



Our Lady of Good Counsel
Catholic Primary School

A place of rich history, vibrant growth and promising futures!

PARENT HANDBOOK



Lady of Good Counsel Catholic Primary School Gatton

Our Lady of Good Counsel Catholic Primary School is a Primary Systemic School in the Archdiocese of Brisbane.

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| School Address: | 20 Maitland Street Gatton 4343 |
| Postal Address: | P.O. Box 297 Gatton 4343 |
| School Telephone Number: | 07 5462 2675 |
| School Fax Number: | 07 5462 4595 |
| School Email: | <u>pgatton@bne.catholic.edu.au</u> |
| School Website: | www.olgcatton.qld.edu.au |
| Lockyer Valley Parish Centre Telephone Number: 07 5465 3131 | |
| School Pastor: | Fr Malachy Onuoha |
| Pastoral Worker: | Sr Anne Maree Jensen |
| Principal: | Mrs Susan Carpenter |
| Assistant to the Principal Religious Education: | Mr James Bradley |
| School Secretaries: | Mrs Jenn Stephens Mrs Anthea Schulz, Miss Annemaree Ready |

SCHOOL HOURS

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| School begins: | 8:45am |
| First Break: | 10:50 am – 11.20am |
| Second Break | 1:20pm – 2:00pm |
| School concludes: | 3:00pm |



TERM DATES 2015

| Term | Dates | Length | Term |
|-------------|---|---------------|-------------|
| Term 1 | Wednesday 28 January - Thursday 2 April | 10 weeks | Term 1 |
| Term 2 | Monday 20 April - Friday 26 June | 10 weeks | Term 2 |
| Term 3 | Monday 13 July - Friday 18 September | 10 weeks | Term 3 |
| Term 4 | Tuesday 6 October - Friday 4 December | 9 weeks | Term 4 |

TERM DATES 2016

| Term | Dates | Length | Term |
|-------------|--|---------------|-------------|
| Term 1 | Wednesday 27 January – Thursday 24 March | 9 weeks | Term 1 |
| Term 2 | Monday 11 April – Friday 24 June | 11 weeks | Term 2 |
| Term 3 | Monday 11 July – Friday 16 September | 10 weeks | Term 3 |
| Term 4 | Tuesday 4 October – Friday 2 December | 9 weeks | Term 4 |

Principal's Welcome:

Our Lady of Good Counsel School is one of the Brisbane Archdiocesan Catholic Schools and as such is founded on a partnership of students, parents, staff, pastors and parishioners at a local level within the broader mission of the church. Our school community works together – united in our belief in Jesus Christ and His values and supporting each other in many different and important ways. It is this partnership that develops a feeling of family and also pride in our school.

This handbook is designed to allow parents to learn more about OLGC and the ways that we operate as a school. A handbook can never answer all questions, but rather give an overarching picture of our school community. Parents are invited to find out more about the school by attending meetings of the Parents and Friends' Association, regular parent teacher meetings or by simply discussing matters with the staff of the school. Please take every opportunity to play an active role in the life of the school and participate in school activities. You will find OLGC to be a very welcoming place.

Our school offers children the opportunity to participate in a vast array of spiritual, educational, cultural and sporting activities. Indeed, there is something for everyone at OLGC! I encourage families to take advantage of these opportunities to ensure that your children not only reap the reward of a quality Catholic education, but develop their skills and abilities to their greatest potential.

I hope your association with our school is a happy and beneficial one and I look forward to working closely with you throughout the year.

Peace and Blessings

Sue Carpenter
Principal

VISION STATEMENT

A PLACE OF RICH HISTORY, VIBRANT GROWTH AND PROMISING FUTURES

We value the development of the whole person:-



- Through teaching values and attributes that develop a sense of self to highlight their own individuality, spirituality and their potential gifts and talents.
- By establishing work ethics, self-discipline and pride in own work through goal setting.
- By developing essential social, communication and life skills that will assist them to become resilient and effective leaders of the future.

OLGC – A place where your light can shine.

We value a supportive and caring environment. We strive to provide:-



- A welcoming and friendly community which respects our cultural heritage and is eco-friendly.
- A firm, fair and consistent community that fosters a sense of belonging.
- A safe and just educational setting.

OLGC – A place where happy, vibrant individuals grow in a family atmosphere to become valued community contributors.

We value quality student, parent, teacher and parish relationships. We strive to achieve this by:-



- Open communication and interaction with mutual respect and acceptance of each other and our differences.
- Transparent decision making through collaboration and consultation.
- Fostering a common sense of teamwork and peer support through friendly, understanding and compassionate staff.

place where quality relationships = Respect + Acceptance + Open Communication

We value quality education for the growth and development of lifelong learners. We provide:-



- Resources and experiences which promote creativity and enthusiasm.
- A nurturing environment which prepares all learners for a sustainable future.
- A wide, open and balanced curriculum.



OLGC – A place where learning potentials can be discovered and challenged

We value being a Catholic school with its rich stories, guiding values and loving community. We value:-

- Our vibrant rituals and celebrations.
- The teaching of religion and education based on the values of Jesus.
- Nurturing to be moral and ethical decision makers.

OLGC – A place of wise counsel, renewal and caring nurture.

“This then is what the Lord asks of you, only this: to act justly, to love tenderly and to walk humbly with your God.” Micah 6:8

MISSION STATEMENT

OLGC is a place of rich history, vibrant growth and promising futures and is committed to providing an excellent Catholic education for boys and girls from Preparatory Years of Schooling to Year Seven.

Our school is a faith community wherein each child loves God, themselves and others bearing in mind the words of Micah 6:8

“This is what the Lord asks of you, only this; to act justly, to love tenderly and to walk humbly with your God”.

MASS AND PARISH INFORMATION

OLGC School belongs to the Parishes of The Lockyer Valley (Gatton and Laidley).

Parents are invited to attend their weekly Mass at St Mary’s Church (Gatton), St Patrick’s Church (Laidley), St Joseph’s Church (Forest Hill) or St Theresa’s Church (Glenore Grove) and become members of the Parish Family.

Parish Priest and Administrator: Fr Malachy Onuoha

Parish Secretary: Mrs Jenny Hatcher

Parish Office: Phone 54 653 131

Parish Church Addresses

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|------------------------------------|--------------------------------|
| St Mary’s Church Gatton: | Maitland Street, Gatton |
| St Patrick’s Church Laidley: | John Street, Laidley |
| St Joseph’s Church Forest Hill: | Patrick Street, Forest Hill |
| St Theresa’s Church Glenore Grove: | Brightview Road, Glenore Grove |

| PARISHES WEEKEND & LITURGY TIMES | |
|---|---|
| <p style="text-align: center;">1ST Sunday of Month - Mass Saturday: 6:00pm Laidley Sunday: 7:00am Glenore Grove 9:00am Gatton</p> <p style="text-align: center;">2nd Sunday of Month - Mass Saturday: 6:00pm Gatton Sunday: 7:00am Forest Hill 9:00am Laidley</p> | <p style="text-align: center;">3rd Sunday of Month – Mass Saturday: 6:00pm Laidley Sunday: 7:00am Glenore Grove 9:00am Gatton</p> <p style="text-align: center;">4th Sunday of Month – Mass Saturday: 6:00pm Gatton Sunday: 7:00am Forest Hill 9:00am Laidley</p> |

Reconciliation

Saturday: 5-15 p.m. to 5-45 p.m. at the venue of the Saturday evening mass being Gatton or Laidley.

