notification of the Parish Sacramental program will be given each year through the Parish Newsletter.



## **Parking of Vehicles**

All setting down and picking up of children and parking is to take place on Old Toowoomba Rd or in the main school or church car park. Please take note of the signs and road markings which indicate traffic flow.

## **Partnership in Growth**

Education at Immaculate Heart is viewed as a shared responsibility between students, staff, parents and the wider parish community. The partnership between these stakeholders in the education and development of a child is a significant consideration. When all share a common vision and work together towards its realisation, there is a greater likelihood of success. Parents are the first teachers of their children and it is in the home that children initially learn to live a faith life. At school, children learn the rich tradition of the Catholic faith and celebrate liturgy. Through the parish, children are able to celebrate this faith commitment within a parish community setting.





## Placement of Students for Following Year

As a member of the Brisbane Catholic Education Community we support the principles of Inclusive Practices in Queensland Catholic Schools. The decision to repeat a year level is a complex one and requires careful consideration involving school and family.

We support families as the first educators of children and as such acknowledge their right to make decisions regarding the educational needs of their children. In supporting families in making such decisions a set of procedures has been developed to enable open examination of issues and enable all participants in the decision making process to be informed.

## Prayer

*"Prayer cannot be reduced to the spontaneous outpouring of uterine impulse; in order to pray, one must have the will to pray. Nor is it enough to know what the Scriptures reveal about prayer: one must learn how to pray". 2650 Catechism of the Catholic Church*

Prayer is an integral part of the life of a Catholic school for all students. Prayer has the potential to nourish the spiritual growth of students. In order to promote prayer life our classes regularly participate in whole class prayer at particular times of the day eg. Morning prayer, prayer before meals, at school assembly and in class and school liturgy. All students attending Immaculate Heart School are to participate fully in Religious Education in classrooms and in the prayer life of the school through gesture, prayer, word, song and action.

## Prep Year

The Preparatory Year of Schooling replaced Preschool from 2007 and is designed to give children the very best start at school by helping them make a smooth transition to Year 1 and setting them on the path to lifelong learning.

There will be no early entry into preparatory year without the expressed agreement of the Director's representative within Brisbane Catholic Education, through the Principal. Brisbane Catholic Education regulations relating to early entry will apply. Children born between 1 July 2004 and 30 June 2005 are eligible for preparatory year in 2010.

Birthdate	Eligible to Enrol in Prep Year in
Child born 1 July 2004 – 30 June 2005	2010
Child born 1 July 2005 – 30 June 2006	2011
Child born 1 July 2006 – 30 June 2007	2012

The holistic development of the child in the Early Years of formal education provides a strong foundation for success throughout life. Principles, procedures and curriculum at Immaculate Heart School are designed to promote a learning environment characterised by continuity, creativity and competence.



Children's learning experiences in the Early Years at Immaculate Heart School are guided by best current practice as described in the QSA Early Years Curriculum Guidelines (2006) along with proven practice. We believe that:

- Children are capable and competent and have been learning since birth
- Children learn best when using all their senses and are offered choice in their learning
- Children learn best through interaction, active exploration, experimentation and representation
- It is essential that children view themselves as successful learners
- Learning is dependant upon a recognition and value of social and cultural experiences of children
- The development of supportive relationships in the learning community is essential
- Assessment is an integral part of the teaching and learning process
- Learning experiences must engage children emotionally, physically, cognitively, socially and spiritually

In alignment with the Archdiocese of Brisbane Catholic Education Council Early Years Policy (2001), Immaculate Heart School is committed to:

*Ensuring, continuity of learning for every child across the Early Years. This will be achieved through the provision of a holistic, outcomes based curriculum which is responsive to each child's diverse and unique spiritual, social, emotional learning and developmental needs and circumstances. Continuity of learning will be enhanced through the establishment and maintenance of effective, collaborative partnerships within the learning community together with the incorporation of relevant and meaningful active learning experiences.*

The Early Years learning areas at Immaculate Heart are designed to establish links between children's prior, current and future learning as described in the QSA Early Years Curriculum Guidelines (2006). They are grouped under the following broad areas:

- Social and personal learning
- Health and physical learning
- Language learning and communication
- Early mathematical understandings
- Active learning processes
- Religious and faith learning

From the areas of learning described above, the curriculum decision making process is driven by planning, interacting, reflecting and monitoring and assessing. Within this planning cycle is a focus on understanding children in the early years, building partnerships with all members of the community, establishing flexible learning environments and creating contexts for learning and development. Within flexible learning environments, teachers purposefully create five main contexts for learning and development which are designed to develop social skills that model and reflect appropriate school behaviours, build strong foundations in literacy and numeracy, provide a range of early intervention strategies and nurture spirituality and faith development.

