



Prep – Year 6
PARENTS' HANDBOOK
2018



Dear Parents,

The community of St Maria Goretti Catholic Primary School, Inglewood would like to welcome you to our Parish school. During your time with us, we will strive to provide your child with the essential skills and learning experiences that will provide the platform for life-long learning as they become the future leaders of our society.

As a Catholic School, we believe that each person was created in the image and likeness of God. We all share in the news that Jesus died for us so that we could have life. We also believe He rose to be among us and for this reason, we encourage each person to be a living example of the Gospel values and let Jesus shine out for all to see.

As educators, we envision our staff working in partnership with parents, children and community members. We hope to make full use of this partnership to cater fully for the individual needs of each child so they may feel empowered to reach their full potential.

The school offers professional and dedicated staff which endeavors to deliver a curriculum which is both exciting and innovative.

STAFFING FOR 2018

| | |
|----------------------|---|
| Mrs Paula O'Rourke | Principal |
| Mrs Paula O'Rourke | APRE |
| Miss Casey Sly | Prep/1/2/3 |
| Miss Olivia McNamara | 4/5/6 |
| Mrs Maree Twidale | Learning Support |
| Mrs Paula O'Rourke | Curriculum Coordination |
| Mrs Anne Anderson | Teacher Librarian (Travelling) |
| Mrs Zalae Smith | Library Aide |
| Mrs Naomi Smith | Teacher Aide P-3 |
| Mrs Zalae Smith | Teacher Aide 4-6 |
| Mrs Mandy Mead | Admin Officer/Finance |
| Mrs Naomi Smith | HSE Officer |
| Mr Kirk Teo | Information and Communication Technologies Support (Travelling) |
| Mrs Leanne McCann | Cleaner |

St Maria Goretti School Inglewood

MISSION STATEMENT

St Maria Goretti Primary School is dedicated to educating children and developing them in skills, attitudes and values that will enable our students to participate as active and informed citizens. It does this within the tradition of the Sisters of St Joseph, founded by Mary MacKillop, where Christian values are an everyday lived experience.

At St Maria Goretti, we try to create a place where:

We value the example of Jesus and believe He lives in all people.

People speak nicely to each other.

Students feel comfortable talking to and approaching teachers.

Each child is known and understood.

Children are happy, cared for and nurtured.

Everybody is treated with dignity and respect.

We promote and encourage each child's self esteem.

Individual learning and developmental needs are catered for.

Curriculum is dynamic and exciting.

Children are dealt with fairly and consistently.

Positive reinforcement is the dominant behaviour management strategy.

The school's appearance is appealing and welcoming.

HISTORY OF ST MARIA GORETTI SCHOOL

The Parish dates back to its beginnings in 1949 when it was determined that Inglewood and Yelarbon Parishes would separate from the Texas parish. Fr Vincent Maher was appointed as our first Parish Priest. Prior to the establishment of this new parish, the land on which our school now stands was purchased.

Not long after, the Inglewood/Yelarbon Parish was formed; the new Parish school was blessed and opened by Bishop Roper on 28th January 1951. This achievement was a tribute to the tireless dedication and passion of the Sisters of St Joseph who were committed to delivering Catholic education to the area. Mary MacKillop had founded the Sisters of St Joseph especially for the education of children in the bush, and once again her dream and vision was touching and enriching many young lives from the time the Sisters arrived in Inglewood in 1951. The Patron Saint chosen for the new school was the young Italian girl, Maria Goretti, who had been canonized in Rome the previous year. It would have been a popular choice given the large number of Italian families whose children attended the school during the tobacco era. The annual Feast Day of Maria Goretti is the 6th of July.

There was an enrolment of 51 children in that first year. By the end of that year, enrolments increased to 61 and in 1952, there was a further increase to 90 students, so it became necessary to extend. A large school room was added to the original building, together with front and back verandahs.

1985 marked a big change for St Maria Goretti School. This was to be the last year of service from the Josephite Sisters in the school. After 35 years dedicated service by the Sisters, the transition of lay teaching staff was to begin in 1986.

By 1995, the school was in need of some major refurbishments and through the capital grants program, this work saw the school raised to its current level and the classrooms modernized. With enrolments steadily increasing, another classroom was added in 1999, complete with air conditioning to maximize student comfort. The rest of our school is also air-conditioned with thanks to our P&F committee.

With the introduction of the Preparatory year of schooling in 2006, our school underwent further improvements. These improvements included a new Prep classroom and administration building, complete with air-conditioning. In 2010, through the Building the Education Revolution stimulus funding by the Commonwealth Government, the undercover area and covered walkways were added, the library relocated and several refurbishments and repairs were undertaken. We are very blessed to be able to boast of such aesthetic, modern learning facilities. To add to this, we have recently invested a large amount of money into technology and now the school has a fully networked computer system; including numerous lap-top computers which are able to access our remote server capabilities.

In 2010, St Maria Goretti School celebrated the canonization of St Mary MacKillop, a significant event for the Sisters of St Joseph and Australia, and for our school.

In every way the school continues to be true to its motto - 'Let Your Light Shine'. We believe that for everyone to 'shine their best light', we need to promote the very best learning in the most caring and supportive environment.

PROCEDURES FOR ENROLMENT

1. ENQUIRY/EXPRESSION OF INTEREST:

The school will acknowledge all enquiries in a timely manner. Upon an expression of interest, an information package and application form will be forwarded to the applicant.

2. SUBMIT APPLICATION FORM

The prospective family will submit an *application for enrolment* before an interview with the Principal may take place.