Mass for Students Attending Our Lady of Good Counsel School

Class Masses or Liturgies of the Word are celebrated each semester. Masses for the whole school community are celebrated regularly, usually once or twice a semester. All parents are welcome at these celebrations.

Community of Faith

Religious Education endeavours to promote the Religious Literacy of students. This means that students develop a knowledge and understanding of the Catholic heritage and the skills required for them to be active and discerning participants in the Church, Parish, and society.

Religious Education also encourages attitudes and values that are consistent with the teachings of Jesus in the Gospels and which, when lived out, help to transform society. Because we are a Faith Community consisting of parents, staff and children, the interaction within the community will convey Gospel values and beliefs. Children experience love, sharing, justice, forgiveness and reconciliation in the living Christian community at OLGC.

Lockyer Valley Catholic Parishes Sacramental Programme

Faith Education takes place in a number of different contexts:

- ¥ the family
- ¥ the school
- ¥ the Parish

The Parish takes the responsibility for the immediate preparation of the child for the reception of the sacraments and their celebration.

In preparing the children for the reception of the Sacraments a three-fold approach is taken: the family, the school, and the parish.

The Sacraments, which the children are invited to celebrate during the year in our school, are as follows:

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| Baptism: | Usually received as an infant |
| Communal Rite of Reconciliation: | Before Easter and Christmas |
| First Reconciliation: (Children in Year 5 or older) | Around August/September |
| Confirmation: (Children in Year 4 or older) | Around the feast of Pentecost |
| Eucharist: (Children in Year 4 or older) | Around the feast of the Body and Blood of Christ |

In order to participate in the Sacramental Program children must first be baptised in the Catholic Faith.

Parents are usually required to attend an initial parent only meeting. A program detailing meetings will be given to parents at the initial parent only meeting. Preparation for the Sacrament of Reconciliation, Confirmation and Eucharist (1st Communion) is normally with a number of families grouped together to learn together. Dates for enrolment in Sacramental preparation groups will be advertised in the School and Parish Newsletters approximately 4 weeks prior to meetings.

A child's readiness to receive the sacraments includes appropriate faith development, on-going faith support and accessibility to continued faith education.

This understanding of READINESS goes beyond YEAR LEVELS. One child may receive the sacraments in Years 2, 3, 4; while another may receive the sacraments in Years 3, 4, 5, and so on....

BELL TIMES

The Bell times are as follows:

8:40 a.m. Children move to class assembly areas.

8:45 a.m. Classes begin

10:50 a.m. First Break

Classes eat lunch for 10 minutes

11:15 a.m. Children move class assembly area

11:20 a.m. Classes begin

1:20 p.m. Second Break

1:55 p.m. Children move class assembly area

2:00 p.m. Classes begin

2:50 p.m. Classes stop and pack up for the day

3:00 p.m. School concludes

Children are encouraged not to come to school before 8.20am. Children arriving before 8.20am need to sit in the area near the Cahill Building. Supervision of students commences at 8.20am when a teacher goes on playground duty. A teacher is on duty at the front gate from 3.00pm to 3.15pm. Parents need to inform the school if they send their children to school earlier than 8.20am or will be picking them up later than 3.15pm. OSHC is available for before, after and vacation care

Assemblies:

Tuesday Afternoons 2:00pm - Champion Assembly: Positive Behaviour Assembly

Thursday Mornings 8:45pm – Full School Assembly: Academic Assembly

At Our Lady of Good Counsel we will see students

Before School

- Coming into the school grounds through the gate near Prep.
- Putting school bags on the bag racks if their bag racks are outside.
- Sitting quietly between the Cahill building and the Long building.
- not playing with balls or toys and any other equipment while waiting for the teacher
- Moving to the oval to play when the teacher comes on duty.
- Staying on the bottom oval or under the trees at the top of the hill. We don't go to the top oval or onto the playground or into the undercover area.
- not playing with balls or toys and any other equipment
- Sitting on the seats under the tree if they don't have a hat.
- If late to school, coming through the front door and collecting a late slip

Moving around the school grounds

- Lining up quickly and quietly in an orderly manner
- Walking quickly in an orderly manner on the paths, eg no playing, dawdling,
- Walking quietly if outside the buildings
- Walking silently if inside the building – Remember it is WORK TIME!

When the 1st bell rings

- Finish playing immediately.
- Walking quickly to go to the toilet, washing hands and having a drink.
- Getting their lunch boxes if it is after 1st or 2nd lunch break.
- Walking quickly and quietly to line, and sitting to wait for the teacher.
- No eating

When the 2nd bell rings

- Sitting silently and waiting for the teacher.
- No eating.

During eating time

- Sitting
- Eating their own lunch
- Not playing
- Keeping their area clean
- Waiting for the teacher to give permission to play

Keeping our school clean and tidy

- Putting food scraps and wrappers in bins
- Putting hand towels in the bin in the toilets
- Not putting toilet paper or hand towel paper on the toilet walls, floor or ceiling.
- Putting school bags and hats on bag racks and hooks

During Play time

- Cleaning their area before going to play
- Respecting others
- Respecting school property
- Playing safely
- Staying in areas that are not 'out of bounds'
- Playing in the undercover area if they don't have a hat.
- Getting first aid assistance by going to the Staff room door not the office.

Out of bounds areas

- Returning to classrooms or bags during before school and lunch breaks
- Entering the buildings unless with the teacher on computer duty
- Daniel Walsh Centre unless with a teacher
- Courtyard area unless with a teacher
- Behind the shed on the bottom oval
- Playing in and around the toilets
- The ditch between the year 3 classroom and the fence
- Between the trees and fence on the top oval.
- In a toilet cubicle if a student is already in it. **ONLY ONE PERSON TO A CUBICLE.**

If a student needs a teacher, they go to the staff room along the path from the Cahill building, not through the building.

