



## ***Our Lady of the Angels' Catholic Primary School***

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### **OLA Vision**

Our Lady of the Angels' Catholic Primary School is a welcoming, supportive community, where a love of life and learning is nurtured and celebrated within the Catholic tradition.

***Shine with Life;  
Learn with Love,  
Grow with God.***

### **OLA Mission**

As a Catholic community, inspired by the lives of Nano Nagle and St Francis, we empower and celebrate all as life-long learners and leaders. We embrace joy, service and respect by shining with life, learning with love and growing with God.

**Please refer to the Parent Portal  
for school information**

# **Parent Handbook**



### **Welcome to Our Lady of the Angels' School.**

We are so pleased to have your family here and know that you and your child will enjoy this great journey in education. You are welcome and encouraged to participate as much as you can in the excitement of your child's primary education. By taking a few moments to read this Parent Handbook, you will discover not only some of the great things that your child will be participating in, but also, ways in which you, a parent and friend of our school, can get involved to make this the educational experience of a lifetime for you and all your family.

### **Important Information**

This handbook also contains important information aimed at ensuring that legal, logical, pastoral and professional requirements are known and adhered to at Our Lady of the Angels' School. Upon becoming members of this school community families agree to abide by these policies, guidelines and procedures.

Each family plays a vital role in the creating of the atmosphere of this school. You also directly contribute to what exists in this school in the quality outcomes we want for your children and ourselves. We are all role models for the children who attend OLA.

Please become familiar with the contents of this Handbook.

Let us ensure that the learning environment that is developed reflects:

*"Shine with Life  
Learn with Love  
Grow with God"*

*in the spirit of Nano Nagle*

**Sue Branson  
Principal**

### School Hours

8.15am - 8.35am	Before School Supervision
8.35am - 10.45am	<b>Session 1</b>
10.45am - 10.55am	Eat in Classroom
10.55am - 11.25am	First Break
11.25am - 1.35pm	<b>Session 2</b>
11.30am	(Franciscan 5)
1.35pm - 1.55pm	Second Break
1.55pm – 3.00pm	<b>Session 3</b>
3.00pm	End of school day

### 2019

Term 1	Wednesday 30 <sup>th</sup> January – Friday 5 <sup>th</sup> April (10 weeks)
Term 2	Tuesday 23 <sup>rd</sup> April - Friday 28 <sup>th</sup> June (10 weeks)
Term 3	Monday 15 <sup>th</sup> July - Friday 20 <sup>th</sup> September (10 weeks)
Term 4	Monday 8 <sup>th</sup> October - Friday 6 <sup>th</sup> December (9 weeks)

Professional Development and Planning Day - Wednesday 23<sup>rd</sup> January to Friday 25<sup>th</sup> January

Administration Day	Tuesday 29 <sup>th</sup> January
CTJ Day	Monday 21 <sup>st</sup> October

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## **1. School Organisation and Management**

Our Lady of the Angels' Catholic School seeks to be a Christian education serving community that engenders faith-based values. In its responsibility for providing organisational and administrative support, OLA endeavours to:

- *Encourage and support a high quality learning and leadership environment;*
- *Provide an atmosphere of openness, fairness and compassion, whilst fostering mutual respect and shared wisdom;*
- *Demonstrate accountable and transparent management practices which enables monitoring for ongoing quality improvement;*
- *Achieve financial and environmental sustainability through effective resource stewardship.*

## **2. Catholic Identity and Ethos**

Our Lady of the Angels' Catholic Primary School community celebrates our Catholic identity by living and teaching the message of Christian love.

We embrace justice, respect, acceptance and forgiveness as exemplified by the lives of Nano Nagle and St Francis.

We are committed to welcoming people into the community of the Church where we can fully experience the life-giving Word of Christ, celebration of the Sacraments and service to others.

## **3. Relationships and the Community**

At Our Lady of the Angels' Catholic School, we strive to embrace and enhance a dynamic community that integrates faith, life and culture. We are committed to the development and support of positive relationships through an environment that nurtures each student's growth, development and potential. We will provide a solid foundation for our children to build confidence and self-esteem, to learn to appreciate the individual, and develop a sense of respect and responsibility within the community.

## **4. Assistant Principal – Administration (APA)**

The purpose of the position of Assistant to the Principal Administration is to exercise leadership and assist with management of the school in accordance with Catholic Education policy and in consultation with other personnel as appropriate. The APA is responsible for those areas delegated by the Principal. The APA is a member of the Administration & Leadership Team.

## **5. Assistant Principal – Religious Education (APRE)**

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

## **6. Primary Learning Leader – PLL**

The purpose of the position of Primary Learning Leader is to support the Principal and staff to implement effective whole school teaching practices and pedagogy, where teachers will make a change in their practices to improve the learning of the children. The focus will be on improving pedagogy and linking this pedagogical change to a measurable impact on learning. The PLL is a member of the Leadership Team.

## **7. Absenteeism – Children**

A parent must notify the school in the event of a child being absent. Notification can be either by phone, Parent Portal or email. A message can be left on the absentee line when phoning the school. The office will send a SMS message to the main parent contact if after roll call, a child is absent and notification has not been received from a parent.

## 8. Anti-bullying Policy

In the spirit of our school Mission and Vision Statements at Our Lady of the Angels' School and in partnership with parents, staff and children, we will strive to be a Catholic community who create a safe environment by:

- *Being welcoming, supportive and treating all others with dignity and respect*
- *Empowering and celebrating all as lifelong learners who lead by example*
- *Adopting a whole school, proactive approach to bullying*
- *Teaching and learning about positive relationships and social skills for children to deal with bullying*

### Rationale

Our Catholic community, engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

### Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

### Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

### Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and the marginalised.

This policy document is aligned with the *Vision Statement for Catholic Education* above, in particular that in the event that student bullying does occur, appropriate steps are in place to handle the situation under the guiding principles of this Vision Statement.

***For full Policy please view on Website/Parent Portal***

## 9. Arrival & Departure of Children

An Out of Hours School Care facility is provided for children both prior to, and after designated school hours.

Children are to arrive at the school no earlier than 8.15am when supervision is provided. Upon arrival, children may place school bags in the designated class areas, then proceed to the supervised play area. Children are **not** permitted to stay in classrooms prior to class commencing, without teacher supervision. Children depart following lessons concluding at 3.00pm. Unless teacher approval and supervision is provided, no children are to remain in the classrooms and are not permitted to use the playground equipment unless supervised by a parent. Unless Principal permission is given, no student is to remain in the school following dismissal.

## 10. Assemblies

A school assembly takes place each Friday in the Hall. Classes are to be seated by 8.50am with each teacher ensuring that the children sit and behave in an acceptable manner.

Each Wednesday, a class will be rostered on to lead us in Prayer in the church for Sacred Time. This usually reflects some integrated aspect of their classroom Religious Education program that is shared with the school community. It also provides the children with an opportunity of speaking to an audience and using public speaking technologies.

## 11. Assessment & Reporting

The purpose of assessment is to gather information and make judgments about student learning in relation to curriculum goals guided by set criteria. Information is collected both during, and at the end of, each term. The teachers at OLA are committed to open communication to parents based on their professional understanding of an individual's growth in learning. To this end the following schedule applies:

**Information Meetings**

These are held at the beginning of each year. Teachers explain class routines and provide general information about the year’s programme.

**Interviews**

- Parent/Teacher Interview during Term 1 to share information about your child as a learner.
- Parent/teacher/child led interviews are conducted in Term 3 with all families to discuss student achievements

**Written**

- A summative report, which accompanies a detailed portfolio of students’ achievements, is issued at the end of First and Second Semesters.

**Sharing of Student Work**

- Samples of your child’s work can be accessed through TEAMS.
- Celebrations of Learning in classes are held throughout the year with Open Nights. Class teachers will notify you of the date.

**12. Awards**

At OLA we promote our Positive Behaviour Support Plan to model, encourage and affirm positive behaviour.

