

Mary Immaculate

PRIMARY SCHOOL ANNERLEY

Parent Handbook



A brief history

Mary Immaculate School has a rich tradition of providing an inclusive Catholic education to the families of Annerley and beyond. We are a school blessed for many years with the dedication of the Sisters of St Joseph. Today we strive to carry on their legacy while bringing to it our own unique gifts and insights. Mary Immaculate School is a one stream, co-educational primary school with an enrolment of approximately 100 students. The school is part of the Archdiocese of Brisbane Catholic Education community of schools. Our learning community is gifted with families from diverse social and cultural backgrounds, as well as many faith traditions. We have high expectations to provide excellent, inclusive learning and teaching to meet the needs of every learner. Together we seek to form a learning community that works to build a more just world through a quality education. We pride ourselves on the unique sense of community that exists because of our cultural diversity. We welcome and encourage you to join our community and we look forward to developing a positive partnership with you.





*Incline your heart
To learn and act justly,
To love and care tenderly,
And to walk humbly with God.*

(Micah 6:8 Paraphrased)

vision STATEMENT

Mary Immaculate Catholic Primary School is a community of children, families and staff that supports members to be the best we can be and achieve great things together. Through fidelity to the Catholic faith and the recognition of other faiths, we embrace our diversity and celebrate as a unified community.

mission STATEMENT

Through the principles of Christian living we promote and strengthen relationships that are inclusive, respectful and based on trust. We will:

- Foster our faith and relationship with God;
- Provide quality teaching that engages all learners;
- Maintain and further develop a safe and stimulating environment;
- Provide school leadership and management practices that are efficient, just and responsive to community needs.

Our Vision and Mission

Mary Immaculate School is an inner-city school providing a Catholic education for children from a variety of social, cultural and faith backgrounds. Our goal is to create a quality Catholic learning community, centred on Christ, that is caring, life giving and personal whilst recognising the uniqueness of each child. We strive to build God's kingdom of justice, inclusion, reconciliation and hope through education.



Strong Catholic Identity

The Josephite Charism (Be Just - Be Compassionate - Be Humble)

Mary Immaculate School seeks to support the nurturing of children's spirituality and their faith experience through our connection to St Mary of the Cross MacKillop and the Josephite charism.

Our school's special connection to the Josephite story is etched into our school life in many ways, with many symbols and images located around our school reminding us of Mary's story. Perhaps the most symbolic acknowledgement of Mary MacKillop can be found in the words of our school prayer. These inspiring words assist in guiding us to be people of faith who 'Incline our hearts'. The words of our school prayer have been literally etched into the glass doors throughout the Administration Building, acting as a constant reminder to us all of the significance of the charism of St Mary of the Cross MacKillop.

*One of the most famous sayings of St Mary of the Cross MacKillop was '**never see a need without doing something about it**'. This saying has become a mantra for many Australians, particularly all members of Josephite communities. At Mary Immaculate, we look for opportunities to challenge our young people to live out the message of Jesus and to reach their full potential as compassionate, contributing, life-giving members of society.*

Each year, our school commits to supporting Social Action and Justice by participating in the following activities and fundraising appeals:

- Caritas
- St Vincent de Paul Winter Appeal
- Soup Kitchen Evening (raising awareness of homelessness)
- St Vincent de Paul Christmas Appeal



Strong Catholic Identity

The Religious Life of Mary Immaculate School

The Religious Life of Mary Immaculate School is deeply rich and provides the community with opportunities to connect with our School Vision and Mission and School Motto (Incline your heart). The Religious Life of Mary Immaculate School is best defined by its relationships and connection with the following interconnected elements:

- Religious Identity and Culture
- Prayer and Worship
- Social Action and Justice
- Evangelisation and Faith Formation

The Sacramental Program

*The Sacramental Program is coordinated through the Annerley Ekibin Catholic Parish. Collaboration between the parish and the school will ensure that the sacramental material in the RE curriculum complements sacramental preparation in the parish. Parents are encouraged to contact the Annerley Ekibin Parish or visit their website for further information. Email: annek@bne.catholic.net.au
Website: annerleyekibinparish.com*