Waiting in the John Conway Multi-purpose Centre at Going Home time

- Sitting quietly in this undercover area
- Not playing with any toys, balls or equipment
- Telling the teacher that the person taking them home has arrived to collect them.
- Staying with the person who has picked them up
- Being safe on the footpath, eg not running around, playing handball,

• Catching the bus at Going Home time

- Walking quickly to the line up area
- Standing quietly and orderly in 3 lines (one for each bus)
- Keeping hands and feet to one's self
- Not playing with any toys, balls or equipment
- Walking quietly and orderly to the bus gate when directed by the teacher
- Waiting at the bus gate until the teacher directs them to go their bus

- Walking along the paved path to their bus
- Waiting without pushing to enter the bus
- Getting onto the bus quietly and safely
- Respecting others and property when travelling on the bus.

Walking & Riding home at Going Home time

- Lining up with the bus people **Or** waiting with the gate students
- Waiting at the bus gate until the teacher directs them to leave
- Walk across the pedestrian crossing if crossing the street or walking along the paved path.

Waiting in the foyer

- Sitting quietly
- Keeping school bags and hats still
- Not playing with toys, balls or equipment

Delivering items to the Front Office Before school

- Via classroom tray

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| GENERAL INFORMATION |
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ABSENCE OF PRINCIPAL

In the absence of the Principal, the Assistant to the Principal Religious Education acts as Principal. Should the Assistant Principal be absent from school at the same time, a designated teacher acts as Principal.

ABSENCE OF A STUDENT FROM SCHOOL

If a child is absent from school at any time, parental notification outlining reasons for absence is required. This may be done by:

- telephoning the school, or
- writing a note to the class teacher.
- for longer absences due to illness or other circumstances a letter from a medical practitioner may be required.

PRIVACY

Please be assured that personal details about your family will be kept in the strictest confidence, and information only passed on to those directly involved with the education of your child. Please note that we cannot give out either addresses or phone numbers of families enrolled in the school. If your number is silent please inform the Principal at the time of enrolment.

Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

Brisbane Catholic Education is bound by the *Privacy Act (1988)*, and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website <http://www.bne.catholic.edu.au>. Alternatively a hard copy of the statement may be provided on request.

REPORTING TO PARENTS

At present parents receive a statement concerning the progress of their child at the end of each semester. Parent teacher interviews are held at the end of Term One and, where deemed appropriate, the end of Semester Two.

Parents are encouraged to meet regularly with the class teacher even if all seems to be going well. Contact should never be limited to times of major concern.

PARENTAL INVOLVEMENT

Parents and the Catholic School.

'..... parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it'

[*Gravissimum Educationis*]

'..... the renewal of the Catholic School must give special attention both to the parents of the pupils and to the formation of a perfect educating community'

[*Familiaris Consortio*]

Home - School Liaison

The education of each child is a joint responsibility that is greatly enhanced by maximum co-operation of all involved. The staff of Our Lady of Good Counsel is aware of their responsibility and endeavour to foster a meaningful and helpful liaison with the parents of each child. Therefore parents are:-

- Expected to attend parent-teacher meetings to meet their child's teacher and be familiar with class/school policy, procedures and programs.
- Encouraged to make an appointment to see the teacher whenever they feel it is necessary - outside class times.
- Invited and encouraged to join in celebrations of class/school liturgies, special events and sports days.
- Requested to join programs where the school and/or teachers assist them in their role as the first educators of their children.
- Invited to come along to the P&F meetings and support organised activities.
- Requested to read newsletters and news updates from the school to keep informed of activities and policies.
- Encouraged to communicate anything that may be helpful in understanding and caring for their child. They will be assured that confidential matters remain that way.
- Reminded that the school exists for their children and that full support of philosophy, policy and procedures will benefit all.
- Asked to assist teachers in whatever ways they can - especially in developing curricula and working with the staff to provide the best education we can offer the children.

BUS TRAVEL TO AND FROM SCHOOL BY STUDENTS

Many children travel by bus to and from school daily. We try to ensure that all children who catch the bus home from school are on the appropriate bus. For this reason we ask to be informed by way of note or telephone call if the travel arrangements for your child vary from the normal daily arrangements. **Parents are responsible for arranging seats and payments for their child's travel on the appropriate bus.**

CAMPS

Children in Years 3 to 6 attend a variety of camps to enhance their educational journey. In 2015, Years 5 & 6 students will attend the Canberra Trip. In 2016 students in Years 3 & 4 will attend Tallebudgera Fitness Camp. These camps occur every two years. A Leadership Camp is held each year for Year 5 children as part of the Leadership Program in the school.

CHILDREN'S PROPERTY

ALL PROPERTY, ESPECIALLY CLOTHING, BELONGING TO A CHILD SHOULD BE CLEARLY MARKED WITH HIS/HER NAME.

No responsibility can be taken for property lost or damaged at school. Every effort is made to locate the owner of property which is found, but this is difficult when items are not marked clearly.

DISCLOSURE OF INFORMATION

At the time of enrolment parents/guardians are required to inform the Principal or relevant staff of any issues or conditions which may affect your child's learning. Failing to disclose known conditions may result in a review of enrolment of your child. It is the aim of any review process to ensure that the school is able to cater for your child's educational and individual needs.

DUTY OF CARE PROCEDURES BEFORE AND AFTER SCHOOL

A Teacher will be on duty from 8.20 am – 8.40 am prior to commencement of school and from 3.00 pm until 3.15 pm. at the end of the school day.

Children travelling on the bus in the afternoon will be supervised by the teacher on bus duty until they board the relevant bus. Children attend OSHC will be escorted to this facility.

Children waiting for their parents will wait with their teachers in the undercover area until collected by their parent or guardian. Children leaving the grounds must inform the teacher on duty, that their parents/guardians are present or that they are walking home.

Any child present after 3.15 pm. will wait in the school office while their parents are contacted.

PERSONAL SAFETY

Each person is unique and has responsibility for his/her own body. Each child has a right to feel safe and to be safe. Our personal development program aims to give the children the knowledge and strategies to enable them to cope with situations they encounter in their everyday life.

PROCEDURES FOR DEALING WITH ISSUES WITHIN THE SCHOOL COMMUNITY

We encourage parents and guardians to express issues in regards to their child's learning in positive and proactive ways. It is expected that all members of the school community follow the protocols outlined here and bear in mind that your child's learning and safety are our prime concern.

At all times, all parties will act with a pastoral and Christian attitude towards each other and uphold the values and ideals outlined in the School's Vision Statement, Mission Statement, Pastoral Statement and the various policies governing procedures within the school.

Issues Concerning Your Child

We welcome parental involvement in their children's education by their participation in appropriate activities. Staff work to support you in your responsibilities as first educators of your child/children and appreciate proactive and positive input as we assist you to further your child's education.

Procedures

- a. Arrange an appointment with your child's teacher through the School Office.
- b. Indicate the nature of the issue you wish to discuss in writing or over the phone. Please arrange for the teacher to contact you before the meeting if this is deemed necessary. This allows the teacher to prepare the necessary materials before the meeting.
- c. Meet with the teacher and discuss the issues.
- d. If you believe that the issue is not resolved after an appropriate lapse of time, an appointment may be made to meet with the Principal to discuss the issue further.
- e. The Principal then calls a meeting if it is deemed appropriate, so that all parties may work together towards a resolution in the shortest period of time.