These are:

- Play
- Real-life situations
- Investigations
- Routines and transitions, and
- Focused teaching and learning



## Privacy Act

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.

In abiding by the National Privacy Principles Brisbane Catholic Education will:

- collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy Brisbane Catholic Education's legal obligations.
- not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer's specific consent or unless required to do so by law. Brisbane Catholic Education may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties.
- disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within Brisbane Catholic Education Centre, systemic schools within the Archdiocese of Brisbane, parish authorities, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- take reasonable steps to ensure information collected is accurate, complete and up-to-date.
- take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.

If a consumer believes that any of the personal, sensitive or health information held by Brisbane Catholic Education regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the Act, to make any updates or corrections.

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with individual School Principals. Similarly, privacy issues arising within the Brisbane Catholic Education Centre are to be discussed on a confidential basis with individual Senior Managers. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to the Executive Director, Catholic Education Archdiocese of Brisbane.

If you would like further information about the way Brisbane Catholic Education or our 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 3033 7000, or write to Brisbane Catholic Education, Attention: Privacy Officer at GPO Box 1201, Brisbane QLD 4001.

## **Religious Education**

Religious Education consists of two distinct but complementary aspects, namely an educational dimension and a faith formation dimension. The first dimension most commonly referred to as the classroom teaching and learning of religion, is focussed on Religious Education as an educational activity. It utilises a range of teaching and learning processes and resources. The second dimension, faith formation, is reflected in the religious life of the school, family and parish. The educational dimension and the faith formation dimension are inextricably linked. The classroom teaching of religion is one element in a complex web of experiences that have the potential to nurture the faith life of young people.



All classroom teachers are working from the Brisbane Catholic Education Religious Education modules. Religious Education aims to “develop students’ religious literacy in the light of the Catholic tradition, so that they may participate critically and effectively in the light of their faith communities and wider society.” (A Syllabus for Religious Education for Catholic Schools)



## Reporting

For assessment purposes, the school year is divided into Two Semesters, January to June and July to December. At the end of Term 1 and 3 it is expected that parents of children in Prep to Year 7 attend a Parent/Teacher meeting at which their child's progress for each Term is discussed. In Term 2 and 4, written reports are issued along with provision for a Parent/Teacher meeting should this be necessary. At Immaculate Heart we observe the requirements of Commonwealth and State Governments with regards reporting and use a five point scale.

It is essential that parents feel free to discuss any aspect of their child's growth with either the child's teacher or a member of the Administration Team. Appointments can be made by contacting the office, teacher, or School Secretary to arrange a mutually agreeable time for all parties concerned.

## School Board

Immaculate Heart School has a fully constituted School Board which began in the 2008 school year. It is a pastoral Board and operates within the framework of the constitution for Boards in Brisbane Catholic Education, approved and recommended by the Bishops of Queensland.

The Board has an advisory role to our school. The Board functions within the general goals for the parish and the school mission statement. The membership of the Board comprises the parish priest, school principal, one staff member elected by the school staff, three parent members elected by the parent body and a parish member. It is a requirement that Board member complete a training course to be eligible for election to the Board. Training is available annually.

The five main areas of responsibility of the School Board are:

- Policy
- Budget
- Planning for the provision and maintenance of school buildings and equipment
- Communication between school and parish communities
- Curriculum policy

The School Board meets monthly. Prayerful reflection, discernment and consensual decision making are the operating principles of the School Board. Members of the 2009 School Board are:

Pastor	Fr Dan Redhead
Principal	Mrs Petrea Rawlinson
Parish member	Mrs Christine Roche
Parent member	TBA
Parent member	Mrs Margaret-Mary Elliot
Teacher member	Mrs Helen Donovan
Parent member	Mr Jason Janke
Parent member	Mrs Leah Corbyn
Finance	Mrs Michelle Hoger

## School Uniform Shop

The School Uniform Shop is open Tuesday and Thursday mornings from 8:00 – 8:30am and 2:00pm – 2:30pm. Supplies include all uniform requirements and school bags. A range of second hand clothing items are also available for purchase.

## School Officers

The school employs a number of school officers to fill a variety of important positions.

### ***School Officers – Administration***

School Officers – Administration fulfill a number of roles in the administration area of the school including enrolments, parent reception and enquiries, secretarial duties, record keeping, communication and financial activity.