3. ENROLMENT INTERVIEW

The enrolment interview is structured around the Enrolment Form and attached reports which must be completed.

Where significant documentation needs to be collected, *the enrolment process may take several weeks* and this is something that both parties would seek to avoid. In the case of students transferring from another school we can expedite matters whilst necessary forms/certificates are being sought.

4. OFFER (or not) AND CONTRACT OF ENROLMENT SIGNED

An offer of placement or non-placement will be communicated in writing. This offer will include a parent Contract of Enrolment.

Parents/Caregivers **MUST** sign the Contract of Enrolment Agreement, indicating acceptance of the offer and the conditions under which the enrolment has been offered.

N.B. Students require copies of Birth Certificate and Baptismal Certificate. Where students are transferring from another school we shall contact that school and obtain necessary student records.

THE CURRICULUM AND THE SCHOOL STRUCTURE P-6

At St. Maria Goretti Primary School we believe every educational context is unique. Our curriculum is organized around the Key Learning Areas nominated by the National Curriculum. It is enhanced by other programs to make the learning experience meaningful, stimulating and linked to other knowledge, attitudes and skills.

Key Learning Areas include:

- ☐ English
- ☐ Mathematics
- ☐ HaSS Humanities and Social Sciences (History and Geography)
- ☐ Technology
- ☐ Science
- ☐ Physical Education
- ☐ Arts

Additionally as a Catholic Parish Primary School we give the right emphasis to

- ☐ Religious Education

We also endeavour to use our own resources and those external to the school to enhance students

- ☐ study skills

- ☐ life skills
- ☐ human relationships

Literacy and numeracy are vitally important. So is information and communication technology. We also provide programs to expand and enrich the learning process and we help students who experience learning difficulties.

LENGTH OF THE SCHOOL DAY

School commences at 8:40am and closes at 3:05pm for all year levels. We request that children not arrive at school before 8:20am as there is no teacher on duty. Supervision of children before school will begin at 8:20am. Supervision after school lasts until the arrival of the final bus, approx. 3:15 pm.

Morning Bell..... 8:40am for an 8.45 am start
Morning Tea..... 10.40am – 11.00 am
Lunch 1:00 pm – 1.45 pm
Afternoon Bell 3:05pm

Please give due consideration to drop off and pick up times. We encourage parents to be prompt in these matters. In some cases it is unavoidable to be out of routine. Please advise the school by phone of any known changes to routines and we will ensure a student is cared for until someone is able to come.

CATERING FOR INDIVIDUAL NEEDS

The school seeks to cater for the academic needs of students within the resource levels that are available.

When teachers plan, they recognize the variety of learning styles and academic abilities within their classes. As a result, they look for ways in which they might be able to tailor programs that best suit the children in their care.

We have allocated resources (both human and material) to support those students who may be experiencing difficulties in the short or longer term. Learning Support hours are built into the overall timetable so that those students who need it can be given individualized attention. Toowoomba Catholic Education Office also provides the services of Advisory Personnel who visit the school on a reasonably regular basis.

REPORTING

Written reports are issued to parents twice a year at the end of each semester. Parent /Teacher meetings are held:

- ☐ End of Term 1
- ☐ End of Term 3
- ☐ at any time that either the teacher or parent believes that such an occasion will benefit the student

PREPARATORY YEAR

For parents of children commencing 'Prep' there is a **separate Prep Handbook** that outlines for you those curriculum and organizational issues that are pertinent to the 'Prep' year.

LIBRARY

Reading to your child is core to the promotion of readiness for learning and establishing a love of books and reading so essential to all future learning. As a parent, you do your child a great service by reading to them from an early age and by encouraging them to read.

Children at St Maria Goretti may borrow from our library on a weekly basis. They will need a library bag to protect the books borrowed as they bring them to and from school. You will be advised the library days for students once school is underway and timetables have been established. On this day children may borrow one or two books to take home for one week. Please take an interest in what your child has borrowed, Read the borrowed book/s with your child. Books need to be returned on the day due or preferably the day before.

Children must have a library bag as a condition of borrowing – without the bag no borrowing.

NAMING PROPERTY

Please take the time to ensure that all of your child's property is clearly named. Too many items find their way into the Lost Property Box and replacement is an unnecessary expense. Examples of items that need to be named include:

- ☐ Rulers, rubbers, pencil cases, school bags, lunch boxes, books and other stationery items
- ☐ Hats, jumpers, track suits, all items of clothing.

PARENTAL INVOLVEMENT

St Maria Goretti School very much encourages and values parental involvement in the life of the school. This can occur in many ways e.g. Tuck-shop Roster, School Board, the Parents and Friends' Association, Working Bees, volunteering for a range of activities like Reading, helping at Swimming, membership of Committees formed for consultation purposes, etc. Parents bring a range of gifts and talents and utilizing those for the school is beneficial both for the school and for the enrollee. Again, we are open and willing to discuss any issues or concerns you wish to raise; however, unless the matter is one of great urgency we ask that certain protocols are followed i.e.

- ☐ Communicate with your child's teacher whenever possible, preferably by making an appointment. Bear in mind that before school commences, teachers are usually quite busy preparing for the day ahead, and after school, teachers may have supervision duty, are required to attend staff meetings and in-service, or are otherwise unavailable without prior request.
- ☐ Communicate with the teacher through the school diary
- ☐ Write a note requiring *follow-up* by the teacher.
- ☐ Ensure you keep free the times set aside for parent-teacher interviews following on reporting.
- ☐ Make an appointment if you wish to have a more formal interview. This process is not designed to be deterrent for you but to **ensure quality uninterrupted time is set aside.**

(Please note it is a requirement of OHS regulations that parents (and any other person/s) visiting the school during actual school hours report to the office. They should not proceed directly to classrooms)

ARRIVAL AND DEPARTURE

School times at St. Maria Goretti are 8.40 a.m. to 3.05 p.m.