Procedures for Other Issues

Those issues not directly related to or connected with your child may be dealt with through the following protocol.

- a. Arrange a meeting with the person concerned through the School Office.
- b. Meet and discuss the issues with the person concerned and attempt to resolve the issues.
- c. If the issue is not resolved, either party may request a mediator and the issue is revisited.

During all the above procedures, the policies and procedures of the Brisbane Catholic Education Office will be followed.

BEHAVIOUR SUPPORT POLICY

BEHAVIOUR SUPPORT PROGRAM: WHOLE SCHOOL POSITIVE BEHAVIOUR SUPPORT PROGRAM

Pastoral Care Policy:

Our Lady of Good Counsel School's main aim in pastoral care is to provide a caring educational community where each student is known and cared for as an individual and feels included within the classroom and school.

A sense of social responsibility and a respect for others should be the outcome for each of our students.

Rights and Responsibilities:

As a community of learners, we recognise that all students have a right to learn and to be safe while doing so. Teachers also have a right to teach without hindrance. All students enrolled, while having rights, must become aware that they have the responsibility to act in ways which do not hinder the learning of others nor place others in harm's way. These responsibilities call each member of the community to act in such ways as to ensure both the unhindered access to learning and a safe environment in which to do so, for all within the community.

Self-discipline is a lifelong growth process. Our Behaviour Support Program aims to create a climate within the school which nurtures each child towards their full potential, thus enabling each to enjoy positive on-going interactive relationships within the home, school and wider community. Children will be encouraged to be responsible for, and to have ownership of, their own behaviours while maintaining and enhancing their self - growth.

OLGC School Rules include:-

Own Your Behaviour
Love Learning
Give Respect
Cooperate

Appropriate self-discipline and good behaviour will be recognised and rewarded. Intervention measures, when required, should be constructive and a natural or a logical consequence of a misbehaviour. Discipline within the school has as its prime motive the good of all within our community; students, staff and parents. Steps will be administered with a Christian love, will follow Christ's example, and will separate the deed from the doer. Extremely serious incidents against good conduct may result in the withdrawal of a pupil from the classroom to allow thorough consideration of the incident and its possible consequences for the student, other pupils, family and school community.

Whole School Positive Behaviour Program

Our Behaviour Support Policy is based on the positive relationships established through pastoral care in classrooms and general social interaction within the school setting. We aim to be firm, fair and consistent. We are a Christian community in which students, teachers and parents respect each other's rights and accept responsibility for how they act each day in the exercise of those mutual rights. We do this because we prize the values which are at the core of our school – love, service, joy - from which these rights and responsibilities flow.

Purpose:

- We recognise that self-discipline is a life-long growth process.
- We believe that we all need to develop skills of living and learning together in productivity and harmony

- We believe that behaviour is taught and learned.

PROACTIVE ACTIVITIES:

The whole school unit LIVING AND LEARNING AT O.L.G.C. provides a context for the following to be established:

CLASS RULES, EXPECTATIONS, STANDARDS OF BEHAVIOURS and ROUTINES

Each class, teacher and students, formulate a set of classroom rules (4 or 5), expectations for group work etc, behaviours to used at various times eg, to and from desks, and routines are established are displayed on the wall for easy referral.

DIRECT TEACHING

The teacher teaches the class rules; expectations and standards of behaviours so that all class members have a clear understanding.

MODELLING

The class rules, expectations and standards of behaviours are modelled in an appropriate manner so that all class members have the opportunity to experience them.

PEER DEMONSTRATIONS

A teacher may use a peer's appropriate behaviour to demonstrate to another student, the appropriate behaviour expected.

MEETINGS

Meetings will take place when needed to assist a student to reflect on his /her behaviours.

INDIVIDUAL BEHAVIOUR PROGRAMMES

These will be developed with a student who experiences difficulty following class and school rules. Goals and a behaviour plan will be developed, agreed to and signed by the student, teacher, and Principal. In some instances the parent will be required to sign.

INTERVENTION STEPS

Phase 1 – Quiet Chat

Phase 2 – Give Choice

Phase 3 – Timeout/Separation

Phase 4 – Buddy Class and time in the Responsible Thinking Room during play time – data entered on to the school's Behaviour Program data base

Phase 5 – Office Referral

AFFIRMATIVE BEHAVIOURS:

ASSEMBLY CELEBRATIONS

- Playground Champion
- Classroom Champion
- Student of the Week
- Class of the Week

INDIVIDUAL TEACHERS

Individual teachers may wish to affirm appropriate behaviours in their own way in their own classroom.

e.g. stickers, extra play, personal praise, lucky dips etc.

SUMMARY

Each classroom will declare a code of behaviour and operate in an Accountable, Credible, and Communicable way. This code of behaviour will be firm, fair and consistent.

ENROLMENT POLICY

ENROLMENT POLICY

Our Lady of Good Counsel School provides for the educational needs of the children of parish families and the wider community. The primary purpose of OLGC is to nurture and educate the whole child through and by the principles, traditions and teachings of the Church and within a Community of Faith.

In recognition of the importance of the relationship between the Catholic School and the Parish Community and with due reference to Archdiocesan policies and practices, the following criteria are adopted to establish priorities for accepting enrolments.

ENROLMENT PRIORITY CRITERIA:

The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of the Gattton Parish with a preference for those who have siblings already enrolled.

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.

The child is a baptised Catholic whose family resides in Gattton Catholic Parish and whose family is committed to and guided by the values of the gospel and the traditions of the Catholic Church.

The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of a parish community other than Gattton Catholic Parish and has appropriate reasons for not enrolling the child in their own parish school.

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 applications where pastoral considerations apply and, therefore, may determine a child's eligibility beyond the stated criteria.

GENERAL REQUIREMENTS:

The child must have attained the age of five (5) years by the last day in July of the year of enrolment in Prep.

The child must have attained the age of six (6) years by the last day in July of the year of enrolment in Year One.

Preference for enrolment in Prep is given to siblings of children attending OLGC School.

Preference for enrolment in Year One is given to children attending OLGC Prep.

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 procedures.

All enrolment applications must be accompanied by:

- Documentary evidence of birth
- Documentary evidence of Baptism, and if applicable...
- Appropriate evidence to demonstrate commitment and/or involvement
- Copy of the latest School Report (if applicable)
- Copy of any court order verifying legal custody and/or access (if applicable)
- Documentary evidence of Immunisation
- Completed Media consent
- Specialist Reports

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.