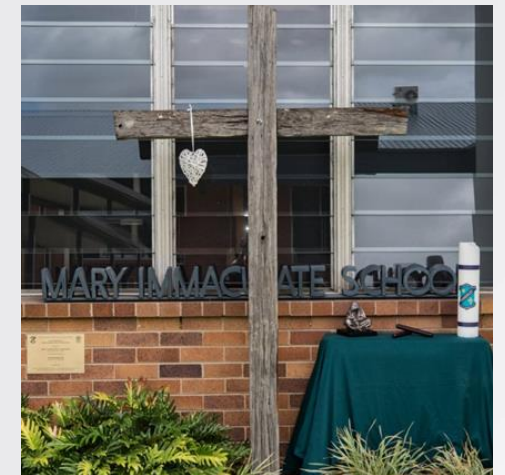


Excellent Learning and Teaching

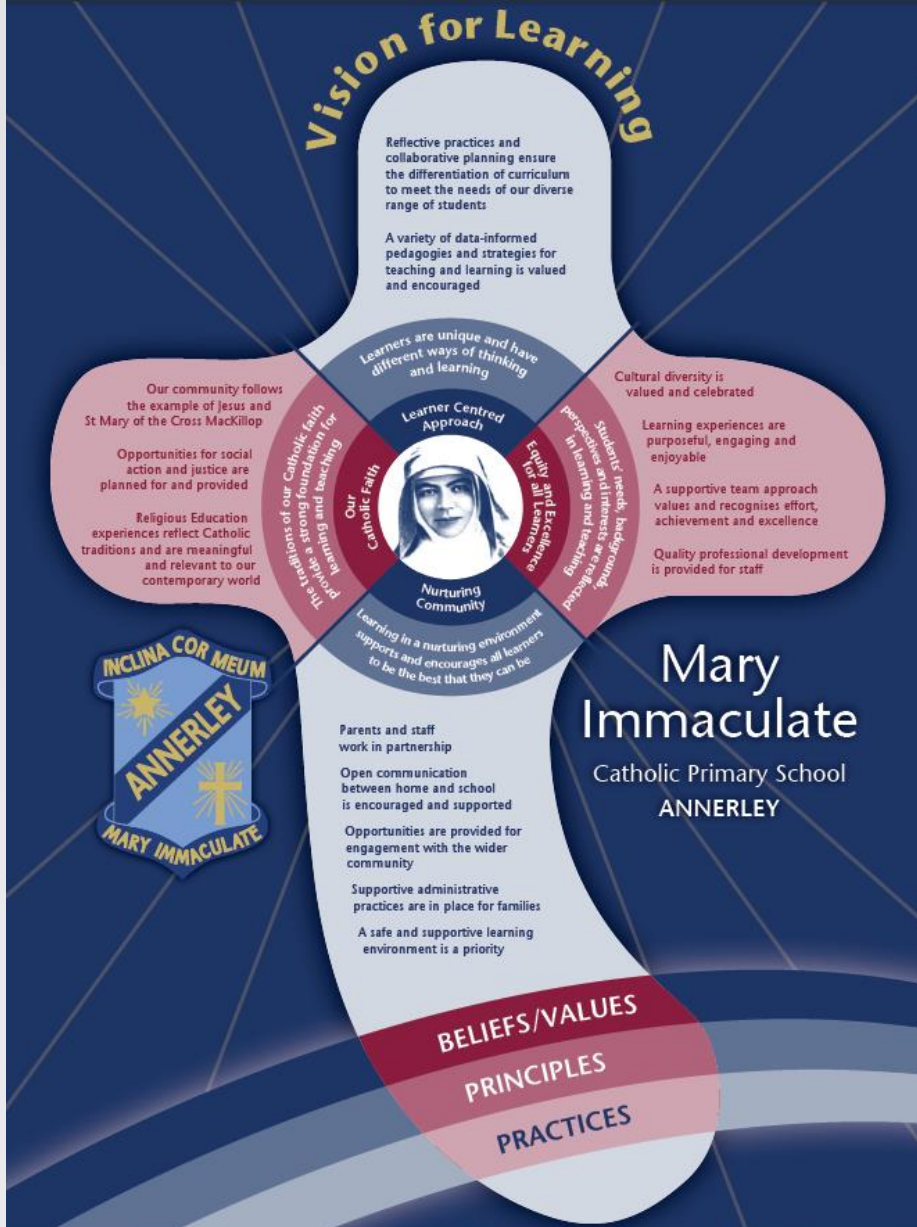
Vision for Learning

The Mary Immaculate Catholic Primary School Vision for Learning is currently under review. Our Vision for Learning provides guidance and direction for all learning across the school community. Our Vision for Learning provides clarity and direction and comprises:

- Beliefs
- Values
- Principles
- Practices



The Mary MacKillop 'holding cross' is used as the symbol for our Vision for Learning.



We are a community of Active Learners

The 'Active Learner' is a framework made up of eight **Ways of Working** that are referred to as **WoWs**. Each of the eight WoWs contains three supporting statements that describe both the 'thinking' and the 'behaviours' required for successful learning. These statements provide students, staff and parents with clear expectations for learning, and are used as part of the reporting process in both semesters.

As a school, we formally celebrate learner growth and achievement at weekly Whole School Assemblies where Active Learner Awards are presented. Each learner receives this award twice yearly.



Respectful <ul style="list-style-type: none">• I communicate respectfully• I am courteous and polite• I respect others	Collaborative <ul style="list-style-type: none">• I recognise others• I share my ideas• I work well with others
Creative <ul style="list-style-type: none">• I explore myself through learning• I take risks• I explore and use my imagination	Responsible <ul style="list-style-type: none">• I take ownership• I am organised• I make the right choices
Curious <ul style="list-style-type: none">• I ask questions• I explore and extend• I investigate things	Resilient <ul style="list-style-type: none">• Mistakes are ok• I never give up• I ask for help
Reflective <ul style="list-style-type: none">• I know where I am when I need to go & how to get there• I seek and act on feedback• I think and plan	Safe <ul style="list-style-type: none">• I follow instructions• I play safely with others



The Active Learner *continued*

The **butterfly symbol** is often seen as a symbol of transformation and hope because of its impressive process of metamorphosis. Observing the butterfly and learning her symbolic meanings offers us an opportunity to apply her movements to our own lives. As Active Learners, we can relate the butterfly's stages of life to our own learning progressions...often vulnerable as we sometimes struggle with the stages of growth necessary for moments of miraculous expansion. The butterfly beckons us to be Active Learners, keeping a 'growth mindset' to be curious, respectful, resilient, safe, reflective, curious, responsible and collaborative. Her unwavering acceptance of her metamorphosis is also symbolic of our faith.

The **human form** reminds us the learner is always central to all that we do. We are all learners. The green is symbolic of a **GROWTH MINDSET**.

The greatest effects on student LEARNING occur when TEACHERS become LEARNERS of their own TEACHING and when students become their own TEACHERS.