- ☐ When a student arrives at school between 8.20 a.m. and 8.40 a.m. they should proceed to the classroom (Provided there is a teacher present) and unpack their bags ready for the day ahead. They may then go to the pews until the teacher on duty sends students to play.
- ☐ The school day concludes at 3.05 pm. If children are to travel by bus the school should have been informed of what arrangements are made. If children are normally collected by a parent who is delayed, please advise the school as early as practicable.
- ☐ Teachers are on duty in the playground from 8.30 a.m. each day and again in the afternoon there is a teacher on duty until at least 3.15 p.m. when buses have departed and all children have left the school property.

ATTENDANCE

Regular attendance at school is obviously a high priority if in fact children are going to optimize their learning opportunities. Irregular or poor attendance can impact detrimentally upon an individual student's learning outcomes.

- ☐ When a student is absent from school it is expected that they will produce a written note of explanation for that absence upon their return. Teachers are required to keep these notes as they form part of a set of legal documents.
- ☐ It does not suffice for a student to simply return to school and advise the teacher they have been unwell.
- ☐ If a student is away for two days consecutively and no explanation has been furnished, the school will make direct contact with the home.
- ☐ No student having arrived at school should then leave the school grounds without the knowledge of the principal. If parents have advised they are collecting their child before the close of school for the day, then the principal must be advised. A register is kept at the school office and students leaving must be *signed out* by the parent or approved person.
- ☐ A student missing for three weeks, without parents providing reasons, will be removed from the Roll.

UNIFORM – GIRLS

Summer Day Uniform

- ☐ Navy Skort and blue check blouse
- ☐ Short navy socks (no colours or stripes)
- ☐ Black good quality *leather look* joggers
- ☐ Navy hat with school logo (Available from uniform shop)

Summer Sports

- ☐ Navy Skort OR Microfibre Shorts with logo
- ☐ School Sports Shirt with logo (Available from uniform shop)
- ☐ Joggers plain in colour
- ☐ Short navy socks (no colours or stripes)
- ☐ School hat

Winter Day Uniform

- ☐ Navy skort and blue check blouse
- ☐ Light blue skivvy
- ☐ Navy tights if desired
- ☐ Navy Jumper (Round neck sweat) OR School Tracksuit
- ☐ Short navy socks (no colours or stripes)
- ☐ Black good quality *leather look* joggers
- ☐ Navy hat with school logo (Available from uniform shop)



Winter Sports

- ☐ Track suit –school track suit with logo (Available from uniform shop)
- ☐ School Sports Shirt with logo (Available from uniform shop)
- ☐ Navy skort OR Microfibre Shorts with logo
- ☐ Short navy socks (no colours or stripes)
- ☐ Joggers plain in colour
- ☐ School hat

UNIFORM – BOYS

Summer Day Uniform

- ☐ Shirt – school blue, short sleeve, button up
- ☐ Shorts – navy blue
- ☐ Black good quality *leather look* joggers
- ☐ Socks – short navy (no colors or stripes)
- ☐ Hat – navy with logo (Available from the Uniform shop)



Summer Sports

- ☐ School sports shirt (Available from the Uniform shop)
- ☐ Microfibre shorts with logo or Shorts – Navy Blue
- ☐ Short navy socks (no colours or stripes)
- ☐ Black good quality *leather look* joggers
- ☐ Hat – navy with logo (Available from the Uniform shop)

Winter Day Uniform

- ☐ Shirt – blue, short sleeve, button up
- ☐ Shorts – navy blue
- ☐ Light blue skivvy
- ☐ Black good quality *leather look* joggers
- ☐ Short navy socks (no colours or stripes)
- ☐ Navy Jumper (Round neck sweat)
- ☐ Hat – navy with logo (Available from the Uniform shop)



Winter Sports

- ☐ School Sports Shirt (Available from the Uniform shop)
- ☐ Navy Shorts
- ☐ Track suit –school track suit with logo (Available from uniform shop)
- ☐ Short navy socks (no colours or stripes)
- ☐ Black good quality *leather look* joggers
- ☐ Hat – navy with logo (Available from the Uniform shop)

HAT - GIRLS & BOYS

The correct school hat to be worn is outlined in the uniform section. It is given separate prominence because the wearing of a hat at St. Maria Goretti receives particular emphasis. In this climate and with considerable publicity about:

- ☐ Sun smart programs
- ☐ The high incidence of skin cancer
- ☐ Damage to skin etc.

Students at St. Maria Goretti must understand **that no hat means no play** due to our school being a SunSmart School. A student without a hat will not be permitted to play even in the shade because to allow that defeats the purpose of instilling the message that each and every student must have a hat at school.

Hair

All hair must be tidy. Long hair must be worn pinned back, for health and hygiene reasons.

Nail polish / body art

These are not permitted to be worn or seen on the body at school. Please ensure it is removed or covered before attending school.