CONDITIONS OF ENROLMENT:

1. Families accept the OLGC School Enrolment Policy.

2. The student participates in the school curriculum which includes the nine Key Learning Areas, as well as camps and excursions.
3. Parents are expected to continue their involvement in the life, worship and service of the Catholic Parish Community of Gatton, which includes OLG School. Parents are expected to accept a sincere commitment to give their child every opportunity to experience the fullness of their Faith.
4. Parents are expected to support and encourage the living out of the Gospel values and the standards of behaviour that these imply.
5. Parents are expected to commit themselves to the payment of school fees and charges.
6. Fee concessions need to be negotiated with the Principal. An inability to pay school fees and other charges fully or in part because of family circumstances shall not be an obstacle to admission. Options shall be discussed upon an application for a fee concession.

ENROLMENT PROCEDURES:

1. An enrolment application can be made at any time by obtaining an Application for Enrolment Form from the school office Ph: (07) 5462 2675 or on our website at www.olgcatton.qld.edu.au.
2. Interviews for Prep occur during second term of the year before the child commences. Interviews for other year levels occur as needed.
3. The Principal, in consultation with the Parish Priest, considers applications 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.

FEE POLCY

FEES

SCHOOL POLICY

The Parish of Gatton has established a Catholic Primary School so that all Catholic children can be offered a Catholic education.

We at Our Lady of Good Counsel School, the Parish Primary School, are committed to providing a Catholic education to all children whose parents desire it.

Being partially funded from State and Federal Government Budgets, it is necessary for the school to collect fees to cover financial costs involved in meeting the goals of the school in a safe and healthy environment.

We also are aware that from time to time some parents find themselves in financial difficulties.

With this in mind, our aim is that no Catholic student will be denied a place in our schools due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at Our Lady of Good Counsel Catholic Primary School assumes the ability to pay fees in full.

Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

SCHOOL FEES BILLING PROCEDURE

1. The School will issue an account of full fees and levies each term, payable by the end of the term.
2. Any arrangements to vary the terms of payment must be made with the School Principal.
3. Reminders on outstanding accounts will be processed within two days after the due date.
4. Accounts which remain outstanding 30 days after the due date will be dealt with in one or more of the following ways:-
 - * Letter from the Principal
 - * Interview with the Principal
5. Where accounts still remain unpaid one month after due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector. The parents concerned will meet any costs associated by this measure.
6. Fees charged by financial institutions for bad debts are to be met by the parents concerned.

7. The following methods of payment will be accepted:

- Cash
- Cheque
- EFTPOS
- Centepay

**Procedure for Ascertaining School Fee and Levy Concessions
at Our Lady of Good Counsel School - Gatton**

- Fee and levy concessions should be determined on the basis of a just and equitable formula.
- Any reduction in fees must be looked at in terms of the financial needs of the family concerned, and their responsibility to full-fee paying parents and the efforts these parents make in paying their fees.
- Once a student has met the enrolment criteria, concessions should be available to the family of the enrolled student.
- It is assumed enrolment criteria for non-Catholics include assessment of ability to pay fees in full. Fee concessions will only be granted to non-Catholics who are currently enrolled in the school and whose family circumstances change in such a manner as to make a concession necessary.
- The school has appropriate procedures to assess the ability of the family to pay fees.

Procedure:

1. The principal makes known to families in need that they should not be enduring unreasonable hardship because of fees.
2. Families wishing to apply for fee concessions apply to the Principal, who supplies the form. **APPLICATION FOR CONCESSION ON FEES.**
3. Parents complete the form and supply the relevant documentary evidence. A taxation statement for the last year, pay slips, social security statements are acceptable evidence of income with rental receipts, bank or building society statements as evidence of housing cost.
4. Using the **FEE & BUILDING FUND LEVY CONCESSION WORKSHEET** together with the current **HENDERSON POVERTY LINES** data, the Principal determines the fee to be paid or whether further clarification from parents is required. The Principal is to sign off on every concession.
5. Concessions may be granted by the Principal without necessitating an interview. However, if the Principal is not entirely satisfied that the information supplied is correct, or feels a need to discuss the matter further, parents are requested to attend an interview.
6. Interviews will be conducted by the Principal.
7. All concession cases remain confidential to ensure that the privacy of families is maintained.

Concession Formula:

The formula for determining a reasonable fee payable for a family is based upon the total disposable income of the family less basic housing costs, and in some cases excessive transport costs. The resultant income is then compared to the 'Poverty Line' for Australian households and a sliding scale is then applied.

Additional Considerations for Principal:

1. It is recommended that an amount, however small, be charged to all families.
2. All special fee concessions will be reviewed annually.
3. It is the prerogative of the Principal to grant a provisional concession which varies from the formula, if it is felt to be just and necessary.
4. No allowance is made for repayments on holiday houses or hire purchase contracts. If a family so decides its priorities to encompass these things, the burden of that decision is the family's.

OLGC SCHOOL FEES 2015 – including levies

| <i>SCALE</i> | <i>MONTH TOTAL</i> | <i>TERM TOTAL</i> | <i>YEAR TOTAL</i> |
|--------------|--------------------|-------------------|-------------------|
| 1 Child | \$197.00 | \$493.75 | \$1975.00 |
| 2 Children | \$277.00 | \$692.50 | \$2770.00 |
| 3 Children | \$347.50 | \$868.75 | \$3475.00 |
| 4 Children | \$389.00 | \$972.50 | \$3890.00 |

The total fees include:

OLGC INTEGRATED FEE

This fee is to minimize the amount of weekly monies payable to the school. This fee in 2015 will be \$16 per child per month). The Integrated Fee will include:-

- ☑ 2 arts council performances per annum
- ☑ All swimming charges for the year including bus costs to and from the pool for all students.
- ☑ Maths Resource for each student from Prep to Year 6
- ☑ End of year excursion (eg bowling, movies)
- ☑ Bus travel costs during the year (excluding specific class excursion bus costs)

The Integrated Fee would exclude:-

- ☑ Class excursion costs
- ☑ All camps including camp bus trips
- ☑ 2015 - Leadership Camp (Year 5)
- ☑ Nomination costs for representative sporting events

For 2015 the following details are included:

- ☑ On presentation of a pool swimming pass the entry costs will be credited to school fees statement
- ☑ Decisions regarding any requests for refunds will be at the discretion of the Principal

GROUND PERSON LEVY:

The levy for each child for 2015 will be \$12 per month x 10 and is included in the fee structure. This levy pays for the wages of a grounds person.

CAPITAL:

The recommended capital levy for 2015 is \$49.00 per family, per month x 10. This levy is no longer tax deductible and is now part of the school fee structure. Funds raised by the levy can be used to service loans, pay for maintenance and cleaning and some administration charges associated with this.

TECHNOLOGY LEVY:

As we have a wider technology base to offer the children, we need to implement a levy on each child per month to cover costs in regards to consumables and maintaining the network. Each family will be charged \$13.50 per child per month.