<p><b>Let Your Light Shine Award</b></p> <p>We believe that members of our community contribute in extraordinary ways to mission and service. These members are recognised and celebrated during Assembly. They also meet with Principal for a Special Morning Tea at the end of each term.</p> <p><b>Let Your Light Shine Award</b> is based on the Presentation Values of: <i>Hospitality, Justice and Simplicity</i></p>	<ul style="list-style-type: none"> <li>• Acknowledges extraordinary and outstanding achievements made by children in mission and service.</li> <li>• Staff forward names of children and their contribution to mission/service to Admin team to prepare the Award.</li> <li>• These awards will be presented at the end of Term Assembly indicating the focus of the extraordinary action.</li> </ul>
<p><b>Weekly Class Awards based on the Hi-Five</b></p> <p>We believe that every child is worthy of receiving a Hi-Five Weekly Award to celebrate and acknowledge the way they have actioned the HI-Five in the classroom.</p> <p><i>Be Friendly</i> <i>Be Safe</i> <i>Be Healthy</i> <i>Be Responsible</i> <i>Be Proud</i></p>	<ul style="list-style-type: none"> <li>• Classroom Teacher would select a student who has demonstrated one of the HI-Five’s and highlight the action of the Hi-Five on the Award.</li> <li>• One child from every class each week is to be awarded a Hi-Five Award on assembly.</li> <li>• All awards are to be filled in by Friday end of Break 2 and placed in basket in School Office.</li> </ul>



### 13. Behavioural Management – Positive Behaviour Plan

At OLA our goal is to develop self-disciplined and self-directed learners. Children need to develop an understanding that their actions and behaviours have consequences, as they learn about expectations of the HI-5 in the classroom and playground and development of personal and social capabilities as identified in the Australian Curriculum. They are responsible for the choices they make and they need to own and accept the subsequent consequences.

All Staff and Parents have a duty to guide, support and direct our children, so that their self-concept, dignity and sense of belonging can develop positively within the School Community and '**Shine with life; Learn with Love; Grow with God**' is lived out in the daily practices of all in the school community.

An important part of this process is the implementation of Restorative Justice, which is developed on a philosophy that focuses on building, maintaining and valuing relationships within a school community. It is about building communities of care around individuals while not condoning harmful behaviour – in other words holding individuals accountable for their actions but focusing upon repairing and strengthening relationships.

Restorative practices involve direct participation of both the student that was harmed and the student doing harm. The student that was harmed has an opportunity to have a say in how the situation will be resolved and student doing harm, get a full understanding of the consequences of their actions.

***As a Christian Community, our emphasis will be upon fostering forgiveness and peacemaking. This also means children finding forgiveness and peace within themselves.***

#### Establishing Behaviour Expectations

At Our Lady of the Angels' there are many ways that staff establish the behaviour expectations of our children, including:

- Explicit teaching and consistent follow-up of school rules
- Modelling and role play methods used to teach and learn behaviours
- Reinforcing positive behaviours
- Display photos of positive behaviours
- Display the school and classroom rules clearly
- Using explanations of the school and classroom rules i.e. what do they look like, sound like, and feel like
- Using appropriate consequences for not meeting behaviour expectations
- Explaining why a behaviour is expected or a consequence is necessary
- Empowering children to take responsibility for their actions
- Being flexible to allow for unforeseen circumstances or student with needs
- Using effective communication and sharing a common language about behaviour in our school community
- Transitioning children to new year levels and new teachers at the end of the school year for the following year
- Promoting the responsible use of digital technologies through Digital Citizenship. This is reinforced by each student and parent signing OLA's Acceptable ***Use of Digital Citizenship Protocol and Internet Form*** annually

THE OLA HI-FIVE	
Be Friendly	<ul style="list-style-type: none"> <li>• Let others join in – be welcoming</li> <li>• Assist anyone in need</li> <li>• Speak politely at all times, using manners</li> <li>• Celebrate the efforts and achievements of all</li> <li>• Treat all people how you, yourself would like to be treated</li> <li>• Greet, Treat and Speak with respect at all times</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Act on what being safe '<i>Looks like, Sounds like, Feels like</i>' in the classroom and in the playground so as to ensure our own safety and the safety of others</li> <li>• Be in the right place at the right time</li> <li>• Look after property respectfully</li> <li>• Be stranger aware</li> <li>• Remember your safety network</li> <li>• Every student has the right to feel safe both at home and at school</li> <li>• Keep hands and feet to yourself</li> <li>• Keeping in boundaries</li> <li>• Maintain a neat and tidy school environment</li> </ul>
Be Healthy	<ul style="list-style-type: none"> <li>• Choose to eat healthy foods and to exercise regularly.</li> <li>• Keep 'myself to myself'</li> <li>• Be positive and have a go at all physical activities which may present themselves at OLA</li> <li>• Get active and keep your body moving, especially at Break Times</li> <li>• Be sun-smart "Slip, slop, slap" (wear your hat at all times)</li> <li>• Drink lots of water to keep your fluids up</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Look after all property</li> <li>• Take care of the environment- be responsible with your rubbish</li> <li>• Represent our school responsibly</li> <li>• Look after and care for our own belongings</li> <li>• By being a caring member of our school community</li> <li>• Wear the correct school uniform</li> <li>• Recognise and respect that we are all here to learn</li> <li>• Being organised with the materials required for learning</li> </ul>
Be Proud	<ul style="list-style-type: none"> <li>• Set a good example for others especially Year 6 children as a Role Model</li> <li>• Maintain a neat and tidy appearance, wearing correct school uniform</li> <li>• Work to our best ability in a collaborative, positive and respectful manner</li> <li>• Actively participating in all class / school activities.</li> <li>• Be proud of ourselves</li> </ul>

Please refer to Website/Parent Portal for full Document.

#### **14. Buddy Class Support**

Year 6 children take on the role of student leader for a term. In that time, they connect with a younger link class and become that class' student leader. The senior student visits weekly to deliver announcements and collect information that would make OLA a better place. As leaders they discuss the information they have collected and work out with their Teachers if this is feasible.

Structured activities need organising to allow actions to match the rhetoric of this concept. This allows a bonding to develop between the senior and junior classes, one that also assists in supporting leadership qualities and nurturing individual needs of children in the school.

#### **15. Camps and Excursion/Incurison**

Camps and excursions are an important part of productive learning. Learning experiences beyond the confines of the classroom situation allow for exposure to different environments, people or expertise and acknowledge different sources of information. The opportunity to learn beyond the confines of the classroom allows the children to develop responsible behaviour, their independence and interdependence along with gaining greater insight into the social interactions of their peers.

Excursions and Incursions including Book Week and Festival of Arts are included in School Fees. School Camp is charged separately.

#### **16. Centacare - OSHC**

Wavell OSHC is located on the grounds of Our Lady of the Angels. The students who predominantly attend our service are from OLA or Wavell Heights State School. For more information, please visit <http://centacarebrisbane.net.au/wavell-oshc-wavell-heights/>

#### **17. Children in Classrooms**

Children are only permitted in classrooms before school when a teacher is present. Access to classrooms and verandas is only permitted at lunchtime when a teacher is supervising. Classrooms are to be locked when teachers are not present for security purposes.

#### **18. Cleaning**

The overall maintenance and cleanliness of the school is a shared responsibility. Teachers should encourage children to develop pride in the appearance of classrooms and school property. The state of the school is reflected in the attitudes and care taken by all its users.

#### **19. Communication**

### **COMMUNICATION – POSITIVE RELATIONSHIPS DEVELOPMENT PROCEDURE FOR PARENTS**

#### **Communication Guidelines**

Quality Relationships are at the core of our Presentation and Franciscan Qualities and the importance of good communication cannot be underestimated. We have a large school community and good communication is essential to provide the best possible education for our students. This communication is not just about the school communicating, but requires parents, students and staff to feel able to communicate their aspirations, concerns and ideas. To minimise the risk of miscommunication, there are some basic principles that we ask parents, staff and students to follow.

One of the best ways that parents can help their children succeed in school is to be involved with their education. This starts with good communication between you and your child's teacher. This acknowledges the need for stakeholders to communicate in a courteous and respectful manner at appropriate times with timely feedback.

If a parent has a particular problem or complaint, the following steps are recognised as being appropriate in bringing the grievance to attention and in working constructively towards having the problem resolved.

**Procedure:**

Should a parent wish to raise a concern or problem then:

1. If the matter is of a general nature in regard to school policy or practice, an appointment should be made with the Principal.
2. If the matter is concerned with the parents' child, an appointment should be made to see the child's teacher at a time most convenient to both parties to discuss the problem and resolve the matter.
3. If the issue has been unable to be resolved in step two, an appointment should then be made with the Principal to further explore the matter and to seek a resolution.
4. If a resolution cannot be found by the above steps, or if the problem or complaint is in regard to the Principal, then contact should be made with the Brisbane Catholic Education and an appointment made with the Supervisor of Schools – Northern Region to facilitate a resolution.

**Resolution Process**

It is important that a sense of mutual respect, honesty and a willingness to search for an equitable resolution be uppermost in the minds of all who engage in seeking solutions to a problem. The following guidelines should be used when meeting to discuss a problem or complaint:

- **Establish the facts of the matter and isolate the problem.**
- **Focus on the facts and offer solutions to the problem.**
- **Listen to answers and don't jump to conclusions. Remain calm and work to resolve the problem.**
- **Decide on a solution.**
- **Agree on the implementation and fix a review date.**

It is important that you commence communication as soon as possible so that the issue can be resolved at the earliest possible stage. It cannot be fixed if people do not know about it!