Jewellery

- ☐ Studs or sleepers (no earrings that dangle)
- ☐ No other jewellery with the exception of a simple cross or Mary MacKillop medallion
- ☐ Watches – not expensive ones please

PARENTS AND FRIENDS' ASSOCIATION

An active Parents and Friends' Association supports the school in many ways that benefit the educational endeavors of the school. The P&F is an important organization which allows parents the opportunity to become involved with the school and its activities. The efforts of the P&F improve the facilities and resources of the school, and, in turn, this benefits all of the children.

The P&F meet monthly and parental attendance and involvement are both encouraged and welcomed.

TUCK-SHOP

The school tuck-shop is available Fridays of each week. A menu is sent home at the beginning of each year. We are indebted to our tuck-shop convenor and our band of volunteer workers. If you are interested and available to assist in the tuck-shop, please contact the school office. Tuck-shop orders are taken through a packet system. Each child's order is written on a brown paper packet, *one for Morning Tea and one for Lunch*.

SCHOOL LUNCHESES

Parents are encouraged to provide their children with nutritious school lunches, including foods such as sandwiches and fruit. Chips, lollies and snack foods should not be included in school lunches but regarded as treats for home and not provided on a regular basis.

SWIMMING

Swimming forms part of the Health and Physical Education program during Terms 1 and 4. In order for children to participate with adequate safety we look for supervision assistance. **Parent assistance** is therefore encouraged to ensure that we do in fact follow stringent safety requirements. We ask volunteers to be at the pool on the days and times notified by the school.

SPORTS DAYS

Annual inter-house Athletics, Cross Country and Swimming carnivals are held each year. It is from these carnivals where students may be chosen to participate in zone carnivals.

SCHOOL OFFICE (TELEPHONE CONTACT)

For general school business, the school telephone is attended by our Administration Assistant, between 8:30am-3pm. Our Admin Officer is available to take messages, and convey details at a suitable time. The Principal will often be available to take calls before and after this time during the week. When the office is unattended, messages should be left on the answering machine.

COMMUNICATION

Communication is one of the cornerstones in ensuring a successful school. We recognize that parents, as the first educators, need to be informed and consulted whenever practical and opportune. At St Maria Goretti, we have communication procedures in place to make communication as open as possible and to ensure it is a two-way process.

School Website

www.inglewood.catholic.edu.au

Newsletter

Each Thursday a newsletter is sent from the school to all parents. It contains items of interest; information on current activities and it lists coming events. Teachers are asked to contribute an article in the newsletter on what is happening in the classroom on a rotational basis. This is our Primary communication tool so we encourage parents to ensure they read the newsletter each week.

Assembly

Our whole school gathers for assembly each Thursday at 8:45. At the beginning of assembly school leaders present a small prayer/reflection to open the gathering. During assembly, awards are presented, achievements and birthdays are acknowledged and general notices and information are delivered. Parents are most welcome and encouraged to attend assemblies.

Parent Information Nights

Parent Information nights will be organised early in the year:

1. for parents and teachers to meet each other.
2. for teachers to present a broad outline of the curriculum.
3. to set expectations for the school year.
4. to clarify issues, respond to questions, promote discussion, etc.

Individual Consultation

This can be requested at any time by teachers or parents. Requests for a meeting with the class teacher should be initiated as follows:

Parents should ring the office to make an appointment that is appropriate to both teacher and parents. This would normally be before or after school hours at a mutually convenient time. By telephoning in advance and making an appointment it can be assured that quality time is put aside.

ABSENTEEISM

If your child is absent from school, a **phone call to the office by 9:00am** is necessary. The office will then pass the message to the classroom teacher as required. Unnecessary and regular absences from school are detrimental to your child's education. Because of the legal implications, it is necessary for a student to bring a note to school on their return after a period of absence. Teachers are required to keep these notes as a part of their attendance rolls.

MEDICAL

If there are any specific medical issues that the school needs to be aware of, (e.g. allergic reactions etc.) these should have been noted on the enrolment forms and the Principal advised at the point of enrolment. The Principal will have already passed on this information to the teacher. (However it is always wise to reinforce this by emphasizing such matters with the teacher.) In like manner, if new information becomes available i.e. more current medical information or family details or any other matter that is important for the school to know; as a parent you should advise the teacher but at the same time also let the Principal/school office know immediately.

SICK CHILDREN

1. Children who are sick should not be sent to school. Children who become ill at school are sent by the class teacher to the school office/principal and they wait in the sick room until contact with a parent or guardian can be made if that is seen to be necessary
2. Under the administration of the state Ambulance levy, children enrolled at school are covered under this levy for school related activities if they need Ambulance transport.
3. The school recommends that all children go through a comprehensive immunization program.
4. Medications will not be given unless written authorization is provided by the parents.
5. The school maintains a record of administered medications.
6. All medication sent to school will be kept in the office and administered by authorized personnel.
7. Paracetamol (eg Panadol) and un-prescribed medication cannot be administered by school personnel.
8. If there is any change to the alternative emergency telephone numbers or medical conditions, it is imperative that the school be notified immediately. Please always ensure that your contact details are kept current.
9. Please note, medication such as cough lollies are administered at the discretion of the teacher. A note should accompany this form of medication.

LOST PROPERTY

Please clearly mark all items of clothing and lunch boxes so they can be readily returned. There is a lost property box kept at the school and parents are welcome to go through this at any time.

EMERGENCIES

Please encourage your children to talk with their teacher, another teacher or report to the school office if they have any problems, e.g. forgotten lunch.

MONEY

Any money, whether cash or cheque must be sent to school in a sealed envelope clearly marked as follows:

- ☐ Child's name and class.
- ☐ Amount enclosed.
- ☐ Purpose for payment (fees, arts council etc.).