P & F LEVY:

A \$12 monthly P & F Levy is included in the fees. This levy replaces fundraising such as raffles, pie drives etc.

DIRECT DEBIT AND CENTAPAY:

Direct Debit Centapay facilities operate at the school for the collection of school fees. Forms and an explanation are available at the office.

Our school is expected to function within its budget which is formulated on the fees collected but can only do so if all families accept their responsibility and pay fees regularly. (Each family will receive an account quarterly and fees can be forwarded to the school or paid to the school finance secretary).

The school office handles all accounts. Please note that our school fees are those recommended by the Catholic Education Council and are among the lowest in the Archdiocese.

HEAD LICE

Head lice are a common problem that can only be defeated by vigilance from parents. All children with hair below the collar should have their hair put up or tied up. Please check your child's hair on a regular basis and treat with a special shampoo at the first sign of head lice. If your child's hairs show signs of live head lice, they will be sent home for treatment.

HOMEWORK AND ASSIGNMENT POLICY

HOMEWORK PROCEDURE

Rationale

At OLGC we acknowledge the importance of family time in an increasingly complex and busy world. Our homework procedure aims to support equitable practices whilst recognising the diversity of families in our school community. The purpose of homework is to provide an opportunity for children and their families to share in the consolidation of the child's spiritual, physical, emotional, social and academic development. It assists in strengthening partnerships between parents/caregivers and the school and is designed to support each child in developing the attributes of a lifelong learner.

Guidelines

Time

The amount of time taken to do homework will vary according to individual capabilities and family circumstances. The time frame for completion of homework activities will be flexible, taking into account family routines and timetables. As homework is not intended to be an onerous or stressful activity, the following recommendations are offered.

Early Phase of Learning – Prep to Year 3

In the **Prep Year**, generally students will transition into homework in Term 1 as they are ready.

In **Years 1, 2 and 3**, homework (including reading) should not take longer than *one hour* per week.

Middle Phase of Learning – Year 4 to Year 6

In **Years 4 and 5**, homework (including reading) should not take longer than *two hours* per week.

In **Year 6**, homework (including reading) should not take longer than *three hours* per week.

Content

All students should engage in daily reading. Other homework offered to students will include physical activities as well as a range of tasks related to happenings in the classroom and their world. New concepts from Key Learning Areas (e.g. Maths) that have not been taught in class are not to form part of written homework.

Roles and Responsibilities

Teachers will:

- *Clearly communicate* the purpose, benefits and expectations for homework to parents/caregivers and students *discussing* any concerns that arise
- *Collaborate* with colleagues to ensure consistency including tasks that are varied and relevant
- *Ensure* the homework procedure is *implemented, monitored and marked* by teachers
- *Provide opportunities* for students to *discuss* any difficulties they are experiencing with homework
- *Ensure* that homework tasks are not assessment tasks or unfinished class work

Parents/Caregivers will:

- Be *aware* of and *support* the school's homework procedure, *discussing* with the teacher when required any concerns or stressors

- *Discuss* homework activities and expectations with their children *encouraging* them to *organise* their time *responsibly*
- *Acknowledge completion* of homework by *signing* the homework grid
- *Actively encourage* their children to engage in reading each day

Students will:

- *Know* the school's homework procedure
- *Be responsible* for the *completion* of homework tasks
- *Ensure* homework grid is *signed* by parents/caregivers
- *Complete* and *present* homework on time
- *Discuss* any homework difficulties with teacher/s and parent/s or caregiver/s
- *Read* each day

P&F ASSOCIATION AND THE SCHOOL BOARD

PARENTS AND FRIENDS MEETINGS

The Parents and Friends Association meets on the fourth and eighth Tuesdays of each term at 7.00pm in the Library.

How Can You Help?

Attend Parents and Friends Meetings.

The meetings are generally short and enable parents to have input into the operation of the Association and to be informed of school activities and policies.

Tuckshop:

The tuckshop operates two days per week, Mondays and Fridays, and a well-balanced menu is provided from which the children may order on Flexischools (www.flexischools.com) or using a brown paper bag on which is written their name, year, order and big lunch or little lunch with the money enclosed.

Fete:

Every second year, the Parents & Friends Association has a Fete Convenor who acts as the chairperson of the fete committee and is responsible for co-ordinating the event. Most of the meetings of the committee are informal and held at a time to suit members. The next school fete is in 2015.

Why do we do this?

In the budget meeting the parents, together with the teachers, select what the children will need in the coming year. The prepared budget is then discussed, adopted and ratified at a monthly meeting of the Parents and Friends Association. If you look at activities we employ to generate funds, you will see that the majority of the money is not necessarily from the school community but from those who ask us to provide a service for them. Should you wish to help in any of the areas above, do not hesitate to contact one of the above members or the school. Your assistance would be most appreciated.

SCHOOL BOARD

Boards established for diocesan and parish schools in the Archdiocese are pastoral, developmental, active and effective. To ensure this, the policymaking Board, outlined in the constitution approved and recommended by the Bishops of Queensland, be the model adopted.

One of the defining characteristics of the Pastoral Board model is the decision making process. Based on the notion of Shared Wisdom all Board Members have something to offer and are invited to contribute to discussions canvassing issues thoroughly.

The role of each Board Member is to search for a decision that best serves the community as a whole. As together they strive towards a common goal, it is important that decisions reached are achieved on the basis of consensus. This means that the Board seeks an outcome, which all members can “live with” and “support” for the needs of the school as presented at the time.

RESPONSIBILITIES OF THE SCHOOL BOARD

Mission Statement

The first responsibility of the School Board is to develop a Mission Statement. The school Mission Statement, which sets direction for the school, is based on Gospel values and developed in consultation with the school community. All policies developed by the School Board are based on the Mission Statement.

Constitution:

The Bishops of Queensland approved a Constitution of Boards in Catholic Education in 1999. While Boards are bound under the document it is to be read in a pastoral sense. The individual School Board produces by-Laws. The Constitution and its By-Laws are intended to assist School Boards to operate effectively.

School Strategic Plan:

The School Board is responsible for the overseeing of the School Strategic Plan. This plan sets the direction of the school for the year and the future. The school’s Annual Action Plan is reviewed at the end of each year.

Building & Maintenance:

The School Board is responsible for overseeing the provision and maintenance of school buildings and plant. A working party is usually responsible for regular inspection of existing facilities and reports to Board Meetings on a needs basis.

Budgeting:

The School Board is also responsible for monitoring the school budget. Finance reports are presented regularly to the School Board.

Communication:

School Boards need to communicate clearly and regularly with their communities. This ensures that the community is aware of what the Board does, who its current members are and what it is doing. This communication is vital to obtaining feedback from the school community for the development of policies.

Curriculum:

The Principal will give strong leadership in the area of curriculum, and while curriculum writing requires special expertise, Boards have the responsibility of ensuring that the curriculum is consonant with relevant policies.