## ***School Officers - Teacher Aides***

Teacher aides are appointed to provide assistance to teachers in the following ways:

- Teacher preparation assistance, not initiation
- Assisting small groups of children
- Assisting staff on class excursions
- To work with children (under teacher direction) in the Prep, Library and ICT Area

## **School Leaders**

All our Year 7 class are recognized as leaders and the final year of Primary School is considered a year of service to the community. School Leaders are recognized by their badges. School Captains and Sport Captains are elected by Year 4 – 7 students after a study of leadership and speeches to the whole school.

## **School Organisation**

Supervision is provided from 8:10am in the undercover area.

First Bell	8:20 am
	Supervision ends and students proceed to their classrooms.
Lunch	Eating Time 10:20am – 10:30am
	Play Time 10:30am - 11:10am
Afternoon Tea	1:10 – 1:30pm
Assembly	2:30 pm
Dismissal	2:40pm

## **School Records**

All official school records such as MAZE database and enrolment forms, admission registers and confidential student records are kept in the administration area. They are the property of the school, and their confidentiality must be respected at all times. At the commencement of the year, parents are asked to complete and return our student record sheets. Teachers are asked to assist our School Secretary in this task by ensuring each child has returned accurate and up to date records to the school.

## **School Uniform and Dress Code**

A standard of appropriate dress, whether it is school uniform or casual clothes, must be maintained at all times. It is therefore essential that parents and the school have the same set of values in this regard. There will be no deviation from the set school uniform and parents are required to ensure that children are always presented neatly and in the appropriate school uniform with all items clearly labelled. A no hat, no play policy applies at Immaculate Heart.

Hairstyles should comply with standards of neatness and safety. Extremes in style, cut or colour are not permitted. Hair at or below shoulder length is to be tied back with either white, maroon or yellow scrunchies or ribbons. Short hair styles should be no closer than a Number 2 cut and shaved sections of the hair are unacceptable. Hair should be kept tidy and off the face. Suitability of any hairstyle is at the discretion of the Principal.

Make-up including nail polish is not permitted. Plain sleeper/studs may be worn. If choosing to wear these, one small sleeper/stud in each of both ear lobes is essential. Wrist watches and a Religious Medal are permissible. All other jewellery including wristbands, rings or necklaces, are not acceptable. Some jewellery may have to be removed for safety at sports events.

Children participating in school sports will be advised in writing by coaches regarding their specific uniform requirements for that sport. Swimming caps, Goggles and Wet Shirts are an option for swimming.

### **Dress Uniform – Girls**

<b>Blouse</b>	Maroon checked
<b>Skirt</b>	Maroon skirt or culottes
<b>Dress</b>	Maroon checked dress
<b>Socks</b>	Regulation short white. Fawn or maroon stockings may be worn in winter. For warmth, socks may go underneath
<b>Shoes</b>	Black leather upper school shoes or joggers
<b>Jumper</b>	V-neck maroon pullover or tracksuit with Immaculate Heart logo
<b>Hat/Cap</b>	Legionnaires cap, wide brim or bucket hat with Immaculate Heart logo

### **Dress Uniform - Boys**

<b>Shirt</b>	Maroon checked
<b>Shorts</b>	Mid grey
<b>Socks</b>	Grey with maroon and gold stripe
<b>Shoes</b>	Black laced regulation school shoe with leather/leather look uppers
<b>Jumper</b>	V-neck maroon pullover or tracksuit with Immaculate Heart logo
<b>Hat/Cap</b>	Legionnaires cap, wide brim or bucket hat with Immaculate Heart logo

### **Sports Uniform – Boys / Girls**

<b>Shirt</b>	Maroon shirt, gold collar and Immaculate Heart logo
<b>Shorts/skirt</b>	Maroon and Gold Stripe / Maroon culottes
<b>Shoes</b>	Black leather upper school shoes or joggers
<b>Socks</b>	Maroon and gold sport socks or short white socks
<b>Hat/Cap</b>	Legionnaires cap, wide brim or bucket hat with Immaculate Heart logo

A maroon Immaculate Heart regulation backpack is available at the Uniform Shop. Library Bags are compulsory and must be waterproof.