(Visible Learning, 2009)



The **vibrant colours** represent the *diversity of our community*.

The **heart** represents our school motto '*Incline your heart*'



Celebrations of Faith and Learning

Each Monday afternoon at 2:10pm, the whole school gathers for an assembly. This gathering is an important part of the life of the school and parents are invited and welcome to attend.

Prayer

Assemblies give us an opportunity each week to come together in prayer. Throughout the year, each class will have an opportunity to lead the community in prayer.

'Active Learner' Awards

Each child will be awarded two Active Learner awards throughout the year. These awards are much valued and are celebrated at our weekly assembly.

'Incline Your Heart' Award

Each week, one student is awarded the 'Incline Your Heart Award'. The recipient is a student who lives out our school motto by following the example of St Mary of the Cross MacKillop to:

'Act justly,

Love tenderly and

Walk humbly with your God'.

A staff member nominates a student to receive this award. Parents are notified and invited to attend.



The Australian Curriculum

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whichever school they attend.

The Australian Curriculum is designed to help all young Australians to become successful learners, confident and creative individuals and active and informed members of the community. Presented as a developmental sequence of learning from Foundation - Year 10, the Australian Curriculum describes to teachers, parents, students and others in the wider community what is to be taught and the quality of learning expected of young people as they progress through school.

The three-dimensional design of the Foundation – Year 10 Australian Curriculum recognises the importance of disciplinary knowledge, skills and understanding alongside general capabilities and cross-curriculum priorities.

*Disciplinary knowledge, skills and understanding are described in the eight learning areas of the Australian Curriculum: **English, Mathematics, Science, Health and Physical Education, Humanities and Social Sciences, The Arts, Technologies and Languages.** The latter four learning areas have been written to include multiple subjects, reflecting custom and practice in the discipline. In each learning area or subject, content descriptions specify what young people will learn, and achievement standards describe the depth of understanding and the sophistication of knowledge and skill expected of students at the end of each year level or band of years.*

Further information for parents can be found at the following [link](http://www.australiancurriculum.edu.au/parent-information) - www.australiancurriculum.edu.au/parent-information.



Excellent Learning and Teaching

Term Overviews of Learning

At the beginning of each school term, parents can download a copy of the Term Overview of Learning on our Parent Portal. The Term Overview of Learning provides parents with detailed information on the planned learning to occur with their child's class. This information assists parents in supporting their child's learning by making the learning visible for the term ahead. This overview also provides other organisational information specific to your child's class that parents may find useful. Specialist teachers will also provide a Term Overview of Learning for their specialised subject areas.

Prep Term 2 Overview 2017

Science
This term, our learners will:
• focus on what a scientist does when they conduct experiments (including how we write up/record our observations and new understandings/knowledge)
• develop inquiry skills by responding to questions about familiar objects and events, and making observations and engaging in discussions about these observations
• using methods such as drawing and representing ideas

HASS
In Term 2, our learners will explore the inquiry question, *Who am I, where do I live and who came before me?*
They will explore:
• Who the people in their family are, where they were born and raised and how they are related to each other (family trees, relationships, including indigenous relationships)
• and look at how the stories of families and the past can be communicated, for example, through photographs, artefacts, books, oral histories, digital media and museums (including indigenous story telling)
• recognise and describe the features of familiar places
• recognise that places can be represented on maps and models.
• observe the familiar features of their bedroom and represent.

Dance
Dance Cart: Respond with movement to rhythm, beat, music and words

Significant Events/Calendar

20 April	School Centenary Celebrations
29 - 30 April	Night under the Stars Centenary Mass and Picnic; Lunch (Sun)
5 May	Dance Cart begins
15 May	Mothers Day Morning Tea Under Eight's Week
23 June	Last Day of term

Mary Immaculate Primary School		Year 4/5 Term Overview 2017	
Daily Routines Monday Homework	English Reading Students will read texts targeted at each learner's level through the use of WUSHKA, our online reading program. Students will also participate in weekly small group reading lessons that focus on comprehension and fluency.	Maths Year 4 Eight times tables, Mass, Fractions, Perimeter, 2 Dimensional Shapes, Introducing Formal Addition Algorithm, Formal Addition Algorithm composing tens, hundreds and thousands. Problem solving using addition.	Religion My Faith Community What is my role/responsibility in being part of a faith community? This unit Explores belonging to and being an active member of the community. This extends to learning about belonging to a faith community such as Mary Immaculate School.
Tuesday Sport - wear sport uniform Banking Homework	Writing Students will be exploring and expanding their understanding of Text Structure and Organisation and Vocabulary. Year 4 will be working on developing paragraph structure and Year 5 will be consolidating their use of paragraphs to make a text cohesive. Students will also be focusing on using subject specific vocabulary to improve their writing.	Year 5 Patterns in Multiplication, Fractions, Factors and Multiples, Perimeter, 2 Dimensional Shapes. Comparing Mental strategies and the Formal Algorithm for Addition and Subtraction. Revising Decimal fractions, Revising the relationship between Decimal and Common Fractions.	Students learn to appreciate the significance of community for sharing and strengthening the faith of believers. They develop their understanding of Christian charity and informed moral choice through an exploration of the experience of individuals and communities, past and present.
Wednesday Music Lesson Art Lesson Choir Homework	Examining media texts In this unit, students listen to, read, view and interpret a range of news articles and reports from journals and newspapers to respond to viewpoints portrayed in media texts.	English cont Assessment 1 Students interpret and analyse information from a feature article. Assessment 2 - Create a multimodal feature	Students engage in learning that supports them to identify many ways in which faith is shared and strengthened. They are then able to describe and apply ways in which Jesus' new commandment of 'Love' (charity) and make and act on informed choices.
Thursday LOTE Tuckshop orders due Homework			
Friday Wear Sport uniform Tuckshop Dance Cart			