All notes and money should be given directly to the admin officer who remits these each day.

TRAVELLING TO AND FROM SCHOOL

- ☐ Children who are travelling to and from school should maintain acceptable and appropriate behaviour. School uniform must be worn to the standard of expectation when worn at school.
- ☐ All road safety rules should be observed at all times.

SOME SIMPLE RULES

The school expects the following to be observed:

- ☐ Chewing gum is not permitted
- ☐ The uniform will be fully and correctly worn
- ☐ All children riding bicycles are required by law to wear helmets
- ☐ When riding to school students must dismount from their bicycle and wheel it on school grounds
- ☐ Mobile phones and other electronic devices are not permitted at school
- ☐ The issues related to wearing of jewelry as set out in the uniform section are to be adhered to

FEES AND LEVIES

The moment you decide to educate your children at St Maria Goretti School, you enter into and agree to, the School's fee and levy arrangements.

Catholic Schools receive some government funding, however to ensure that the school operates at a level which ensures the best possible outcomes for all who enroll here, it is necessary to charge fees and to collect some levies. We are a non-profit organization and strive to keep fees to an absolute minimum. School fees are spent in the following ways:

- ☐ Wages - school cleaner
- ☐ Purchasing, replacement and repairs of all school equipment: computers, audio visual equipment, furniture etc.
- ☐ Resources - teacher, classroom and curriculum resources, sports gear, library books, musical equipment, computer software etc.
- ☐ Photocopying needs and paper.
- ☐ Electricity, phone, rates, excess water and general running expenses.

We charge an all-purpose levy which is used in a variety of ways. Some of it goes towards repairs, refurbishment and painting of buildings, ground improvements and maintenance etc. Some helps offset repayment for the school loans on our capital development and budgeting for ongoing maintenance.

To be fair and just, the school 'expense' burden is one that must be shared by all, therefore every family is asked to attend to their school fee and levies obligation. Families experiencing **genuine** difficulty are requested to seek an appointment with the Principal to discuss their situation and work out a mutually satisfactory arrangement.

A slight increase in fees and/or levies can be expected each year to cover the ever increasing costs of providing an adequate level of resources to ensure quality Catholic education is maintained. A current school fee schedule is available from the school office.

Accounts for school fees are distributed each term. School fees are charged on a term basis. They are paid at the school office (cheques payable to St Maria Goretti School).

Direct Deposits & Periodic Payments

When paying through direct deposit please ensure your **NAME IS INCLUDED** on the transaction reference. Please contact the office for bank details when making payments.

EXCURSIONS

As a part of the education program the children may be involved in a number of excursions to various venues around the town. For safety reasons during these excursions parents may be required to assist with the supervision. You will be always advised of excursions and be given the opportunity to assist. It has to be remembered of course, that on these occasions parents must respect the need to maintain confidentiality and not to make any comments to others regarding observed abilities, behaviours etc. of individual students in their care that day.

At St Maria Goretti PERMISSION SLIPS are mandatory for out of town excursions. Parents will have full knowledge of the excursion planned and notes sent home will include:

- ☐ Where the activity will take place
- ☐ What will be done
- ☐ How the children will be transported
- ☐ When they will leave and return
- ☐ The cost if any

Only students with a signed form will be permitted to attend. If parents refuse attendance, meaningful, supervised activities will be organised at school.

MAJOR EXCURSIONS

There will be occasions when a major excursion may be proposed by the school. Such excursions will only proceed:

- ☐ Providing the excursion proposed meets the requirements of the school's excursion policy
- ☐ If it is aligned with the school's curriculum and will provide sound educational opportunities for those who are participating;
- ☐ adequate supervision on an advised ratio of adults to students

Please refer to the school's excursion policy for more information

If they adequate requirements of WH&S (OH&S) including risk assessment.

SCHOOL OFFICE CONTACT

Telephone 07 46521 109

Fax: 07 46521 321

Email:..... Inglewood@twb.catholic.edu.au

Address:

Elizabeth Street

Inglewood QLD 4387

Postal Address:

St Maria Goretti School

PO Box 59

Inglewood QLD 4387

Office Hours 8.30 am – 3pm.

APPENDIX 1

BEHAVIOUR MANAGEMENT POLICY

POLICY INTENT

St. Maria Goretti School seeks to promote the positive behaviour development of the whole child. We recognise that we are all created to reflect the love of Christ and that it is our role to support the growth and development of our community.

RATIONALE

The mission statement of St. Maria Goretti School stresses the “Christian values” which are in the traditions of the Sisters of St Joseph. The purpose of this policy is to ensure all within our community are treated with dignity, respect and justice. St Maria Goretti School works in partnership with parent/guardians to develop the whole child. Choosing appropriate behaviour responses is seen as a crucial element in this development.

GOSPEL VALUES

The school values respect, justice, dignity, truth, resilience, inclusiveness, compassion, forgiveness and love.

POLICY STATEMENT

Students are helped to grow as individuals with unique capabilities. Children will be encouraged and guided to make responsible choices that reflect the way of Christ.

St Maria Goretti School is committed to creating the best possible learning and social environment for our school community by ensuring that each individual is respected, accepted and free from fear or threat.

The school’s classroom behaviour procedures will allow students the opportunity to:

- Relate their behaviour to the story of Christ
- Build resilience
- Develop personal skills such as communication, negotiation, collaboration, goal setting and assertiveness.
- Realise the importance of belonging through positive relationships
- Learn skills of problem solving, conflict resolution and active listening
- Engage in inclusive practices
- Respect diversity and uniqueness of others
- Live in creative balance
- Acquire knowledge and skills to make healthy choices.