## Smoking

The recent amendment to Queensland's anti-smoking laws has necessitated changes to Brisbane Catholic Education's Smoke Free Workplace Statement. Immaculate Heart School is a Smoke Free Zone. The changes relate to the new laws about smoking near children's playground equipment and building entrances. The existing laws about smoking in enclosed areas and vehicles used for business purposes still apply. The full Smoke Free Workplaces Statement can be viewed on the intranet at the following hyperlink: <https://staffportal.bne.catholic.edu.au/docushare/dsweb/Get/Document1315/SmokeFreeWorkplaces.doc>

### Children's playground equipment:

- It is now illegal to smoke within 10 metres of children's playground equipment
- This requirement relates to actual equipment and does not include other outdoor play areas, such as an oval.
- It is acknowledged that smoking would not normally occur near play equipment during school hours, however this new requirement may affect current practices during school events such as fetes and working bees.

### Building entrances:

- It is now illegal to smoke anywhere within four metres of any non-residential building entrance.

### Liability:

A person who smokes within 10 metres of children's playground equipment, or within four metres of a building entrance commits an offence against the Act and can be fined.

The school does not commit an offence, however, the school should direct the person to stop smoking and inform them it is against the law (refer to the *Responsibilities* section of the Smoke Free Workplaces Statement.). A person also commits an offence against the Act if they do not stop smoking in these areas when directed by a staff member.

## Specialist Teachers

Immaculate Heart is fortunate to have the services of a number of specialist teachers. Each week students have a lesson with Mrs Roz Reichle the Teacher Librarian, a Music lesson with Mr David Hooper, Health and Physical Education with Mr David Oldham and for students in Years 5 – 7, a Chinese lesson with Mr Loi Tran.



## Sporting Programs

Immaculate Heart is proud of its fine sporting record and participation in a wide variety of individual and team sports is encouraged. Students in Years 4, 5, 6, and 7 participate in the Inter-School Friday afternoon competitions during the Winter season. Those students not selected in an interschool sport team are engaged in a school based sport program. Students in years 1 to 7 take part in Athletics, Swimming, and weekly Physical Education lessons as part of their physical development. Students taking part in the Inter-School Sports Competition choose from a wide variety of sports in which to compete. These include Swimming, Netball, Athletics, Cross Country, Soccer, and Rugby League. In summer children will be playing lawn bowls.

## Staff Room

The Staff Room is an area set aside for staff access only. If at any time parents or children need to enter the staff room, they must first report to the office where the school secretary will be of assistance.

## Student Protection Legislation

Registered Teachers would have already received notification of the legislative changes from the Teacher Registration Board, though the mandatory reporting provision applies to all employees. The Education and Other Legislation (Student Protection) Amendment Bill 2003 incorporated amendments to the following Acts:

- Education (Teacher Registration) Act 1988
- Education (General Provisions) Act 1989; and
- Commission for Children and Young People Act 2000

From beginning of Term 2 2004 the amendments to the Education (General Provisions) Act 1989 contains a mandatory reporting requirement for all school staff who become aware of or who reasonably suspect another school-based employee has sexually abused a child attending the school (*s.146B (1-7)*). This requirement is designed to capture sexual abuse against current students under the age of 18 by any person undertaking paid work at a school, including supply teachers and contractors.

The Education (General Provisions) Act 1989 requires that if the allegation is of sexual abuse or suspected abuse of a current student by an employee of the school the principal or the director of the school's governing body must report this immediately to the police (*A mandatory responsibility under 146B of the Education and Other Legislation (Student Protection) Amendment Act 2003*

## **Students with Special Needs**

Support and Inclusion Teacher Mrs Kaylene Forrester is available to assist students in reaching their full potential. This assistance is based on the individual needs of the student. Please approach the class teacher in the first instance if you are concerned about your child.

*Focus Group Meetings* are offered as a support for parents whose children have developmental and/or social and emotional needs. In some cases, concerns can be addressed in one session while in other situations the support may be ongoing. Sometimes there is a need to refer parents to other agencies (e.g., a speech and language therapist). The issues that are addressed are many and varied. Anxiety, lack of concentration, an inability to make and maintain friendships, and delayed progress in learning are illustrative of the types of issues that are addressed. Meetings are generally held on Monday mornings.

For the enrolment of students with severe and complex needs, special support procedures must be followed. This procedure is outlined in the Policy Document entitled 'BRISBANE CATHOLIC EDUCATION – GUIDELINES – ENROLMENT SUPPORT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS'. The processes outlined in this document ensure that the rights of students with special needs are preserved.

## **Student Records**

Each student will have a file folder in the Administration Office in both hard and electronic copy. Into this are placed copies of report cards, assessments etc. It is important for parents to ensure that family details including address, phone and emergency contacts and medical information are current.