**APPOINTMENTS**

To meet with the class teacher, other members of staff or a member of the administration team, please phone the office to arrange a mutually convenient time and provide details of the reason for the interview.

**Concerns/Problems/Solving Procedures**

We have a proactive process when dealing with problems or concerns which are best solved when everyone involved is able to talk and discuss their concerns in a respectful and open manner. Teachers listen to all sides of the story to determine the facts.

**Children**

If a student has a concern about the behaviour of another student, then the student is encouraged to talk to the other student to solve the problem. If the issue is not resolved, then the student meets with the class teacher. If the issue is still not resolved then, the teacher and children involved meet with the Principal. Parents may be contacted to help resolve the issue.

**Adults**

Parents are encouraged to raise issues of concern firstly with the child's class teacher. If the issue is not resolved, then the parent meets with the Principal and the class teacher. If further action is needed, then Parent, Class Teacher and Principal meet with BCE Area Supervisor.

Please note that it is not helpful for parents to approach another child or family to resolve problems independently of the class teacher. This could confuse the resolution of the concern.

**MISCOMMUNICATION IS USUALLY THE NUMBER ONE CAUSE OF CONFLICT**

Check before you react. Remember that the vast majority of people are good people and want the best for your child and other people. Often, children see things from their world and often don't understand what leads up to a situation and so only communicate **part of the story**.

### **GO TO THE STAFF MEMBER CLOSEST TO THE SITUATION**

Speak first to the most appropriate person, don't go "over someone's head" until you have spoken to them. Please do not discuss issues or people "in the public arena". We are about building community not destroying people and their reputations.

### **WHEN TO COMMUNICATE IS ALWAYS A HARD BALANCE**

At the beginning of the year when everything is new, sometimes it may be best to wait, but generally speaking, if it is worrying you, don't wait; talk to the staff member closest to the situation. We do not want to solve all our children's problems, but a quiet word to the teacher can alert them to an issue before it gets too big.

### **DON'T WAIT FOR A PARENT-TEACHER INTERVIEW**

If you want to know how your child is going, then make an appointment to see the teacher.

### **THE BIGGER THE ISSUE THE MORE TIME IT TAKES TO RESOLVE**

No matter who you see, make an appointment so the person is there and they can put aside enough time to deal with it thoroughly.

### **DON'T TRY TO SORT OUT A PROBLEM BETWEEN YOUR CHILD AND ANOTHER AT SCHOOL BY APPROACHING A CHILD OR HIS/HER PARENT – SPEAK TO YOUR CLASS TEACHER.**

No parent has the right to approach a child from another family about a school incident. Don't speak on behalf of others – Delegations and speaking for others often ends up with the "others" not backing you up when the crunch comes. If you have a concern, please raise it with the most appropriate person. Supporting the school does not always mean agreeing with it, but using the communication channels and processes that respect all members of the community, will support us in community building and in what we are hoping to achieve.

Gossip is usually wrong and never resolves issues.

## **20. Cultural Literacies and Language**

French culture and language is taught at OLA. Cultural literacy is a learning perspective that permeates the curriculum from Prep to Year 6. The teaching of French is currently taught from Prep – Year 6.

## **21. Curriculum**

OLA's school programs are based on the Australian Curriculum which sets out the core knowledge, understanding, skills and general capabilities important for all Australian children. The Australian Curriculum is written to be relevant to the lives of children and to address the contemporary issues they face. As a Catholic school we place emphasis on the following local, regional and global priorities:

- Aboriginal and Torres Strait Island history, cultures and spirituality
- Australia's engagement with the history, cultures and faiths of Asia
- Sustainability and Stewardship

The General Capabilities of the Australian Curriculum are integrated into our school's Vision for Learning which informs learning and teaching at OLA. These General capabilities include:

- Critical and Creative Thinking
- Intercultural Understanding
- Personal & Social Capability
- Ethical Understanding

Curriculum directions are implemented and reviewed by the Curriculum Committee, which meets fortnightly. This committee includes member of the School Leadership Team and Classroom Teachers who seek to share current insights regarding best learning and teaching practice.

## **22. Digital Citizenship Protocol**

### ***Obligations and Requirements Regarding Appropriate Use of ICT @ OLA***

*The Responsible Digital Citizenship Protocols applies during all school related activities, including school excursions, camps and extra-curricular activities both in and out of school hours.*

**Therefore, the OLA community (children, staff, parents and caregivers) will:**

- use technology responsibly and ethically and not use any device in a manner, which may be deemed objectionable or inappropriate;
- adhere to copyright laws and licencing agreements and sources to be appropriately acknowledged;
- only create and disseminate appropriate information via BCE messaging, email, or portal communication methods;
- engage in practices which promote the values of the school only;
- use ICT equipment for educational purposes only;
- **refrain from participating in, or supporting others to engage in, online bullying such as harmful or hurtful online behaviour, the forwarding of inappropriate messages, or the transmitting or sharing of inappropriate images in school learning and social environments;**
- follow the terms and conditions of websites and online communities and be aware that content uploaded or posted creates a digital footprint of the user.
- not interfere with the network security, the data of other users, or attempt to log into the network with a username or password of another student or staff member;
- only download, use, install or connect authorised software or hardware onto school ICT equipment;
- keep their username and password details private and not share this information or any personal information (such as my full name, my address, my email address, my phone number, or photos of myself/or people close to me) with another person;
- refrain from buying or selling items or services over the internet or enter chat rooms;
- look after the school's digital equipment and immediately report any damage or faulty equipment to a teacher;
- children will turn off the computer screen, not show others and report immediately to a teacher anything that upsets them, is inappropriate or is mean or rude.
- children will hand in any mobile phone devices to the School Office upon arrival and retrieve the device at the end of the school day; and
- school staff will also abide by the BCE Code of Conduct and Acceptable Use Agreement.

**Please refer to FULL Protocol on Website/Parent Portal**

### **23. Dogs in the School Area**

Dogs are part of many of our children's and families lives, and are well-loved pets, teaching children about animals and caring for living things. Some schools ban dogs entering the school grounds.

To date, our school has been a dog friendly school **on the proviso that dogs are always on a leash and large dogs are muzzled and under the control of a responsible adult, in the school grounds.** This also means that students are not permitted to lead a dog while on school grounds.

It has been noticeable that since Barkley's arrival the number of dogs at school have increased.

The safety of your children is the utmost importance!

If you bring your dog onto the school grounds:

- you must be with them at all times and please be aware that **no dog can go on the playground or hanging about classroom areas** as this will create **a health and safety issue;**
- be mindful and preventative of any exuberant behaviour (eg. control the dog jumping on anyone else.) If your dog make a mess, you are responsible to clean it up.
- have them well clear of any entry and exit areas where children are coming out of classrooms
- Not all people like dogs
- **Please do not be offended if you are reminded by staff not to go near school playgrounds**

**Please be mindful of your dog's behaviour** and if your dog is not trained to be in public with children, adults and other dogs, in a safe, controlled and quiet manner, then please keep your dog at home where they can wait for the family to arrive.

Most parents that I have seen wait with their dog near the Ferguson Road exit.

Thank you for your support and understanding, your children and the teachers are very appreciative.

## 24. Drop Off & Pick Up Procedures

1. For this system to work it will be best for all those coming in to the school to approach from Rode Road into Warraba Avenue. **Cars are not to enter via Pfingst Road.**
2. You will enter the school ONLY from the main entrance directly in front of the library.
3. **All traffic will exit the school only via the designated car park exit.**
4. The speed limit within the school car park is 5kmp/h. The traffic flow in the car park will remain a clockwise circle.
5. There are two drop-off/pick-up bays in front of the timber gates. In the waiting and bay areas, you must stay to the left to allow free flow of traffic to pass the stationary cars.
6. If the children are not ready, the parent/carer will be directed by the staff member on duty to drive in a clockwise direction through the carpark. Please allow these vehicles to merge and re-join the pick-up line.
7. Before school, children must be able to independently leave and enter the car, i.e. the parent must remain in the vehicle at all times. After school, the children will be assisted by the staff member to enter the vehicle.
8. Please allow access to teachers leaving the teachers' car park during pick-up.
9. Pedestrians are only to use the designated pedestrian crossing in the carpark. There will be no pedestrian access along the side of the administration building in the pick-up zone.
10. The drop off/pick up zone is a no standing zone in the morning from 8.00am – 9.00am and in the afternoon from 2.00pm – 3.30pm. Under no circumstances are cars to be parked in this zone.