CONSEQUENCES

St Maria Goretti School will have procedures in place clearly outlining the consequences relating to specific behaviours. This is located in the classroom Behaviour Management folders.

RELATED DOCUMENTS

SCHOOL MISSION STATEMENT

BEHAVIOUR MANAGEMENT FOLDERS

Guidelines – General Code of Behaviour

“BEST LEARNING IN A CARING SUPPORTIVE ENVIRONMENT”

CLASSROOM BEHAVIOUR: BEST LEARNING / CARING SUPPORTIVE.

1. Do your best work.
2. Listen when others are speaking.
3. Follow directions and instructions.
4. Respect other peoples' right to learn.

SAFETY: WE HAVE A SAFE ENVIRONMENT FOR EVERYONE.

1. Arrive at the school after 8.20 a.m.
2. Seek teacher permission to access out of bounds areas.
3. Play only in supervised areas.
4. Leave sticks and stones and dangerous items on the ground.
5. Walk on the stairs, in buildings and on all concrete.
6. Respect and be responsible with all school equipment and furniture.
7. Use toilets responsibly.
8. Walk bikes while in school grounds. Observe road safety rules.

CONSIDERATION: WE CONSIDER THE NEEDS OF OTHERS.

1. Speak to others with respect.
2. Remember to use good manners with your voice and body.
3. Take turns and line up when appropriate.
4. Move quietly and sensibly around the school.

PROPERTY: WE CARE FOR ALL PROPERTY.

1. Name all belongings.
2. Use school equipment wisely, (if borrowed, return it to its rightful place).
3. Keep personal property to a minimum while at school. Personal property is your responsibility.
4. Be responsible for your rubbish and use the bins.

UNIFORM: WE WEAR OUR UNIFORM WITH PRIDE.

1. Children with shoulder length hair or longer, wear it tied back. Keep hair out of eyes.
2. Wear the uniform as outlined in the school guidelines. Parents provide information for the staff if the uniform is varied from the policy requirements.
3. Always wear a wide brimmed hat outside.
4. Jewellery is to be kept simple and to a minimum. Studs or sleepers in the ear lobe and a watch or bracelet are acceptable.

RESPONSIBILITY: I AM RESPONSIBLE FOR MY ACTIONS.

1. St Maria Goretti School operates under the premise that everyone, students as well as adults, are responsible for their behaviour. Students who misbehave **choose** their consequences.

St Maria Goretti School Behaviour Management Consequences

CONSEQUENCES ARE THE RESULT OF BEHAVIOURAL CHOICES. Everyone is responsible for his/her behaviour choices.

Step 1

Warning / conversation with student.

Action: make student aware that continued behaviour will lead to step two.

Step 2

If behaviour persists, repeated warnings/conversations with student

Must record details on student behaviour record sheet from this point on.

Step 3

If behaviour persists, altered routine for the student.

Action: time out / loss of privilege/exclusion/exclusion from extra-curricular school representation, excursions, etc.

Any alteration to a child's regular daily routine must be reported to parents with a FYI sheet. Parents are requested to sign and return.

Step 4

Continued use of step 3 with no satisfactory behavioural change.

Action: time out / loss of privilege/exclusion

Additional Action: notify principal and telephone parents

Step 5

No satisfactory behavioural change –

Action - student withdrawn.

Action: behavioural plan through a meeting between Principal, Teacher and Parent(s). Consequences could include a range of processes, to be determined by the Principal in consultation with all parties.

Please note: Students involved with issues at Step 3 will not be considered for representative extra-curricular activities, excursions or other special privileges which may occur

If the Principal is not available, and a Step 4 situation is ongoing and/or impossible to resolve, parents will be called to come and collect the student(s) in question immediately.

ANTI-BULLYING POLICY

POLICY INTENT

Our school environment is aimed at ensuring a safe and supportive place of learning for every child. The intention of this policy is to take a proactive and positive stance against bullying.

RATIONALE

The mission statement of St. Maria Goretti School, stresses the Christian values in the tradition of the Sisters of St Joseph. Some of these specific values speak in terms of children being cared for and nurtured, of dignity and respect, of the promotion of self esteem through inclusion and the notion of fairness. The uniqueness of each person can only be respected in a Christian environment where Gospel values are the basis for all school structures and activity.

Ensuring that the St Maria Goretti's learning environment is safe and free from all forms of bullying is therefore critical to the successful fulfilment of our mission.

GOSPEL VALUES

Respect, personal dignity, individual worth, freedom, integrity, trust, justice, understanding, forgiveness, honesty, care, compassion and inclusion.

POLICY STATEMENT

St Maria Goretti School, as part of the wider Christian community, embraces the belief that each person has the right to be safe at all times. The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Because our school and church community believes in the dignity of the human person, every effort will be made to ensure that the issue of bullying is well understood by all, and that anyone who is being bullied is supported and helped. St Maria Goretti School will challenge cultures that support bullying and other forms of abuse in society, and will address situations of such with due recognition of the Catholic Church context and the pastoral care of individuals.

CONSEQUENCES

Through this policy we hope that all who are present at St Maria Goretti School will....