## **Student Support Team Focus Groups**

Our school Student Support Team meets to discuss and review individual student issues and concerns. The team meets as required. The team may consist of such people as: Principal, Learning Support Teacher, Guidance Counsellor, Special Education Consultant, class teacher, teacher representative, school officer, parent or any other relevant service provider or agency representative. By tapping into the collective wisdom of the group, the team is able to assess performances, discuss relevant background issues and pool ideas on effective means of supporting a child's learning and development.

## **Sun Protection**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years. Skin damage, including skin cancer, is the result of cumulative exposure to the sun.

Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With these facts in mind, Immaculate Heart School's objective is to help reduce the incidence of skin cancer, by effecting Sun Safety Programs in our community. Students are required to wear a school hat at all times when outside the classroom.

## **Supervision**

Teachers are rostered for duty in the school grounds between 8:10 am and 2:50 pm. Outside of these times it is the responsibility of adults to supervise their children. Students not collected on time are required to report to the school office. While every effort will be made to contact parents, students who are not collected and consequently left unsupervised at school will be taken to OSHC where their safety can be assured. The cost of this care will be borne by parents.

At the start of the school year please inform your child's teacher of how your child will be going home each day. To help us safeguard your child the school should be notified of any changes to this normal routine.

## **Wet Weather Pick-up**

If a severe storm occurs at the conclusion of the school day, we encourage all parents to adhere to the following procedure:

- Bus children will wait in the office foyer and be escorted to their buses
- Pick-up children will wait in the under-cover area and parents will be directed to the area between the church and the school buildings. Parents are to drive in on the left-hand or school side, pick up their children and drive out on the right-hand or church side.
- Children who are picked up by their parents will remain in the under-cover area with their teachers until collected.

The above procedure will only take place in the event of a severe storm or torrential rain. It will not occur in light rain or overcast conditions.



## **Wet Weather Play Procedure**

In the event of inclement weather, a member of the Administration Team will make a decision regarding whether children go out to play. This decision will be announced on the intercom system prior to break times.

On a wet day the duty roster does not apply and all students are to remain inside their classroom under the supervision of their teacher. Teachers negotiate with their colleague next door to share the supervision of classes while teachers have their lunch break.

## **Workplace Health and Safety**

Immaculate Heart School, as a registered workplace, is subject to the provision of this 1995 Act of Parliament. The Act is designed to make workplaces safer, healthier and more productive. As a staff we have a WHS Committee, headed by the Principal and consisting of members of staff. Dangerous areas, behaviours or potential dangers should be reported to the Principal immediately. These concerns will then be either attended to immediately, or referred to the next WHS meeting for discussion.

## **Visitor Protocol**

In accordance with Work Place Health and Safety regulations, the school has a visitors' sign in and out sheet located in the front office. Parents are required to sign in on their arrival at school to work with students or staff for a prolonged period of time however this procedure does not apply if dropping off or collecting students.

## **Volunteers**

In recent times there have been some changes to legislation, specifically the *Commission for Children and Young People and Child Guardian Act 2000* which impact on our school. Under this legislation organisations and individuals providing regulated child-related services are responsible for fostering safe environments for children. Our school, conducted by Brisbane Catholic Education, is captured within this framework and as such is required to ensure that a comprehensive School Risk Management Strategy is in place.

For some years Brisbane Catholic Education schools have implemented a variety of child safety and protection procedures and guidelines for all staff working with children. Staff are supported in their role by a statement of Principles for People Working in a Catholic School, the Professional Standards for Queensland Teachers and the Positive Notice Blue Card for non-teaching staff.

Volunteer induction procedures have been outlined to all principals in Brisbane Catholic Education schools for implementation in their communities and these procedures must be observed when engaging a volunteer, including parents. The definition of what constitutes a volunteer is *a person who is employed by another person and does not carry out any work for the person for a financial reward*. Under the legislation, all parents of children attending a school who volunteer time to work with classes, in the Parents and Friend's Association or on excursions are required to participate in the Volunteer Induction Procedures.

The involvement of parents and other community members is an important factor in achieving successful, co-operative and holistic education for our young people. The volunteer induction process for those parents working with children at Immaculate Heart is designed to ensure that all parents who offer time to work with our children have the essential student protection information that legislation requires. To this end we are offering a number of information/induction sessions and packs for all parents who work in our school on a voluntary basis. Other family members including grandparents, uncles, aunts or siblings over the age of 18 years are required to obtain a positive Notice Blue Card.

Please call at the School Office for further information about volunteers in our school.

## Web Site

The Immaculate Heart School website [www.immac-heart.qld.edu.au](http://www.immac-heart.qld.edu.au) provides up to date information about our school.