**All cars are required to have their family name visible on the passenger side sun visor. A family name card is issued on request from the office.**

**Families are responsible for sharing these Drop Off and Pick up Procedures with any other family members or adults who may also collect their children.**

It is essential that all traffic and parking signage in the vicinity of the school is adhered to, and that drivers and pedestrians exercise the utmost caution, particularly at drop off and pick up times. This includes refraining from double parking and from parking in safety, disabled, bus and no standing zones, as well as not parking across our neighbours driveways.

**The pick-up/drop off area and car park will only work if everyone uses common sense and common courtesy. Please ensure that you drive safely at all times when entering and leaving the school premises.**

### Presentation House

Please note Presentation House is not a designated parking area for parents unless you have specific permission from the Principal.

### Ferguson Road

Children being picked up from Ferguson Road will wait with the supervising staff member directly next to the demountable. Pick up duty finishes at 3.20pm and remaining students are then taken to the office. No parking is allowed on the driveway across the back school gate on Ferguson Road.

### Walking to and from school.

Students who are walking to or from school are to use pedestrian crossings when available.

## 25. Email Protocol

### Rationale

At Our Lady of the Angels' Primary School we are committed to open, honest and timely communication. We are also committed to communication being respectful, measured, sensitive and constructive. In adhering to these principles we aim to strengthen the goodwill and the positive partnership between parents and staff at the school, to enhance the wellbeing and learning opportunities for our children.

We acknowledge the potential benefits of staff and parents communicating via email, but also understand its shortcomings. This protocol is designed to establish clear expectations for both staff and parents/caregivers in the use of email as a communication tool.

### Guidelines

We acknowledge that email is very convenient for parents who may find it difficult to speak to school staff during regular work hours. However, our school community values a face to face meeting and phone conversations and understands that these forms of communication are preferred in many situations. This ensures that adequate time is allocated at a mutually agreeable time.

### Implementation

When communicating via email, staff and parents/caregivers are expected to adhere the email protocols below:

1. All staff, parents/caregivers at Our Lady of the Angels' Primary School will follow the protocols for the use of email as communication tool between staff and parents/caregivers.
2. Emails that are sent to staff outside school times will be responded to during Monday-Friday 9:00am-5:00pm.
3. Emails are at their best when they are brief and informative. Issues that require a level of detailed discussion should be dealt with in person or over the phone.
4. Staff and parents will only communicate non-urgent, essential messages to one another via email.
5. The academic progress, learning expectations or behavioural issues related to children will not be discussed via email. Email is for information, not conversations. Discussions of this nature will be conducted over the phone at an arranged time or in person.
6. Emails should always be respectful and constructive. If the email relates to a concern or problem, it needs to be focussed on understanding the problem and finding a solution.
7. The tone or intent of emails can easily be misunderstood, and humour or sarcasm are not to be used. Be conscious of this and it is preferable that a phone conversation/ meeting occurs rather than sending an email.
8. Generally, e-mails will be responded to within 48 hours unless received over a holiday, school closure, or weekend.
9. Due to Privacy Act, emails correspondence should be directly between parties concerned.
10. Staff will not respond to abusive or confrontational emails and will forward them to the assistant Principal and/or Principal.

### 26. Enrolment Process

All enrolments to the school follow these procedures:

- Lodgement of an Application for Enrolment Form online. This is to be accompanied by a current school report for children in Years 1 - 6, a birth certificate, a baptism certificate (if applicable) and any relevant passports/visas (if applicable). If this is not received, the child will be considered an "Overseas Full Fee Paying Children". OLA is not in a position to cater for Full Fee Paying Children. An application fee also applies.
- An interview with the Principal.
- Consultation with the class teacher if numbers or the individual needs of the child are an issue.
- Notification of acceptance of the application outcome by and the completion of a Confirmation of Enrolment Form, including the payment of the Confirmation Fee.

During the enrolment process, consideration is given to:

- Catering for all Catholic applications if there is room available.
- Accepting non-Catholic children is to fit within the enrolment guidelines of Brisbane Catholic Education, i.e. 10% of both class and school population. Parents are to be willing to be supportive of the Catholic ethos of the school and accepting of the **Conditions of Enrolment**.
- Suitable class placement of children. This is done considering class sizes, the needs of the child, family siblings, Catholic commitment and justice to family, child, school and class.

Applications that indicate, in writing or through the interview process, that the child has special needs are advised of the Special Needs Support Enrolment process. If applications identify the child as having special needs, a separate more involved enrolment process approved by Brisbane Catholic Education is to be followed thoroughly before acceptance can be confirmed.



## 27. Evacuation and Lockdown Procedure

The School Critical Incidents Procedures documents details on Fire Drill and Lock Downs. Each area of the school has an evacuation map displayed that indicates the route to follow to the designated safety zone. All staff, pupils and visitors on site (including parents) are to take part in 'practice evacuations.' The school practises the Evacuation Drill twice a year.

## 28. Family Contact Details

It is imperative that family contact details supplied to the school be kept up to date. Any changes in required details are to be reported to the school as soon as possible and updated by parent via Parent Portal.

***We should be able to contact any parent at any time, especially at time of emergency.***

## 29. Family Law/Custody/Child Access

In June 1996 changes to the Family Law Act removed the terms "custody", guardianship", and "access". The law, which has replaced it, reinforces the concept of parental responsibility continuing, despite separation and divorce of parents, unless changed by Court Order. It aims to remove the winner and loser notions that went with "custody" and "access".

Instead of custody orders the Court can now make "residence" orders with or without "specific issues" orders, and instead of access orders, there are "contact" orders.

Any Court Order made under the Family Law Act must be carefully examined to understand just what rights and responsibilities are conferred on each parent. This is highly confidential information that is accessed only by the Principal. If there are children in your class involved in family disputes, discuss the situation with the Principal to gain an understanding of the issues involved.

## Regulations

1. The school takes instructions from the parent (or parents) who enrol(s) the student.
2. The instructions taken from the enrolling parent/parents relate to the student's educational development, safety and welfare.
3. If the parents are separated and no Court Order has been made about contact, the school cannot deny contact to either parent. If the school is concerned about the contact being sought by the non-enrolling parent, the school should inform the enrolling parent.
4. If a parent claims to have rights in relation to a student to the exclusion of the other parent, the school should sight the Court Order.
5. A parent who only has a Residence Order (i.e. an Order that provides that the child is to live with that parent) cannot instruct the school to deny the other parent access to:
  - a. *Student's teachers to discuss matters pertaining to the student's educational progress ; or*
  - b. *Copies of the student's standard school reports etc. unless a Court Order containing such additional directives can be produced. Court Orders of this type are seldom issued.*
6. For those children who are subject to a custody order (pre-June 1996), the school cannot allow a non-custodial parent access to the student at school either in person or by telephone. For those children who are the subject of a residence order alone, the school cannot deny the non-resident parent access to the student at school. It would be up to the resident parent in those circumstances, if dissatisfied about the access being given to the child, to obtain Court Orders to prevent the other parent attending at the school. In these circumstances the school, if concerned about the situation, should immediately advise the enrolling parent.
7. The school has a responsibility to maintain a watchful eye over children and to challenge and report to enrolling parents and/or police any unauthorised or abnormal movements of children away from the school.

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8. When the school is in doubt regarding the parent and seek clarification as to the details of any Court Orders. (*BCEC Administrative Handbook: 220.3 Family Law Disputes About Children*)

### 30. Fees

Enrolment at OLA requires not only a faith commitment but also a financial one. This Parish school is a Catholic systemic school belonging to the Archdiocese of Brisbane. As such, fees are set and a central levy is paid. Further, the school follows the conditions that apply to all schools in the state. Federal and State governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited.

Fees and Levies collected at Our Lady of the Angels' are used for the following purposes which are aligned to the Vision and Mission of the School to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the School building program
- Maintain buildings, grounds and other facilities

The Our Lady of the Angels' School Parents and Friends Association also collects a levy through the school fee structure to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal for further information concerning the concession application process.

### School Fee and Levy Collection Process

1. School fees and levies are charged on a **term** basis during the first week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
  - a. Extension of Time  
If an extension is required, please contact the school finance office prior to the due date.
  - b. Payment Plans  
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.
  - c. Fee Concessions  
In cases of financial hardship an application may be made for a fee concession.
    - (i) Concession applications are accepted at the commencement of each year or at any point imitated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
    - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Our Lady of the Angels' School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

(iii) Concession application forms are available at the school finance office.

(iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

**Agreed Payment Plans**

As mentioned in point 3b above, our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal. To establish an Agreed Payment Plan, forms are available on the school website, Parent Portal or from the school finance office.