- Respect each other

- Show empathy and understanding.
- Identify bullying behaviour without compromising their safety
- Show support for those being bullied by speaking out against this behaviour
- Have an understanding of what bullying behaviour looks and feels like
- Encourage appropriate behaviour
- Mirror good behaviour

RELATED DOCUMENTS

- St Maria Goretti School Mission Statement
- Catholic Education Board Policies
- Legislation

RESPONSIBILITIES AND PROCEDURES

Every member of the St. Maria Goretti Community has the right to feel safe and to be valued. It is the role of this educational community to create an environment of respect and acceptance and a place where all are free from fear or threat. In creating such a safe environment we are endeavouring to assist all members of our community to achieve their optimum potential.

DEFINITIONS

1. **Bullying** involves an initial desire to hurt. 'This desire is expressed in action. Someone is hurt, the action is directed by a more powerful person or group, it is without justification, it is typically repeated, and it is done so with evident enjoyment.' Ken Rigby (1998).
2. **Bullying** constitutes unsolicited, offensive treatment through: vindictive, cruel, malicious or humiliating attempts to undermine an individual or group. These persistently negative attacks on personal and professional performance are typically unpredictable, irrational and often unseen. Bullying normally consists of repeated behavior.
3. **Intimidation of weaker person:** the process of intimidating or mistreating somebody weaker or in a more vulnerable situation.
4. **Bullying** is behaviour which can be defined as the repeated attack, physical, psychological, social or verbal in nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gain or satisfaction.
5. A person is **bullied** or victimised when he/she is exposed repeatedly and over time, to negative actions on the part of one or more persons.
6. There are three main parameters of **bullying**: it is repetitive (prolonged over time); it involves an imbalance of power; and it may be verbal, physical, social or psychological.

7. Bullying is a repeated abuse of power against others in a vulnerable position which is designed to hurt.

8. Bullying is an attitude rather than an act.

Some of the characteristics of this repeated bullying behaviour may be seen as

- **POWER**: Children who bully may acquire power through various means – physical size and strength; status within a peer group and recruitment within a peer group so as to exclude others. Basically, bullying involves an **imbalance of power**.
- **FREQUENCY**: Bullying is **not a random act**. It is characterised by its **repetitive** nature (prolonged over time).
- **INTENT TO HARM**: Bullies usually deny any intent to harm others and may not be fully conscious of the **harm** they cause. This harm may be **verbal, physical, social or psychological**. Causing harm is deliberate!

Bullying may include some or all of the following behaviours:

(In all forms e.g. physical, verbal and indirect)

- Name calling
- Teasing and taunting
- Threatening
- Making fun of someone (their appearance, their physical attributes, etc)
- Racist or sexist remarks
- Social ostracism
- Malicious gossip
- Physical force
- Inappropriate texting
- Cyber bullying in the form of inappropriate E-mails, entries on social networks (ie Facebook)

Essentially bullying relies on an **imbalance of power** in the relationship between the bully and the victim.

Whilst any aggressive act is deemed unacceptable, it has to be borne in mind that every aggressive act is not necessarily bullying. **When two individuals engage in a process of attacking and counter-attacking one another this does not necessarily constitute bullying.** Bullying becomes quite overt in nature when one person uses power (in any form) to make the other party feel powerless.

DESIRABLE CONSEQUENCES

RIGHTS AND RESPONSIBILITIES

All students and staff have the right to:

- Feel safe, cared for and respected at St Maria Goretti Primary School.
- Deserve to be valued and respected.
- Be free of threat and intimidation.
- Leave school each day with a sense of enjoyment for what has occurred.
- Learn in a safe environment.

Responsibilities of Students

1. Not to bully others.
2. To confide in a staff member or parent if they are being bullied or believe someone else is being bullied.
3. To accept that when they are involved in any incident that is viewed or might be viewed as bullying, they will need to account for their actions.
4. Be aware there is a distinct anti-bullying policy at this school and everyone is bound by it.

Responsibilities of Staff

1. To be models of correct behaviour.
2. Do everything they can to ensure St Maria Goretti School is a safe and secure environment.
3. Be aware of those signs that may lead to more serious situations i.e. bullying.
4. Support students by ensuring bullying is totally unacceptable.
5. Encourage students to be proactive and to exhibit those leadership qualities which will reduce or eliminate bullying.
6. Be a proactive presence when undertaking playground duty.
7. Educate students about preventative strategies.
8. Create a climate of trust in the classroom by following through those matters that may be linked to bullying.
9. Fully support the school policy and the requirements undertaken in employment by Catholic Education.

Responsibilities of Parents

1. To have an understanding of bullying and of the definition of bullying.
2. To be vigilant in watching for any signs that may suggest their son/daughter is a victim of bullying and to make contact with the school.
3. To make staff / principal aware if they suspect their child is being bullied.
4. To know what your children are doing, who their friends are etc.
5. Not to take matters into your own hands but involve the school as quickly as possible if in fact the bullying has a school connection.
6. Emphasize with your child that staff should be informed if there is a bullying incident.

7. Instil your child with confidence.
8. Emphasize to your child NOT to retaliate but to seek support.
9. Cooperate with the school in making sure incidents are handled in the most appropriate way and to the satisfaction of all parties.
10. Speak with your children about school based incidents when they are brought to your attention ensuring they are treated in an open, unbiased and informed manner.
11. Encourage your child to speak with you if they are being bullied.

Responsibility of the School Administration

1. To provide for staff necessary and pertinent Professional Development about bullying, its consequences and strategies for dealing with it.
2. Ensure that there are adequate resources available to assist staff professional development and to support this policy.
3. To fully support staff in ensuring this policy is implemented in the right spirit.
4. To regularly publicize this policy to the school community.
5. To ensure that the policy is regularly reviewed and updated given any changing circumstances.