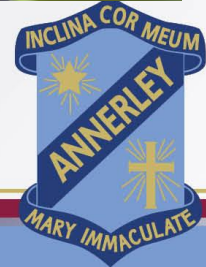
Year 2 Term 2 Overview 2017

Religion
Students will recognise choices that harm an individual and their loving relationships with God, with others and with all creation. They will explain ways in which believers seek to heal these relationships through reconciliation and how they celebrate reconciliation in the Sacrament of Penance.
Students will participate with respect in a variety of personal and communal prayer experiences, including meditative prayer and prayers for forgiveness.

Mathematics
Stepping Stones Module 4
• Number & Algebra - addition of two-digit numbers, mental strategies to work out addition (Jump and Split), analyse and describe number patterns
• Measurement & Geometry - introducing a need for a large formal unit of length (metre)

Stepping Stones Module 5
• Number & Algebra - subtraction of two-digit numbers, strategies (Count Back & Jump), extending the use-doubles addition strategy
• Measurement & Geometry - comparing volume, mass (using pan balance scale, comparing)

English
Information Report - students will understand the structure and language features of an Information Report. They will discuss different texts on a similar topic and identify similarities and differences. Students will create short informative texts using the taught structure and language features for familiar audiences
Procedure - students will understand the structure and language features of a Procedure. They will create short informative texts using the taught structure and language features for familiar audiences. Students will term to present an oral procedure to the class.



Excellent Learning and Teaching

Specialist Learning Areas

At Mary Immaculate School, students receive expert instruction from qualified specialist teachers across the following curriculum areas:

- Music (Prep to Year 6)
- PE (Prep to Year 6)
- Languages (AUSLAN - Years 4 to 6)

Extra-Curricular Learning Opportunities

All opportunities are dependent on COVID safe practices.

Sporting

- School Cross Country – Term 2 (Prep - Year 6)
- Athletics Program – Term 3 (Prep - Year 6)
- Sporting Days (Years 4 - 6)
- Swimming Program (Term 4) (Years 4 – 6)

Music

- Junior Choir (ALL Prep-Year 2 students)
- Senior Choir (optional Years 3 to 6)
- Instrumental Music (Optional Years 2 to 6 – Hosi Music)

Camps

- Years 4 – 6 Camp (2 nights)

Speech and Drama (Optional Prep – Year 6)

Debating (Year 5 & Year 6)

Maths Challenge (Year 3 – Year 6)

Dance (Dance Cart Prep – Year 6)

Chess (Optional Prep - Year 6)



Choirs @ Mary Immaculate School

Students at Mary Immaculate School have the opportunity to be involved in a school Choir.

Junior Choir

Students in Prep to Year 2 are all involved in the Junior Choir and meet regularly. The Junior Choir rehearses weekly and performs at various school events and annually at the Queensland Colleges Music Festival.

Senior Choir

The Senior Choir is optional for students in Years 3 to 6. Students meet regularly, rehearse weekly and perform at various school events and annually at the

- Queensland Colleges Music Festival
- David Lawrence combined schools' workshop
- Choral Festival

Reporting Student Achievement

Written Reports

At the end of each semester, parents are issued with a formal written report by the school. Parents/caregivers are interested in finding out how their child is achieving, the quality of that achievement and where their learning needs to be directed in the future. This report summarises evidence of student learning about how the student is achieving, provides feedback about the quality of this achievement and provides direction about where to next. Reporting involves teachers making a professional judgement on a body of evidence about a student's progress and achievement against achievement standards of the Australian Curriculum. A teacher's professional judgement is at the heart of reporting student achievement. At Mary Immaculate School, teachers use a number of assessment tools and evidence of student work to inform their judgments.

Parent Student Teacher Meetings

Parent Student Teacher Meetings offer a great opportunity to build partnerships between parents and the school. In particular mid-year interviews allow teachers the opportunity to talk with parents about their child's learning and progress and discuss any issues the student may be experiencing. At Mary Immaculate School, parents are invited to a Parent Student Teacher Meeting as per the following:

- *Term 1 (Informal opportunity- voluntary)*
- *Term 2 (Formal Meeting - essential)*
- *Term 4 (Formal Meeting – voluntary)*



Excellent Learning and Teaching

Student Code of Conduct

As a school community, all learners are guided by the **Active Learner** framework. This framework describes the behaviours and **Ways of Working (WoWs)** which articulate the appropriate and positive behaviours and thinking expected of all learners.

Establishing Behaviour Expectations

At Mary Immaculate School, there are many ways in which staff establish the behaviour expectations of our students.

This behaviour is established at the classroom and whole school level:

- Teachers use a variety of age appropriate pedagogies to explicitly teach the Active Learners WoWs which may include, but are not limited to, modelling, social stories, role-play, analysis of Literature, Circle Time and the use of digital technology.
- Teachers display and regularly refer to the Active Learner WoWs through the resources (banners, display poster and individual desk strips).
- Teachers give consistent feedback to students in relation to the Active Learners WoWs.

Positive School Culture

The school community gathers together weekly for a Whole School Assembly.

During these times, we acknowledge the traditional owners of the land and create and enrich our positive school culture through class prayer, awards and education about the WoWs within the Active Learner framework.