**Late Start Enrolment**

New students entering Our Lady of the Angels' School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

**Withdrawal of Enrolment**

Fees will be payable **for the whole term in which the enrolment is terminated**. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the school. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

**Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

**5. For further clarification regarding the above school fee and levy collection process, please contact the school finance office.**

### 31. First Aid Facilities

The sick room in the Administration Block houses the major first aid equipment and kits. Children and adults requiring first aid treatment of serious injuries are to be directed to the office for treatment by a Senior First Aid Officer.

Parents of sick or injured children will be notified if deemed necessary by a first aid officer. ***If children are genuinely not well enough to participate in class activities, they should not attend school.***

Details of minor accidents and treatments are recorded in the First Aid book. More serious incidents are to be reported to the WHSO or WHSI for online lodgement to BCE.

### 32. Flexible Schooling Arrangements Procedures – for holidays in Term time

Invariably throughout the course of a school year, situations arise which require students to enter into different and flexible arrangements for their continued education. Such situations may include extended family vacations.

In such situations, the school has procedures which must be followed to ensure the appropriate continued education of the students involved. The Education (General Provisions) Act 2006, Section 182 Part 2 clearly states that a non-state school may approve such flexible schooling arrangements but only if certain conditions are met. These procedures are designed to meet the required conditions.

#### **Procedures:**

If a student is required to be absent from school for an extended period, the school may approve alternative arrangements for that student, provided that the following procedures are followed.

- (1) The parents/guardians of the student must apply in writing for alternative arrangements to be considered.
- (2) The application must state the reason for the absence and the duration of the absence.
- (3) Inform class teacher and school office of the intended absence.
- (4) Students will be responsible for managing workloads prior to and upon returning from leave. Teachers will not be required to prepare work for the duration of the absence.

Following the application, the school will:

Consider the validity of the application and if deemed valid,

- Ensure that the student is in the care of a suitable provider who can assist with their ongoing educational needs.

***Refer to Parent Portal – Form and Documents – Permissions Forms***

### 33. Groundsman

A Groundsman is employed in the school. Minor repairs and odd classroom jobs can be carried out when needed. Major/expensive jobs need to be negotiated with the Principal prior to instructing the Groundsman to do the task.

### 34. Guidance Counsellor

The school shares the services of a qualified guidance counsellor. This person is based at OLA and is shared between two Catholic primary schools.

The guidance counsellor is timetabled to have four days a fortnight in the school to assist with the academic, social, emotional and behavioural needs of children. However, if a particular child's needs require Guidance intervention, a referral to the Student Support Team is to be completed, thereby activating the support process. Written parent permission must be gained prior to the counsellor seeing a child. Referral forms are available.

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

### 35. Hair Styles

The school has a belief that it is the innate characteristics of the individual that should shine to gain attention, not the exterior things we do to our bodies that become the focus of attention. Haircuts, hair colouring, etc. can often gain such attention because of their extreme nature.

Students are not permitted to dye their hair it is to be kept its natural colour. Hair is to be kept clean, neat and tidy, away from the face and tied back in a school coloured hair tie/ribbon/scrunchie, if below the collar. While we allow students to show their individuality, the style should not draw undue attention to themselves. **Closely shaved heads, dreadlocks, tracks and any styles considered to be contrary to the rationale and spirit of Our Lady of the Angels' will not be accepted. Once a haircut gains such attention, the hair becomes the focus of attention and not the individual.** Such attention is not acceptable and the incidents are to be corrected by referring matters to the Principal. Hair is to be kept groomed, cut neatly and tied back not only to avoid interference with children's vision whilst learning, but also to minimise the spread of head lice.

As part of establishing the school's dress code, we are bound by a range of hygiene and Workplace Health and Safety.

### 36. Head Lice

The occurrence of head lice is a common facet of school life, especially in primary school age children in Queensland. Head lice infestations affect people of all ages, nationalities, gender and socio-economic status. It is as much a social issue as a health issue or an educational issue, the way it is managed can have significant influence on a student's emotional, social and educational development. So please handle infestations with sensitivity.

As a school the approach to dealing with infestations needs co-operation. The following will assist in the management of these incidents:

- A child will be sent home for treatment to avoid any cross infestation while at school.
- School correspondence will be sent home to all parents when an infestation is detected.

### 37. House Teams

The Principal, at the beginning of their schooling, places all children in the school into four sporting houses. These houses have been named after significant indigenous local area connections.

<u>House</u>	<u>Colour</u>
Bundal	Maroon
Mianjin	Green
Warraba	Purple
Wyampa	Light Blue

### 38. Incident Reporting

It is a statutory requirement that incidents in schools are recorded. Reporting and investigating these is an essential part of managing workplace health and safety to prevent further occurrences.

### 39. Inclusion Policy

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

In providing for the best possible outcomes for children with disabilities, Brisbane Catholic Education requires a special needs enrolment process which is a thorough examination of the student's needs

and a detailed analysis of the school's ability to meet those needs. This is a lengthy process requiring the input of a variety of specialist personnel. It is highly valued as a preparation for both the school and family prior to the enrolment of the student.

#### **40. Infectious Diseases**

Children with infectious diseases or illnesses should not be at school. Children suspected of having an infectious disease are to be checked by one of the First Aid officers and then parents contacted if there is a concern about the child's condition for a medical consultation.

***A copy of the "Exclusion Guidelines" can be found on the on the Parent Portal under "Forms and Documents – Medical Information – Time Out Medical Poster."***

#### **41. Library**

We are so lucky to have a library full of a wide variety of resources. We are constantly looking for new and interesting books, magazines and DVDs that are suited to the needs and interests of our students. Latest titles are displayed on the new book stand, close to the reference section in the library.

##### **Borrowing**

All children borrow from the library each week. Prep children may borrow one book at a time. Books can easily become damaged. It is requested that all children have a library bag and use it each time they borrow from the library. Books are lent for a period of one week. Children with an overdue book may not borrow until the item is returned.

- Prep students may borrow one book at a time.
- Students in Years 1 & 2 may borrow two items, plus four home reading books.
- Students in Year 3-6 may borrow three items.
- Students in Years 6 may borrow books from the Senior Fiction\* collection.

*\*It is the responsibility of students to choose literature that is suitable for not only their reading ability, but also their interest and maturity level.*

##### **Returning**

The library is open every morning at 8.15am. If possible, books should be returned to the library before school. Use the return box at the end of the circulation desk.

##### **Overdue Items**

We process an overdue list every time a class comes to the library for borrowing. An individual list is given to students of any overdue books. Please do the right thing and follow this through at home. At the end of each term, any overdue items are added to the school fees.

##### **Missing books**

Don't panic – usually they turn up! We try to be as considerate as possible in this situation but you must let us know about the problem. After a fair period, we expect you to pay for the book.

#### **42. Lost Property**

Lost property can be located on the shelving unit at the western end of the Year 3 block. Any personal items handed in are kept at the office for collection. Items that are left at the end of term will be donated to charity.

#### **43. Medication**

The administering of medications at school is to be handled in a specific manner to protect both the teacher and the child. The school policy "Medication to Students" (see Parent Portal) outlines procedures to follow and the documenting of all drugs administered to children whilst at school.

Prescription medicine will only be administered if labelled from the pharmacy with the student name and dosage, and accompanied by a completed authorisation form.

The medical practitioner who has treated your child for **long term medication** must provide written authority and information for administering the medication prescribed during school time. The **short term medication** form need only be signed by a parent.

All medication will be sent to and kept at the school office.

Non-prescribed medications such as analgesics and over the counter medications are NOT to be given to children at school unless accompanied by a completed authorisation form from a medical practitioner. It is the sole responsibility of the office staff to administer medication and to keep the ADMINISTRATION OF MEDICATION REGISTER current.

At no time will medication for one child be administered to another child.

Children who need to regularly use puffers for asthma may self-administer. A completed authorisation form from a medical practitioner needs to be completed at the beginning of each year identifying that your child needs to carry a puffer with them.

**All medication forms are available on the Parent Portal or from the office.**

#### **44. Mission and Social Justice Activities**

Our Lady of the Angels' Catholic Primary School **Mission Activities** support the following Catholic Organizations and Group fundraising activities: -

##### **Term 1 - Caritas Australia - Project Compassion.**

Project Compassion is Caritas Australia's annual Lenten Appeal which funds the continuing work of Caritas Australia in Africa, Asia, the Pacific, Latin America and Australian Indigenous communities. Project Compassion is an opportunity to share what we have with those who have less. Together we can help the poorest of the poor live a life of dignity, free from poverty through the donations that each class collects throughout the period of Lent.

**Term 2 - St Vincent de Paul Society** - "Blankets of Love" ministry to the poor during the annual winter appeal.

As part of our annual winter appeal our community collects and donates blankets and sleeping bags to our local St Vincent de Paul Chapter.