Staffing of School:

The Director of Brisbane Catholic Education makes staff appointments. School Boards have an advisory role only in staffing.

The Board discusses the general needs of the school in terms of staff needs. These needs would then be left in the hands of the Principal.

The Relationship between School Board and Parish

The School Board has a member of the Parish Pastoral Council as a member, through whom information and directions may be passed through to both groups. It is through this link that the Parish and School can be supportive of each other and collaborative initiatives coordinated.

The Pastor offers spiritual insights, provides data from Parish, gives guidance with respect to Church matters and encourages the Board’s commitment to prayer and reflection.

The Relationship between the P&F and School Board

The relationship of the School Board to the Parents and Friends Association is a collaborative one. The Parent & Friends have a particular role in the school community and this is to be respected by the School Board. The Parents and Friends Association is responsible for fund raising and also provides a forum for general discussion by all parents in the school community.

SCHOOL LIBRARY

Children may borrow school library books each week. Parents are asked to ensure that these books are well cared for and promptly returned. Children do not borrow further books until the borrowed books are returned. Please ensure that your child has a Library Bag. Remuneration may be requested if books are returned in poor condition.

UNIFORM POLICY

SCHOOL UNIFORM

The school uniform policy is as follows:

AIM:

We at Our Lady of Good Counsel Catholic Primary School strive to develop in the children a sense of community belonging and pride. The uniform must meet mandatory requirements in Workplace Health and Safety and Gender Equity whilst at the same time be affordable, comfortable and practical. This policy is aimed at providing clear, stable direction and guidance for uniform requirements at Our Lady of Good Counsel Catholic Primary School.

SCOPE:

This policy is to be applied to all school uniforms. However, in the case of special occasions such as swimming and special sporting events the school Principal may alter dress codes. It also includes issues relating to dress code including footwear, make-up, jewellery, accessories and hairstyle.

POLICY:

- 1.1 Our Lady of Good Counsel Catholic Primary School uniform must provide the school with a clear identity. The uniform should be such that it can be worn with pride both on a personal level as well as on a group/community level.
- 1.2 Our Lady of Good Counsel Catholic Primary School has a moral and legal obligation to provide the children with a uniform that provides adequate protection from the sun. Design, style and type of uniform all must be considered in designing and/or approving uniforms. Specialist information and guidance will be utilised in this area.
- 1.3 The design of the uniform should consider our local climate by providing uniform options to cover seasonal changes. The uniform should be comfortable to wear and easy to maintain.
- 1.4 Uniform styles should be appropriate for the individual sexes, and must take into account modesty concerns for girls.
- 1.5 Clear standards [rules] need to be identified covering all aspects of the school uniform and documented for use. These rules are identified through the Uniform Working party. These rules must reflect this policy and the parameters of attached guidance, namely:

| | | | |
|-----------|-------------|-----------------|--------|
| Sun Safe | Footwear | Gender Equity | Cost |
| Stability | Accessories | Health & Safety | Colour |

GUIDANCE:

Sun Safe:

- 2.1 Uniform design must provide adequate protection but still remain practical and suitable for our weather conditions.
- 2.2 Material used for uniform must be assessed and deemed suitable for use as per current Sun Safe Guidelines.
- 2.3 All uniforms must at least have a short sleeve. [See definition]
- 2.4 If not part of the standard uniform, the option of long sleeves must always be allowable upon formal request.
- 2.5 Shorts/dresses/ should preferably reach just above the knee.
- 2.6 All uniforms must have a collar to provide sun protection to the neck.
- 2.7 All uniform neck openings are to provide adequate sun protection.
- 2.8 School hats are to meet a Sun Safe requirement that is the brim should be at least 8-12cm.

Gender Equity:

- 3.1 The type of uniforms must provide options covering modesty and comfort for both genders.
- 3.2 All uniforms should have a base colour with boys and girls uniforms coordinating.

Cost/Availability:

- 4.1 Ready made uniforms must be available for purchase for those who wish to purchase rather than make uniforms and should be of a reasonable price.

Changes to Uniform Policy or Rules [Stability]

- 5.1 A review of this policy should be conducted by the Principal in consultation with the staff, parents and students at five-year intervals or sooner under these conditions:
 - I. Changes or concerns in relation to legislation or BCE directives.
 - II. Formal request from the P&F Association [motion moved and carried]
- 5.2 Changes to uniform should be accompanied by a two-year phase in period.
- 5.3 Cost imposts must be considered before changes to uniforms are made.

Footwear:

- 6.1 Footwear should be of suitable size and fit so as not to compromise the child's health or safety and be suitable for the function/occasion.

Accessories:

- 7.1 Consideration should be given to health and safety concerns in regard to the wearing of any jewellery. Signet rings, bracelets and any non-religious jewellery are not permitted.
- 7.2 Hair and hairstyle should not cause distraction to self or others and be kept neat and tidy. Extreme hair styles such as Mohawks, tracks, rats' tails, wraps, dreadlocks, foils, colours etc. are not permitted. Hair that is below the shoulders should be tied back with a maroon, white or blue ribbon or band.
- 7.3 Make-up and nail polish are not part of the school uniform and therefore is not allowable.
- 7.4 Sunglasses worn outside for sun protection are an optional accessory to the school uniform. However in order to provide uniformity they must be of a type approved by the school.

Definitions:

Short Sleeve: Sleeve should reach at least $\frac{3}{4}$ way between shoulder and elbow.

References:

Queensland Cancer Fund.

Workplace Health & Safety

Gender Equity – Schools.

Sun Smart Policy Guidelines for Schools.

Cath Ed. Sun Safe Guide

Boys:

The boy's Day Uniform is:

Maroon school hat with school crest

Maroon check shirt

Maroon "Stubbies/King Gee type" Brand long leg shorts

Short white cotton socks, {the white socks worn should be such that they are plain in nature [No frills] and completely cover the ankles when turned down. **Anklet socks are not permitted.**}

OLGC socks are available.

Black shoes with leather uppers. Soles of the shoes may be rubber but must be flat and black

(Canvas volleys and coloured shoe laces are not permitted.)

Shirts may be worn in or out.

On days when there is HPE boys wear:

Navy Sports shorts with school initials

Maroon and white School Sports Shirt with school crest

Short white cotton socks {the white socks worn should be such that they are plain in nature [No frills] and completely cover the ankles when turned down. **Anklet socks are not permitted.**}

OLGC socks are available.

Predominantly white sports shoes. **(Canvas volleys and coloured shoe laces are not permitted.)**

Shirts may be worn in or out.

During the winter months the boys may wear the new school tracksuit with the school crest.
Boys are to tie their hair back with clear rubber bands.

Girls:

The girls Day Uniform is:

Maroon school hat with school crest

Maroon check school dress,

Short white cotton socks, {the white socks worn should be such that they are plain in nature [No frills] and completely cover the ankles when turned down. **Anklet socks are not permitted.**}

OLGC socks are available.