At Mary Immaculate School, we teach the ACARA (Australian Curriculum, Assessment & Reporting Authority) General Capabilities which outline content that promotes resilience and pro-social behaviours. These include the:

- Personal and Social Capability
- Critical and Creative Thinking Capability
- Ethical Capability



Bullying and Cyber Safety

Definition of Bullying:

Bullying is the “repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons” (Rigby, 1996). Bullying is when someone gains power over another person by hurting or harming that person, more than just once. Bullying is intentional, and involves an imbalance of power. Bullying is continuing to ‘pick on’ someone, torment them or exclude them, so that the person feels helpless. Cyber bullying is another form of bullying using technology, such as a computer or mobile phone via text messaging, SMS, social networking, photographs and web pages. A bystander is a person who witnesses a bullying incident as an onlooker. As a BCE school, we agree that if you are a bystander who encourages bullying behaviours, or if you witness bullying and do not report the incident, your behaviour is considered to be bullying.

A full definition according to BCE can be made available on request.

Bullying may include:

- *Physical: hitting, kicking, any form of violence, threat or intimidation that could cause physical harm*
- *Verbal: name calling, sarcasm, spreading rumours, persistent teasing, intimidation, lying about someone*
- *Emotional: excluding, tormenting, ridiculing, humiliating, intimidating*
- *Racist: taunts, graffiti, gestures, intimidation*
- *Sexual: unwanted physical contact, abusive comments, intimidation*
- *Cyber: unwanted text messages, emails, information technology, intimidation*
- *More information about how we respond to bullying can be found in our [Student Behaviour Support Plan 2021](#) in section 6.*



The Student Behaviour Support Plan is available in its entirety on the school website.



Excellent Learning and Teaching

Home Learning

*Home learning provides students with opportunities to consolidate their classroom learning, be Active Learners beyond the classroom and involve family members in their learning. The setting of home learning has changed, particularly during Alternative Education Provisions (AEP) during the COVID-19 lock down period, and takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural activities where appropriate. **Teachers are responsible for negotiating flexible expectations that reflect each learner's unique family context.** These expectations will be discussed at the informal Parent/Teacher Meetings in Term 1 and at the Parent Teacher Information Evening in February each year.*

Home Learning that enhances student growth:

- *is purposeful and relevant to students' needs*
- *is appropriate to the phase of learning*
- *is appropriate to the capability of the student*
- *develops the student's independence as a learner*
- *allows for student commitment to recreational, employment, family and cultural activities.*



Building a Sustainable Future

Attendance Matters

Our Goal

- 90% or more of students attending 90% or more of the time.

Our Measures of Success

Key measures of success include:

- Improved student attendance levels for each school
- Reduction in absences, especially unexplained
- Staff awareness and understanding of the school's attendance procedures



A poster titled "Attendance Matters" from Brisbane Catholic Education. The poster features a dark blue background with a yellow diagonal stripe. The text "Attendance Matters" is prominently displayed in white and yellow. Below it, the slogan "every student, on time, every day" is written in white. Two large yellow "90%" figures are shown, each with the text "or more of students attending" and "or more of the time" respectively. The poster also includes the Brisbane Catholic Education logo and a photograph of a young boy looking at a laptop screen. At the bottom, there is small text: "BAN0041118 BCE Stock Image #1106 © 2019 Brisbane Catholic Education".



The Staff Team of Mary Immaculate Catholic Primary School

A number of dedicated staff members contribute to the wholistic education of children at Mary Immaculate Catholic Primary School. Together, these staff members work collaboratively to achieve our vision of 'achieving great things together'.

Teaching Staff

- *Principal*
- *Assistant Principal Religious Education*
- *Primary Learning Leader*
- *Classroom Teachers*
- *Support Teacher Inclusive Education (ST-IE)*
- *Specialist Teachers (Arts & PE)*
- *Teacher Librarian*
- *Intervention Teacher*

Non-Teaching Staff

- *School Officers (Teacher Assistants)*
- *Secretaries (Admin, Finance & Marketing)*
- *Workplace Health & Safety Officer*
- *Groundsman*

Mary Immaculate
PRIMARY SCHOOL ANNERLEY



General Information

Communication

Mary Immaculate Catholic Primary School is a community of children, families and staff that supports its members to be the best we can be and achieve great things together. The school community is culturally diverse and comes from a variety of backgrounds. Communication is vital to foster relationships that are open, inclusive and based on trust. In providing inclusive and effective communication we embrace our diversity, thereby promoting and strengthening relationships. At Mary Immaculate School, we acknowledge that methods of communication are becoming more diverse and digital forms of communication are becoming widely used.

The following forms of communication are used to foster relationships within our community:

Newsletter – The School Newsletter is emailed to parents/caregivers as a link every second Thursday. It provides important information and messages for parents/caregivers.

Parent Portal – The Parent Portal is the official ‘information and communication hub’ for the school. It is a secure (password protected) online space for our families to receive important school information, including student reports. The Parent Portal provides parents with the opportunity to manage and update their family details and access student reporting information.

BCE Connect Application – The BCE Connect App provides a platform for parents to securely access school information, making it easier to keep track and stay in touch. The app integrates with our Public Website and Parent Portal. BCE Connect works on both Apple and Android devices and is available to download free from the App Store or Google Play. Simply ‘favourite’ Mary Immaculate Catholic Primary School to receive push notifications direct from the school as well as badges to identify new items (newsletters, documents and events). It is a quick and easy way to report student absences. There is also now a feature which allows you to add school events to your personal calendar.