##### **Term 3 - Ningil Bread Day Fundraiser - Presentation Sisters in Papua New Guinea.**

This fundraising event focuses on giving up our regular lunch for a meal of bread provided by the school. Our goal is to raise funds to support Sr. Maria Mooney and the Presentation Sisters and their Schools in Ningil, Yimut and Awari communities in remote Papua New Guinea.

##### **Term 4 - Catholic Mission - Socktober during World Mission month in October.**

Socktober is an initiative of Catholic Mission and a way in which our school fundraises and engages in advocacy and formation activities for Catholic Mission during World Mission Month in October. Crazy Sock Day encourages our students to wear crazy socks all over their body. What is the most creative way they can wear socks? Children donate a gold coin to participate.

##### **St Vincent de Paul Society - Christmas Grocery Appeal during Advent.**

Classes are asked to bring in non-perishable items for this appeal. Each class has been allocated suggested items to bring in. These are only suggestions therefore it is ok to bring something else if your family is unable to donate the suggested items.

##### **Other Days of Note - National Day of Action against Bullying and Harmony Day**

To acknowledge these important days a Paper Plane competition was held for our students this year during both breaks. Previously we have also conducted discos on this day to encourage peace and harmony amongst our students.

#### **45. Mobile Phones**

OLA acknowledges that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, **this does not apply during the school day** when children have access to school phones and personnel. It is recognized that children may need a mobile phone before or after school and if so, **this mobile needs to be handed into the School Office during the day and collected at home time.** *Children at OLA are actively discouraged from bringing mobile phone, iPods, MP3 players or any other electronic devices to school unnecessarily.*

#### 46. Money Collection

All money, notes, permissions are collected and recorded centrally by School Financial Secretary. Children must deposit ALL incoming items in classroom. Please remind children that **all money** brought to school needs to be in an envelope marked with their name, class and what it is for. Class boxes need to be sent to the office by 9am each morning and collected daily at the 2.45pm bell. These need to be collected daily as notes and notices from the school to families are placed in boxes for distribution by class teachers.

#### 47. Music

A music program operates throughout the school. A class music program conducted by our music specialist for Prep to Year 6 ensures a quality music education is available to all students. A Choral programme exists for children from Year 3- Year 6. Your child may need to participate in events outside of school hours if involved with the choir.

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An instrumental program also exists for children with lessons conducted in school time. Children are responsible for having their own instruments and are provided with a timetable established by the individual Instrumental Music Teacher. This timetable will vary so children do not always miss the same lesson.

#### 48. Newsletter

Our school newsletter 'The Voice of Angels', provides important communication to parents about the many happenings at school, activities, projects and items of interest.

As a part of our school's environmentally friendly approach towards the way we communicate with parents, we offer full colour electronic newsletters to all our families delivered directly to your email inbox via the Internet.

The School Newsletter is distributed via email to families on a Tuesday every second week with a calendar update the alternate week.

We ask parents to read, enjoy and attend to relevant articles in the newsletter each week.

Each fortnight a class will be showcasing their learning through the Gallery of Learning, which will give you a snapshot into other classes.

#### 49. Nut Allergies

An aspect of school life at OLA that has been identified as a particular safety concern is the provision for children with severe nut allergies.

From the regular coverage regarding this in the media, I am sure that you are aware that the incidence of food allergies in children is increasing. As a result, many schools are adjusting eating and tuckshop arrangements and informing parents/caregivers of possible allergens and foods that would best be consumed at home, rather than at school, to avoid a potentially fatal allergic reaction in children who have these allergies.

This year there are a number of children who have high level food allergies to nuts. Ingestion of nuts or nut products in these children will result in anaphylaxis, a severe allergic reaction. It is also possible that contact through touching plastic wrap or packaging in which nuts have been stored; holding hands with children who have eaten nuts or nut products; playing on playground apparatus or sharing equipment that has been touched by another child with nut residue on his or her hands, etc. could also trigger this same reaction.

**An anaphylactic reaction** is life threatening and results in the rapid swelling of the tongue and throat, difficulty breathing and/or an inability to breathe and loss of consciousness. Immediate treatment begins with an injection of adrenaline, using an Epipen, before emergency ambulance care and transport to hospital.

All of the current literature available on food allergies and anaphylaxis suggests that prevention is the key to enhancing the safety of children with food allergies. Prevention includes taking precautions to avoid possible situations in which children who have these allergies may come into contact with nuts or nut products during the everyday course of school life.

Staff have met with these children and their families to develop a detailed management plan to address their particular needs. As well as this, as children from all year levels regularly interact with each other throughout the day, ***I am also asking your assistance in ensuring that all OLA children refrain from bringing nuts, nut spreads (peanut paste, nutella), nut bars (muesli, health) or any product with obvious nuts pieces to school.***



**Ideally, these foods should be eaten after school.** However, if they are eaten for breakfast, may I additionally request that you ensure that your child has thoroughly washed their hands and face, and brushed his or her teeth, as nut residue can remain in the mouth for up to six hours after eating. **Any adult who will be visiting or assisting in any capacity at the school should also take the same precautions.**

Acknowledging that it is impossible to avoid all foods that may contain nuts or nut products, by eliminating those that obviously do it will contribute significantly to improving the safety of our children. Whilst I acknowledge that this request may cause inconvenience for some families, as a community, each of us has a responsibility to all of our children, including ensuring that our school environment is safe and, in this particular instance, to minimize the inherent risks associated with severe food allergies.

#### **50. Parents Contact Information**

Parent details need to be kept up to date throughout the year for all current contacts. Please ensure all additional relationships are kept up to date as well. All relevant information can be updated via the Parent Portal.

#### **51. Parents and Friends Association**

The P&F's aim is "to provide a forum to assist the education of our children and to support the school in any way possible". This includes the traditional role of fundraising but it is also about building and keeping the school community together – in meetings and through functions where parents can interact seek information about the school's running, contribute, socialize and provide support for each other.

The P&F operates within a constitution adopted from the Federation of Parents and Friends Associations of Catholic Schools in Queensland.

We hold by-monthly meetings (except December and January), generally on the second Tuesday at 7.00pm in the Library. Every parent and friend of the school is not just entitled to attend, but is encouraged and welcome to do so. Our meetings are structured but informal - and go no later than 9.00pm (promise!). Our Principal, Sue Branson, attends every meeting to provide an update of the school's activities, so this is a good forum to hear what's going on.

**Term 1:** February & March

**Term 2:** April & June

**Term 3:** July & September

**Term 4:** October & November - AGM

#### **52. Parent Information Night**

This is conducted in the first few weeks of each year and is designed to allow teachers to inform parents of key events for the year and to give parents some idea of the learning outcomes for the year.

#### **53. Pastoral School Board**

The Pastoral School Board operates under the 'shared wisdom' or 'shared decision making' model developed by Sister Mary Benet McKinney and designed to enhance the inclusive catholic community of OLA.

The purpose of the School Board is to involve the local community in the "big picture" of school planning and to assist in setting direction for the school.

The Board is "pastoral" – concerned with nurturing the dignity and self-worth of people, building life giving relationships and the holistic educational welfare of the children. School boards within the Catholic education system do not follow a business/management model but a '**shared wisdom**' model of decision-making - everyone has a piece of the wisdom, no-one has all the wisdom, we all get different pieces.

Under its constitution the Board comprises of representatives from across the school and parish community. They include the parish priest, the school Principal, teaching staff representatives, parish members and school parent representatives. Only two executive positions are appointed, chairperson and secretary, and both are elected at the annual general meeting.

The Board is a body with consultative responsibilities and is advisory in nature. Key tasks include advising on planning, budgeting, policy development and maintenance of school educational facilities. The Pastoral Board provides an opportunity for all areas of the local community to actively and positively contribute to school community. This fosters a harmonious, inclusive, productive and rewarding environment.

#### **54. Permission to Leave School Grounds**

Any child wishing to leave the school grounds for any reason requires written permission from parents/guardian or approval from the Principal/APRE/APA for these occasions. Children doing so on a regular basis are to provide the class teacher with a note with the necessary information e.g. lessons, days and times. This note is to be filed by that teacher for the remainder of the year.

Details of children leaving the school grounds during school hours requires:

- An adult to collect the child;
- Child to be picked up from the office;
- Child to be signed out electronically by adult who is collecting;

#### **55. Physical Education and Sport**

It is the aim of the school that each child be introduced to the necessary skills through Physical Education Program that will enable the child to participate in sport. Our Physical Education Program aims to provide physical activities and exercises to facilitate good health, physical fitness, body awareness, control and social skills. All children are encouraged to participate, regardless of ability. In Prep to Year 2 the children are taught the elementary skills such as running, tumbling, dancing, balancing and ball handling to make them aware of their body movements and to experiment with their own body space. Between Years 3 and 6 the children are introduced to team as well as individual sports. Within the team, the child will experience a feeling of belonging to a group and will learn the art of winning and acceptance of defeat. Opportunities also are available to participate in interschool sport. Interschool team sports are played to further these skills.