Black shoes with leather uppers. Soles of the shoes may be rubber but must be flat and black.

(Canvas volleys and coloured shoe laces are not permitted.)

OR

Maroon school hat with school crest

Maroon check shirt

Maroon tailored shorts – long leg.

Short white cotton socks, {the white socks worn should be such that they are plain in nature [No frills] and completely cover the ankles when turned down. **Anklet socks are not permitted.**}

OLGC socks are available.

Black shoes with leather uppers. Soles of the shoes may be rubber but must be flat and black.

Shirts may be worn in or out.

During the winter months the girls may wear:

A school tracksuit with printed school crest.

{Track suit pants cannot be worn under the uniform and must be worn with the school maroon shirt.}

Long white socks or navy blue or maroon coloured tights.

On the days when there is HPE the girls wear:

Navy Sports shorts with school initials

Maroon and white School Sports Shirt with school crest,

Short white cotton socks, {the white socks worn should be such that they are plain in nature [No frills] and completely cover the ankles when turned down. **Anklet socks are not permitted.**} New

OLGC socks are available.

Predominately white sports shoes. ***(Canvas volleys and coloured shoe laces are not permitted.)***

Children are expected to wear the appropriate school uniform at all times. If for any exceptional reason a child is unable to be in uniform, written notification should be sent to the Principal.

Hair, Jewellery etc.:

Ribbons, scrunchies or hair clips, if worn, are to be plain in nature and may be maroon white or navy in colour. Plain silver snap clips may be worn.

Children are restricted to wearing one set of earrings in their ears to school. These should be either silver or gold sleepers or studs. No other body piercing is allowed.

A chain, with a religious object on it, may be worn inside the uniform. However parents should note that the wearing of chains presents a safety hazard in the playground. Plain watches may be worn.

Medical disc on bracelets or chains are permitted. Other jewellery including rings is not permitted.

Fingernails are not to be painted. Tattoos are not permitted under any circumstances.

Hair, which is longer than the bottom of the collar, must be tied back.

Children's hair should be its natural colour. NO dyes or rinses are permitted.

Should a child not be able to comply with these provisions the Principal will contact the parents to discuss the matter.

SICKNESS AND ACCIDENTS

Appointments during school hours:

If doctor, dentist or other appointments are made during school hours it is essential that the Class Teacher and School Office are given early notice to ensure that your child does not miss important work. A written notice should be handed to the class teacher informing them of the time the child will be leaving school and whether or not they will be returning to school after the appointment.

The child will be sent up by the class teacher with the parent's note at the time the parent will be there to collect their child and the note filed by office staff on the student's central file.

Contagious Conditions

When children have contagious conditions they should remain at home until they are no longer contagious. The Principal or their delegate has the right to exclude a student from school until it has been established that the child is no longer contagious. The Principal will follow the current regulations of the Department of Health concerning readmission of pupils who have had an infectious disease.

First Aid

In the case of minor accidents or illnesses the matter will be dealt with by the appointed First Aid Officers. All staff members are trained in First Aid and remain current with CPR practices.

Please note that staff members are not to administer any form of medication without the appropriate Request Form being completed.

Serious Injury or Illness

In all cases of suspected serious injury, illness or where there is uncertainty, medical assistance will be sought. The normal procedure is to contact the ambulance first in an emergency while at the same time trying to contact the parents/care givers. Your child is covered for ambulance use while in the care of the school. The focus of our procedures will always be to ensure the wellbeing of your child.

SPORT AND PHYSICAL EDUCATION

SPORT AND PHYSICAL EDUCATION

All children participate in the Physical Education Program at the school. If parents do not wish their child to participate in a particular activity for medical reasons written notification is required. The Physical Education Program aims at introducing the children to skills for games, dance, fitness and swimming. The children in the middle and infant classes concentrate on acquiring and developing a wide range of skills which can later be employed in specific sports, games and organised physical activity. Children in the upper school compete on a regular basis in team sports against other schools. The school participates in inter-school and intra-school sports in the following areas: - swimming, athletics, softball, netball, cricket, soccer, tennis, basketball, rugby league and cross-country. We compete in the Upper Lockyer Valley District that is in the Lockyer Zone in the Darling Downs Region.

SUN CARE

A number of strategies have been implemented to reduce sun exposure and help prevent skin cancer.

- The children eat lunch and little lunch in covered areas during summer.
- The children must wear the correct school hat.
- NO HAT = NO PLAY = Staying in a covered area.
- Shade structures have been erected.
- The children are encouraged to use sunscreen on a daily basis.
Sunscreen should be applied before coming to school.

SUPERVISION

Children are supervised 20 minutes before school commences to the time of the departure of the afternoon bus [3.15 p.m.] There is no supervision of the children after school. Playgrounds are out of bounds after school.

No child is permitted to leave the school grounds without the permission of the Principal or his/her nominee. No child will be given into the custody of another person without the permission of the parent or care-provider.

SWIMMING:

School swimming takes place in Term 1 and Term 4 each year. Children in Year 1 to Year 6 attend in Term 1 and all children attend in Term 4. Prep students attend in Term 4. ***Students must have written permission to attend the lessons and must bring the following items each week.*** This program compliments our HPE curriculum hence the expectation is that all students will participate on a weekly basis.

- **Swimming bag** (*Use a Coles/Woolworths/IGA recycle carry bag. Do not use plastic bags.*)
- **Togs** (*If boys are wearing board shorts ensure they are not too bulky. Girls should have a one piece. Check all togs are the right size and will not slip off.*)
- **Towel**
- **Sun shirt** (***This is a compulsory item.***)
- **Goggles** (*Good quality known brand goggles purchased from a pool or sports shop are recommended. Cheap goggles leak and will be more of a hindrance. Silicon straps will last longer.*)
- **Cap** (*Silicon caps cost more but will last longer and are easier to look after. Latex caps can be purchased from the school. If you have a latex cap you must dry it after use each swimming day and put powder in it.*)
- **Season Pass to be presented to the office and copied** (*Students with a season pass do not incur an entry fee.*)
- **Thongs or sandals** (***Year one*** *may bring thongs or sandals to put on at school for the bus trip down and back. Students must though wear their usual enclosed shoes to school*)
- **Sunscreen** (*We recommend this is put on before students get to the pool.*)

WORKPLACE HEALTH AND SAFETY

The Principal is responsible for Workplace Health and Safety management at the school and is the person to contact if you have any concerns.

OUTSIDE SCHOOL HOURS CARE - OSHC

This service was introduced in 2014 and provides Before, After and Vacation Care for children. OSHC operates on the school grounds and is managed by Centacare. This service is to assist those families whose children need to be at school prior to supervision commencing at 8.20 am each morning. For further information, please contact the school office on 54622675.