Seesaw - Mary Immaculate School uses Seesaw as an online platform for student engagement, using creative tools and apps to take pictures, draw, record videos and more. These are uploaded to an individual student learning portfolio which is shared with parents via a family Seesaw app. Notifications and messages can also be regularly posted via this platform.

Mary Immaculate PRIMARY SCHOOL ANNERLEY

The screenshot shows the Parent Portal website with a navigation bar (HOME, MY SCHOOL, MY STUDENTS, MY DETAILS) and a search bar. Below the navigation are several service tiles: Announcements, Calendar, Help and How To, Report Student Absence, Parent Teacher Clinic, Parish, P&F School Board, School Directory, Newsletter, Forms and Documents, Update Details, Learning, Library, Pictures, School Shops, Contact Us, School Fees, Direct, Co-curricular, and School Blogs. At the bottom, there are three panels: 'This Week' with a calendar for January and February 2017, 'Announcements' with a welcome message for February 10th, and 'Forms' with a list of PDF documents for Years 1-5.

The screenshot shows the BCE Connect mobile app interface. At the top is a blue header with 'BCE Connect' and navigation icons. Below is a card for 'Mary Immaculate Pr... Annerley - Primary' with a 'Tap to favourite' button. The main area is a grid of blue tiles: Contact, Map, Website, Parent Portal, Announcements, Events, Newsletters, Documents, School directory, and Absences.



General Information

Communication @ Mary Immaculate School continued

SMS –The school uses an SMS service to send out important reminders and attendance alerts to parents

Email –The school uses and encourages parents to use email as an efficient form of communication. Teachers and other relevant staff members will respond appropriately within 48 hours. Teachers are not in a position to read and reply to emails during the school day. **Parents are asked to contact the school office if there is a need for urgent communication.**

Term Overviews of Learning – At the beginning of each term, parents can access the Overview of Learning from their child's teacher for the term on the Parent Portal. This overview provides parents with clarity and direction in regard to the planned learning for their child.

Complaints and Grievances - Mary Immaculate Catholic Primary School encourages individuals to feel safe to express their points of view openly, honestly and constructively. From time to time, concerns regarding educational, behavioural or school environment issues may arise. For this reason, Mary Immaculate Catholic Primary School had adopted a Complaints and Grievance Procedure for community members to guide parents/carers on raising issues that they believe to be unfair or inappropriate. This procedure is guided by both our Communication and Relationship Procedures. The Complaints and Grievance Procedure is available on the school website.

Please Note: For the school to communicate effectively, parents are expected to keep the school up to date with contact details.



Daily Timetable

- 8:35** *Session 1 commences* (Teachers collect classes lined up outside)
- 10:50** *1st Break Play Time*
- 11:15** *1st Break Eating Time (lunch)*
- 11:40** *End of Eating Time (first bell - toilet and lining up @ Coinda awaiting collection)*
- 11:40** *Session 2 commences*
- 1:40** *2nd Break (snack + short play time)*
- 2:05** *End of Playtime (first bell - toilet and lining up @ Coinda)*
- 2:05** *Session 3 commences*
- 3:00** *End of the school day*



ABSENCES

Parents are required to notify the school if their child is not attending due to illness or other reasons. Parents can notify the school via phone, Parent Portal or via the BCE Connect App. If the school is not contacted by 9am, an automatic SMS message will be sent to the parent requesting that they contact the school to verify the child's absence and reason.

LATE ARRIVALS

Students are expected to be at school for the commencement of the school day. **Any student arriving at school after 8:40am is noted in our attendance records as late.** Parents are required to accompany their child to the office to officially sign their child in.

Before School Procedure

Students arriving at school prior to 8:10am are to wait seated on the green.

Supervision commences at 8:15am.

After School Procedure

At the end of the school day, students transition to one of the following:

- Pick up Zone Ferndale St
- Pick up Zone Ipswich Rd
- Onsite parent collection (Terraces)
- Outside School Hours Care



Supervision — Mary Immaculate Primary School manages the supervision of students appropriately to ensure that there is adequate supervision of students. Mary Immaculate Primary School follows the BCE information on supervision of students procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision Arrangements

Principals have a duty of care to provide students with adequate supervision by a registered teacher.

The employees' duty of care includes:

- exercising appropriate supervision of students at all times
- assessing the risks of any activity and taking preventative measures to remove or minimise foreseeable risks
- providing appropriate medical assistance to students or seeking assistance from a medically trained person to care for the student who is injured or ill
- taking all reasonable care in planning and conducting activities.

The Principal informs parents and guardians e.g. in the School Parent Handbook, of the school's hours of supervision, recognising that a duty of care exists as soon as students are on the school grounds.

Employees' duty of care legal responsibilities for excursions include:

- ensuring parents and guardians of students traveling have completed a consent form, which includes permission for the school to call a doctor to treat an injured student
- informing parents and guardians of travel plans including activities, transportation, supervision departure and return dates.



Supervision Arrangements continued

The degree of supervision required is determined carefully by the Principal and the Teacher, with consideration given to student age and type of activity.

The ratios that are prioritised at Mary Immaculate, when embarking on excursions, are one adult supervisor for every eight students in Prep to Year 2; and one adult supervisor for every ten students in Year 3 to Year 6.

Playground Supervision – To exercise reasonable duty of care, a roster of teachers for playground duty is maintained by the school. The roster will ensure that a registered teacher is always in attendance for playground duty. On occasions, the Principal will also assign a school officer to perform playground duty.