All classes from P – 6 receive weekly PE lessons from a PE specialist teacher. During the year, children will be involved in Swimming, Cross Country and Athletics Carnivals.

***Please note that representation at a Zone and/or District level is a privilege and dependent on ongoing positive behavior from the student, as they will be representing the school.***

#### **56. Prayer Life**

At the beginning of each semester a roster is organised by the APRE for school liturgies, Sacred Times, Mass and Staff Prayer. Class liturgies allow for some class celebration of units in Religious Education. Class teachers are required to have some prior communication with the APRE to assist in making this a valuable experience. These are valuable experiences in developing children awareness and understanding of liturgy. It is also an opportunity to celebrate with the children and their parents what has been the focus of their Religious Education development.

Class teachers share the responsibility of organising Prayer and Worship opportunities with the assistance of the APRE.

#### **57. Principal's Absence**

On days when the Principal is away attending meetings, in-service, and so on, the APA and APRE fill the role as Acting Principal.

#### **58. Qkr!**

Qkr! by Mastercard is an easy to use app for school purchases. It provides a convenient and efficient way to pay for all tuckshop and uniform shop purchases. Qkr! is also used for special occasions like school events, charity donations, disco's and fundraising events. Getting started is easy – just download the app and register.

#### **Qkr! Refund policy**

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**Qkr! Refunds: Tuckshop Orders**

To reduce school costs, cancelled food orders are refunded in the form of credit for future orders. The purchase must be cancelled on the *Qkr!* App and a 'Refunded' stamp will appear on your eReceipt confirming that the order has been cancelled and a credit is available for future food orders. The value of any outstanding food order credits will automatically be deducted from your next *Qkr!* food order. If orders are not cancelled before the cut-off, refunds and credits will not be available.

**Qkr! Refunds: All other Payments (Non-food)**

Similarly, Uniform Orders will also be refunded in the form of a credit note for future uniform purchases. You are unable to do this in the *Qkr!* App. You will need to contact the school office to cancel a uniform payment and arrange a credit. All other purchases made via *Qkr!* are non-refundable via the App. All care is to be made when making a specific purchase.

**59. Reporting**

Throughout the school year parents are welcome to make appointments with class teachers to discuss children's learning. Class teachers are always willing to elaborate on children's development with given notice.

School procedures in relation to reporting are:

**a. Parent Information Night**

At the beginning of each year this night is held to provide an overview of the year. It provides an opportunity for teachers to express their expectations within the classroom, share with parents an outline of work to be covered for the year. Homework, excursions, bookwork and parent assistance are also addressed at these meetings.

**b. Digital Portfolios**

Throughout each term samples of children's work will be housed in a digital portfolio. These can be accessed by Parents. A new platform will be introduced in 2018.

**c. Written Reports**

At the end of each Semester a Summative Report is available from the Parent Portal.

**d. Parent Teacher Interviews**

During Term 1, teachers will arrange interviews to gather information about the child and to share some information about the child's social progress.

At the end of Semester 1 teachers conduct interviews with parents to discuss children's progress. The Student Portfolios will be the focus of these interviews displaying varying samples of children's work from the semester.

**e. Outside Indicators**

The following assessment will be carried out to assist in presenting detailed information on individual children's performances in Literacy and Numeracy:

Year 3	Naplan Test
Year 5	Naplan Test

**60. Safe Practices at OLA**

It is critical, from the very beginning and throughout our time together this year, that the children's safety is always paramount. To assist with this, please ensure the following:

- It is essential that all traffic and parking signage in the vicinity of the school is adhered to and that drivers and pedestrians exercise the utmost caution, particularly at drop off and pick up times. This includes refraining from double parking and from parking in safety, disabled, bus and no standing zones.
- Presentation House Carpark is not available for parent parking without specific authorisation from the Parish and the Principal. Please refrain from using this carpark.

- With the exception of staff; children who are involved in specialist lessons (e.g. music, chess, choir, etc) and parents/caregivers involved in meetings, **no-one should be on the school site prior to 8.15am or after 3.20pm**, where supervision is always provided by school staff.
- Anyone who comes onto the school site, **after lessons have commenced at 8.45 am, must sign in and out through the school office.** This includes children and parents/caregivers who are bringing children late to school after this time, or who are collecting children for appointments.

## 61. Sexual Abuse Protocol

### *Allegations of sexual abuse by people working on behalf of the Church.*

This covers allegations of sexual abuse by people working in both a paid or voluntary capacity on behalf of the Church in Queensland including those working in Catholic Schools.

Incidents of sexual abuse of employees of Brisbane Catholic Education need confidential reporting to the Executive Director by phoning him directly 38400562.

Note: Avoid contaminating evidence by recording the allegation without comment. When phoning, commence with the statement that your call is in regard to the requirements of the Sexual Abuse Protocol. This section is in review.

### Introduction

Sexual abuse against children and vulnerable adults is contrary to Christian values and cannot be tolerated or condoned in any circumstances. The Catholic Church recognises that allegations of sexual abuse by people who work on behalf of the Church may occur; such actions create considerable suffering for individuals and communities. Allegations of sexual abuse of children and vulnerable adults therefore require pastoral action, which is compassionate, professional, socially just and reflective of God's love for all.

The church recognises the complexity, sensitivity and significance of sexual abuse allegations and the necessity for careful and pastoral management of these. The clarification of an appropriate responsive structure and associated pastoral action is therefore important.

### Responsive Structure

The Bishop's Conference of Queensland and the Conference of Leaders of Religious Institutes, Queensland has established a Special Issues Resource Group, Queensland (SIRGQ) whose primary functions will be to:

- protect and support the child or vulnerable adult in any allegations of sexual abuse
- clarify the nature of the allegation
- provide advice as required
- facilitate support for all parties
- consult with other interested parties
- liaise with the media
- ensure that the requirements of the civil, criminal, industrial and canon law are respected
- expedite pastoral processes that will enhance the lawful course of justice.

### Pastoral Action

The procedures that follow identify the practical and necessary activities to be implemented following a sexual abuse complaint involving a child or vulnerable adult. Particular care will be given to the gathering of information about the sexual abuse allegation.

- The person who first received the allegation hereafter known as the (notifier) will record in writing the free and spontaneous account or complaint in relation to the allegations:
  - the notifier must not elicit information other than – parties involved, nature of complaint;
  - if a parent makes a complaint it is important that further information is not sought from the alleged victim once the initial report is made;
  - the notifier is not to contact the accused.

- If disclosure of a sexual abuse allegation by a parent or alleged victim is made to a class teacher, employee or volunteer in a school, parish or other Church institution, that person will immediately refer the allegations to the Chief Executive Officer or the Delegate of the SIRGQ.
- Pastoral action in response to the allegation will be collaborative. This action may, according to the circumstances of each case and the need to be involved, initiate dialogue with and among a number of interested parties.

SIRGQ intervention should occur as soon as possible after the allegation is made and engage appropriate professional personnel to facilitate support, offer counsel and refer as appropriate. (*Administrative Handbook Sexual and Sex-based Harassment*)

## 62. Sick Children

One of our responsibilities to the children is to look after their health and wellbeing to the best of our ability within the circumstances of the school environment. At all times we strive to be vigilant in regard to children's health needs and ensure that appropriate steps are taken to address these needs.

### Guidelines

Children complaining of ill health are sent to the school office where a decision will be made as to what action should be taken. Office staff will report back to teachers. Once children enter the sick bay, the teacher is relieved of responsibility for that child and the designated office staff take over the responsibility.

Parents/caregivers will be contacted to collect sick children.

***If children are genuinely not well enough to participate in class activities, they should not attend school.***

## 63. Smoking Policy

OLA is a smoke free workplace. People are not to smoke within the school grounds or when visible by children on school related activities: playground supervision, social gatherings, excursions, and camps. Brisbane Catholic Education has a non-smoking policy in all buildings. (*Administrative Handbook 1116 Smoke Free Workplace*)

## 64. Student Protection

The children of OLA, and their safety and wellbeing, are our priority. Our Lady of the Angels School is committed to the protection of all our children from harm and abuse.

**Reporting of Concerns** – At OLA any concerns or reasonable suspicions we have about a student's safety and wellbeing or the behaviour of a staff member or volunteer which a student considers to be inappropriate, will continue to be managed in accordance with [Brisbane Catholic Education Student Protection Processes](#).