ACTION:

1. Approach your child's classroom teacher to discuss the issue.
2. Fill in the *Alleged Bullying Report Form for Parents* form and submit it to the school office.

(The school will deal with the matter within).

STRATEGIES TAKEN BY THE SCHOOL

These may include the following:

1. Openly talk about bullying – what it is, how it affects us and what we can do about it.
2. We will conduct a student survey biannually.
3. Establish a peer mediation program.
4. Survey students.
5. Encourage the reporting of bullying.
6. Establish comment boxes.
7. Teach our children the skills that will build their self-esteem and empower them to take the responsibility for themselves – and give them the opportunity to practice these skills.
8. Keep parents informed and educated via parent nights etc.
9. Initiation of the ***You Can Do It Program.***

RESPONSES TO OCCASIONS OF BULLYING

When a bullying incident is reported or observed we will use the following graded steps:

1. **First Incidence** - Warning – sit out. Inform other staff – record incident. The student will be told that future incidents of bullying will be dealt with at the next level. **This corresponds to Step 1 of the Behaviour Management Policy.**
2. **Further Incidence** – The Principal meets with the victim, to talk about his/her feelings, who is involved, how he/she can be supported. The Principal meets with those involved in the bullying, to discover what happened and to speak about how the victim might feel. The Bully is warned of future consequences. At this stage, the bully fills in Think Sheets, positive behaviour plan. Exclusion from classroom activities and lunch time may be applied. Parents are informed with a FYI sheet. **This corresponds to Step 3 of the Behaviour Management Policy. Except that in the cases of bullying, Step 2 may be omitted. Depending on the case, the bully will not be allowed to participate in representative activities or go on excursions for the remainder of term (minimum of 10 weeks)**
3. **Repeated Incidences** – After speaking with both the victim and bully, peer mediation is organized, supervised by the Principal. Parents are informed. The focus of the meeting is to encourage empathy and positive relations with the victim. At this stage, the bully fills in Think Sheets, positive behaviour plan, exclusion may be applied. Subsequent meetings are arranged in order to monitor progress. **This corresponds to Level 4 of the Behaviour Management Policy, but is more involved, as befits the nature of bullying.**
4. **Intolerable Repeated Bullying** - If mediation is unsuccessful, and after concerted efforts with the above procedures, a student persists in bullying behavior, punishment may be applied (ie suspensions, detentions, withdrawal). Parents will be informed, and notified that unless behavior improves, the student may not be allowed back in class or to participate in the normal life of the school. Consultation will occur with CEO for advice and further action. **This corresponds to Step 5 of the Behaviour Management Policy, but is necessarily more involved.**

The staff will be responsible for implementing the program and ensuring that incidences of bullying are dealt with in a consistent manner with the policy and as soon as possible after it is reported or observed.

MORE INFORMATION ON BULLYING CAN BE FOUND ON

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

ALLEGED BULLYING REPORT FROM PARENTS

Alleged Victim's Name: _____

Suspected Bully's Name: _____

Person Making the Report: _____

Phone Numbers: Home _____ Mob _____

Description of concerning incident:

Please include names of others involved or eyewitnesses (add and sign further pages if required)

I understand that the school will investigate this report as a matter of urgency. Further I understand that I shall be required to attend a meeting with the Principal or his representative to (i) provide any additional information that may be required and (ii) to hear the outcomes of the investigation.

I have read and become familiar with;

☐ St Maria Goretti's Primary School's *Safe at School (anti-bullying) Policy*

☐ The definition of Bullying as outlined in the *Safe at School (anti-bullying) Policy*

I have discussed this issue with my child's teacher or a member of the St Maria Goretti's Primary School Staff.

☐ No ☐ Yes If yes who _____

Signed: _____

Name: _____

Date Submitted to School: _____

NB: The school's intention is to respond to any report of Bullying promptly. Our goal is to action any report within two (2) school days.

OFFICE USE ONLY

Date Received:

Received

By: _____

Handed

to: _____

APPENDIX 3

PROCEDURES/GUIDELINES FOR COLLECTING FEES

Collection of fees and levies follows the procedure which is outlined below.

1. On enrolment, parents/guardians sign an **Enrolment Contract**, part of which states that they agree to meet their commitment with regards to the payment of school fees and levies. They are also presented with the St. Maria Goretti School Fees Policy as compiled by the School Board.
2. Accounts are sent out to families in the early part of each term and are payable within 4 weeks of issue.
3. A variety of payment options is available, including cash, direct debit, payment by instalments and Centrelink automatic deductions. These are to be arranged with the school before the due date.
4. Families experiencing genuine financial difficulties are expected to meet with the Principal before the due date or at any time that this may occur.
5. For those families who do not pay and have not made arrangements with the Principal by the due date, the following procedures will take place:
 - Overdue notices will be sent from the office;
 - If payment has not been received within 14 days of the overdue notice, a letter of reminder from the Principal will be sent;
 - If payment has still not been received within 14 days, a second letter will be sent by the Principal;
 - Failure to respond to the second letter within 7 days will result in an attempt by the Principal to directly contact the parents/guardians by telephone;
 - The Principal, in conjunction with the Finance Committee, reserves the right to take action should all of the above fail to result in payment of fees and levies.

APPENDIX 4

**POLICIES ARE AVAILABLE FOR VIEWING IN THE SCHOOL OFFICE OR ON
OUR WEBSITE**