To support adequate supervision of students, all reasonable steps will be taken to ensure the school grounds, premises and equipment are safe for students to use.

This includes:

- undertaking a school grounds risk assessment
- undertaking a safety assessment of equipment
- ensure that students are informed of the school's safety regulations for playgrounds.



Drop and Go Zone – Ferndale Street

Teaching Staff go to great lengths to ensure the smooth and safe transition of the students to their respective vehicles.

Some Practicalities

1. For the consideration of all, please do not leave your car in the Drop and Go Zone on Ferndale Street before and after school.
2. Parents who are waiting in line before school concludes are asked to ensure their car engines are off.
3. At the end of the day, students will be walked to the bottom of the hill on Ferndale Street to the after school pick up. Teachers will monitor students as they enter their car from the front of the line. No exceptions.
4. We aim to keep this traffic flowing to ensure traffic does not bank back onto Ipswich Road. If your child is not down on the pick-up line when you arrive you will be asked to do the loop around the block.
5. Please display your Family Name sign as you come into Ferndale St – ALL Families are required to have a family name sign if they are using this method of collection.
6. Students are not permitted to go to the rear of your car for any reason; school bags must be placed inside the car.
7. Students are not permitted to walk around to the driver side to access any vehicle.
8. Students are not permitted to exit the car from the driver's side at any time.
9. No reversing, U-turns, 3 point turns in the Drop and Go Zone.
10. No mobile phones.
11. Please do not hold up everyone by getting out of your vehicle ... if your child cannot buckle up themselves, then you need to move safely to another area to park and attend to them. Alternatively, if there are enough staff members to assist, they will.
12. If your child has musical instruments that must go in the back of your car, please ensure you take a park on those days.



Ipswich Road Carpark

Teaching Staff go to great lengths to ensure the safe transition of the students at the end of the day.

Some Practicalities

1. Prep parents must use the Ipswich Road Carpark and walk into the grounds for drop off and pick up. All parents are welcome to use the Ipswich Road Carpark to walk their child into the school grounds and pick up at the end of the day.
2. The far end of the Ipswich Road Carpark is for Staff Parking only. Parents entering the school from Ipswich Road carpark please walk your children around the perimeter of the carpark. Please ensure you show caution in this area as cars and unaccompanied children do not mix.
3. Your patience at all times when entering our school is not optional and your vehicle speed should never be more than a slow walking pace.
4. At all times, parents are asked not to drive faster than a walking pace and be wary when reversing in the carpark.
5. Please adhere to all parking rules on Ferndale Street if you are leaving your vehicle to enter school grounds. Signs are posted on both sides of the street with time restrictions.

Talk to your child about 'Pick-up' time:

- If you need to leave the school promptly at 3:00 pm, your children need to be ready with their bag in the correct area for the Drop and Go Zone.
- Explain to them that they need to know which side of the school they will be picked up from.

Teachers on duty from 3:00 pm to 3:15 pm:

At Mary Immaculate School we are extremely fortunate to have teachers on duty to supervise the afternoon pickup. To make this as effective as possible for everyone concerned, we request parents stagger your pickup time if using the Ferndale Street pick up zone. The children are safe and supervised by the teachers on duty. We appreciate your cooperation in this matter.



Supervision Before and After School

No child is to be unsupervised on the school grounds, before or after school hours. Teacher supervision in the playground is provided from 8:15 am to 8:35 am. Parents and Caregivers who drop their children prior to 8.15 am must contact the principal on each occasion. At the conclusion of school at 3.00 pm, children who are to be collected by their parents are supervised by a teacher until 3:15 pm. Those children not collected by 3:15 pm are automatically sent to the office.

Outside School Hours Care Programme hours of operation are 3:00 pm–6:00 pm. All students who use the service are to be signed in and out by parents or guardians. The Programme is run on site at Mary Immaculate School. Vacation Care is also available for students of Mary Immaculate School at our neighbouring Brisbane Catholic Education primary schools and can be organised by the Mary Immaculate OSHC coordinator.

Procedure Followed in the Event a Child is Not Collected

After school, students who are not collected by 3:15 pm are supervised in the school office. Reception staff call the parents and if contact is unsuccessful, calls are made to the student's other listed contacts to ensure the student is collected. Office staff remain with the student until the completion of their shift. If no contact has been made by this time, and the student remains uncollected from the school, Leadership continues to supervise while further contact attempts are made by phone. In extreme cases, where the staff is concerned because no contact with the parent can be made, a member of Leadership will contact the local Police and seek their assistance to try and find the parents. A member of the Leadership Team stays with the uncollected student until an appropriate carer can be found.

For the safety of all concerned, parents are also requested to notify the office if someone different is collecting your child of an afternoon.



Dress Code: School Uniform

All children are expected to wear the correct school uniform as per the details below:

Boys Formal Uniform

- Blue School shirt
- Grey shorts
- Navy blue school hat
- Black leather shoes
- Grey school socks
- Navy blue school jumper / jacket
- Navy blue tracksuit pants

Boys Sports Uniform (2 nominated days per week)

- School polo shirt
- Navy blue rugby knit shorts
- White sneaker or black sneaker and white socks.

Girls Formal Uniform

- Blue check dress or blouse and skirt
- Navy blue school hat
- Black leather shoes
- White socks
- Navy stockings (optional)
- Navy blue school jumper / jacket

Girls Sports Uniform (2 nominated days per week)

- School polo shirt
- Navy blue rugby knit shorts or skirt
- White or black sneaker and white socks.



Prep Uniform

The Prep students wear the sports uniform only (as per the above details).