**Complaints Procedure** - Brisbane Catholic Education has published a [Complaints Procedure for Non-Compliance with BCE Student Protection Processes](#). Parents or children may make a complaint via the [Record of Complaint](#) about Non-compliance with Brisbane Catholic Education Student Protection Processes.

We take all complaints very seriously and will handle them in accordance with the Complaints Procedure for Non-Compliance with BCE Student Protection Processes. Should you require information or assistance regarding the procedures you may contact the school or the Brisbane Catholic Education Student Protection Team on 3033 7409.

**Family and Child Connect Services** - The Department of Communities, Child Safety and Disability Services, has now established Family and Child Connect services to provide support to families. Please make contact with the school if you feel your family may benefit from contact with a Family and Child Connect Service or a local support service.

**Concerns or Further Information** - Parents and children should talk to Ms Kiera Roffey-Mitchell (Guidance Officer), the Student Protection Contact at OLA, the Principal or the class teacher if there are any concerns about the safety and wellbeing of any student or concerns about the behaviour of a

staff member or volunteer. We take all reports seriously and will handle them in accordance with our Student Protection Processes.

Please contact the Principal (**Sue Branson**), Acting Principal Admin (**Paul McGlone**) or Student Protection Contact (**Kiera Roffey-Mitchell** - Guidance Officer) if you have any questions or concerns about any matter or require further information about student protection.

All of the above documentation and forms can be accessed on Brisbane Catholic Education's public website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Under the 'Children and Parents' tab select 'Student Protection' from the drop down menu.

#### **65. Sun Safe Policy**

The school firmly believes in protecting our bodies against solar radiation. A number of steps have been taken to reduce the opportunities of exposure to the sun at school and in teaching procedures.

If there is to be successful learning for the protection against solar radiation, the modelling provided by the adults (teachers and parents) in the child's life are essential factors. The school accepts no responsibility for those who do not wear the suitable protective hats and clothing outlined whilst participating in outdoor activities. It is therefore advisable for staff to wear a suitable brimmed hat for all outdoor activities.

With Queensland being the highest place in the world for skin cancer, we have a responsibility to raise awareness of the dangers of the sun and to help prevent these incidents reoccurring amongst the children we teach. As teachers we are able to impact on what children learn and do, so let us all work towards being more Sunsmart as role models. (BCEC *Administrative Handbook* **1109 Sun Protection**)

#### **66. Supervision**

Your child's safety is our concern. Playground supervision is provided during lunch and afternoon tea breaks, at the commencement of the school day beginning at 8.15 am and in the afternoon for pick up from 3pm until 3.20pm in the Pick-up areas ONLY.

Before & After School Care are offered on site through Centacare.

#### **67. Swimming**

Children in Years 3 - 6 classes attend three swimming lessons per week over three weeks in Term 1, and Prep – Year 2 children attend in Term 4. A swimming levy is incorporated in the School Fees, which covers coaching and transportation to the Nudgee Swimming Pool. It is expected that all children participate in swimming lessons unless a medical reason prevents them from doing so. If a child is unable to swim, a letter must be sent by a parent to inform the class teacher of the reason.

**A swimming cap is compulsory at all times.**

#### **68. Timetable changes**

Please note that each Term your child's timetable may change and impact on what days they wear formal and/or sports uniform. The class teacher and information in the newsletter will inform you at the beginning of each term.

#### **69. Tuckshop**

The tuckshop operates on Monday, Wednesday and Friday. Tuckshop orders are placed via Qkr! by 8.30am. The completed orders are then collected by class monitors from the tuckshop prior to the beginning of first break and distributed by the teacher. Volunteers forms can be located on the Parent Portal, Qkr! or from the office.

#### **70. Uniforms**

Our Lady of the Angels' school community takes pride in its school uniform. It is a highly visible symbol of who we are.

The wearing of the school uniform helps to maintain a sense of belonging amongst all children in the school. It is also a public symbol to the community of who the children are. The wearing of school uniform in a neat and tidy manner is to be assisted by teachers encouraging the correct items being worn and worn properly. Children are expected to wear the full school uniform with pride and keep it clean and presentable.

Parents are asked to ensure their child is wearing the correct school uniform at all times. Substitutes are not acceptable. All items (except for shoes) can be purchased from the school's uniform shop.

The uniform shop is open Monday and Wednesday morning from 8.30am – 9.00am. Eftpos is available but preferred method of payment is via Qkr! Please note, refunds are not available via the app. You can arrange an exchange with the uniform shop if required.

**Please ensure that all items are clearly marked with the child's name.**

#### Day Uniform Years P-6

##### Formal Checked Uniform

OLA school socks or white socks that cover the ankle are to be worn with both uniforms.

##### **Black leather lace up/velcro shoes**

Navy wide brim OLA school hat

##### Sports Uniform

Years P-6 Navy Shorts

Red and navy sports shirt

OLA school socks or white socks that cover the ankle are to be worn with both uniforms.

Predominantly white sports or black sports shoes

##### Cold Weather Options

School jacket

Navy track pants/ navy tights (for girls)

*Hair ribbons, headbands, clips or scrunchies should be navy, red or white.*

##### Sun Safety

The children are to wear their hat at all times when they are outdoors including to and from school.

The school's policy is NO HAT – NO PLAY!

##### Hair Styles

The school has a belief that it is the innate characteristics of the individual that should shine to gain attention, not the exterior things we do to our bodies that become the focus of attention. Haircuts, hair colouring, etc. can often gain such attention because of their extreme nature.

Students are not permitted to dye their hair it is to be kept its natural colour. Hair is to be kept clean, neat and tidy, away from the face and tied back in a school coloured hair tie/ribbon/scrunchie, if below the collar. While we allow students to show their individuality, the style should not draw undue attention to themselves. Closely shaved heads, dreadlocks, tracks and any styles considered to be contrary to the rationale and spirit of Our Lady of the Angels' will not be accepted. Once a haircut gains such attention, the hair becomes the focus of attention and not the individual. Such attention is not acceptable and the incidents are to be corrected by referring matters to the Principal. Hair is to be kept groomed, cut neatly and tied back not only to avoid interference with children's vision whilst learning, but also to minimise the spread of head lice.

As part of establishing the school's dress code, we are bound by a range of hygiene and Workplace Health and Safety.

##### Jewellery

Acceptable forms of jewellery may include one or more of the following:

- A set of earrings; these being plain surgical studs or sleepers worn in the lower ear lobes. One piercing per earlobe is permitted. Other visible piercings / tattoos are not permitted.
- One fine necklace, with the option of a discrete and suitable Christian symbol may be worn around the neck e.g. a cross or medal.
- No rings or wrist jewellery allowed, except for a watch and medical bracelets.

All jewellery is to be removed by students before playing in school sports teams, PE lessons and before participating in competitive physical educational activities. In general, this would not include Health and Physical Education lessons.

##### Sun Hat

Students are required to wear the correct wide brimmed hat with the embroidered logo of Our Lady of the Angels' Catholic Primary School on the front of the hat for all school outside and playground

activities and whilst travelling to and from school. **The school has a 'No hat, no play' policy.** The hats are available from the Uniform Shop.

#### Grooming

Cleanliness and grooming standards are expected to be well maintained by all students. Students are not permitted to wear nail polish or make-up.

#### Labelling

All items brought to school should be clearly labelled with your child's name, including clothing and hat.

#### **71. Visitors to the school**

All visitors, during school hours (including parents and guardians), must report to the school office upon arrival to sign the attendance register and collect a 'visitors identification badge'. See also [Volunteers](#)

#### **72. Volunteers**

Parents wishing to volunteer their services to OLA are required to download and read the Code of Conduct for Volunteers and Other Personnel. This can be found on the Brisbane Catholic Education website at <http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Code-of-Conduct-Training.aspx>.

You will need to download, print and complete your registration form, which is contained within your online training. Please return it to the school office prior to commencing your role.

If a non-parent wishes to volunteer their services, then it is also necessary for them to hold or obtain a current Blue Card.

Some examples when a parent may volunteer are:

- Accompany sporting activity or excursion
- Tuckshop
- Library assistance
- Classroom assistance

#### **73. Workplace Health & Safety**

Workplace Health and Safety is an integral part of our environment and we work hard to ensure that our school is a safe environment for our children, staff and parents. OLA complies with all the workplace Health and Safety requirements of legislation and Brisbane Catholic Education. The school has policies in place in regards to safety issues and the school environment is regularly inspected to ensure all safety issues are addressed. Staff, parents and children are encouraged to communicate with the WHS Committee any issues that may arise and if additional policies are required.

OLA has a Work Place Health & Safety School Officer dedicated to this area of work.