Accessories

- School bag is compulsory
- Hair Accessories - must be in school colours – navy, white or maroon
- Long hair (longer than shoulder length) must be tied at the back of the head at all times
- Earrings - Sleepers or studs are the only earrings to be worn, limited to one per ear
- No jewellery to be worn (wrist watches excluded)

Uniforms can be purchased from The School Locker company.

the
School Locker



Parent Involvement

We extend an open and warm welcome to all parents and encourage your participation and involvement in the on-going process of the education of your child.

At Mary Immaculate Primary Catholic Primary School, there are many opportunities for parental involvement in the life of the school including:

- *supporting activities in the classroom.*
 - *volunteering to assist with class excursions, the school tuckshop, the uniform shop and sporting days.*
 - *becoming a member of the School Board or being involved in Parents & Friends groups when requested.*
-
- **School Boards** within the Brisbane Archdiocese are Boards of pastoral governance. A model of discernment called 'sharing wisdom' has been adopted as the most appropriate form of school governance in the Archdiocese. The School Board listens to the wisdom of the members of their community and their own Board membership in order to know how best to lead and serve them.
 - **In 2020, The Parents and Friends Association** transitioned to a **P&F/Community representatives** model led by a capable and enthusiastic parents' group. These representatives are flexible depending on the focus and will assist the Principal with decisions surrounding a separate school raised community levy and/or certain fundraising activities.



Volunteers

Volunteers play an important role in the life of our school. There have been some recent changes to the Student Protection Training and Code of Conduct Training for School Volunteers. These changes impact on any Mary Immaculate parent wishing to volunteer in the school. **All current parents wishing to volunteer at Mary Immaculate in 2022 will need to complete the mandatory online training by clicking on the link below.** It is estimated to take approximately 45 minutes to complete both training sessions.

The link below will take parents to a training page with step by step instructions (see image below):

<http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Code-of-Conduct-Training.aspx>

If parents do not have access to a laptop/tablet and printer, you are able to complete the training at school by coordinating a time with the school's Guidance Counsellor, Mrs Angela Bromfield at abromfield@bne.catholic.edu.au or on 07 3848 8965.

Student Protection and Code of Conduct Training for Volunteers and Other Personnel

Welcome to Brisbane Catholic Education and thank you for joining our community.

Student protection and wellbeing are paramount in Catholic Schools.

Our commitment to the protection of students is based in our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All students have the right to expect that the school will always act to protect them from any kind of harm.



Before commencing your role as a volunteer or other personnel in a Brisbane Catholic Education school, you are required to:

1. Download and read the Code of Conduct for Volunteers and Other Personnel.



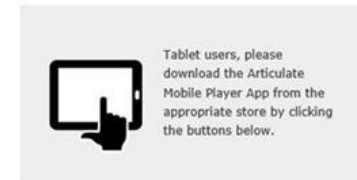
2. Complete the Volunteer and Other Personnel Registration Form once you have completed the training.

Please complete a 2 minute survey to assist us to improve our training.

NOTE You will need to download, print and complete your registration form, which is contained within your online training.
Return it to your school's principal prior to commencing your role.



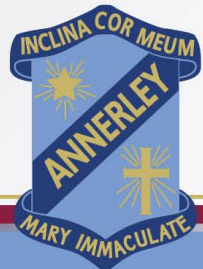
Desktop and laptop users, access the training and registration form here.



Tablet users, please download the Articulate Mobile Player App from the appropriate store by clicking the buttons below.

Once installed, you can access the module via the link below and it will open it in the app for you.

Tablet users, access the training and registration form here.



Visitors Policy

Any stranger/visitor without a visitor's lanyard will be challenged and directed to the school office immediately. Staff will follow up with a phone call to the office.

Points To Consider

- Signage at all entries includes school number for visitors to call before entering school grounds when the school has limited access for visitors
- All visitors must wear a 'visitor's lanyard' and ensure its visibility at all times
- Ensure hygiene for visitors and contractors
- Ensure visitors and contractors sign in with COVID details in regard to visiting hotspots and feeling unwell & QR Code
- Manage access to and physical distancing whilst on school site by contractors, parents, visitors
- Limit access to school site by non-essential visitors and other adults, including parents and carers
- Communication to parents and carers in regard to parents being on site by invitation only
- Ensure parents are social distancing at pick up and drop off
- Display student promotional materials promoting hygiene and physical distancing in appropriate locations
- Maintain regular communication with parents and caregivers about school operations and expectations

Parent Helpers

This policy applies to all parent helpers between the school hours of 8:30 am – 3:15 pm. It does not apply to parents dropping off children in the morning or collecting children at the end of the school day.



Outside School Hours Care

Catholic Early Edcare provides an onsite outside school hours care from 3.00pm to 6.00pm Monday to Friday. This service is available for all students from Prep to Year 6. Catholic Early Edcare uses the general-purpose space (GPS) adjacent to the school tuck-shop to provide a high quality and much valued service.

For all bookings and enquiries, please contact the coordinator by phone on 3392 6291 or 0467 800 558 or by email annerleyoshc@catholicearlyedcare.qld.edu.au Enrolment forms are also available at the school office. Please note that paperwork must be filled out and processed before families can access this service. Many families can claim a rebate for the costs.



**Outside School
Hours Care**



ILLNESS AND ACCIDENTS AT SCHOOL

At Mary Immaculate Catholic Primary School, we are committed to ensuring the health and well-being of students whilst under our care.

Students who arrive or become sick who are displaying symptoms of cold or flu or who are feeling unwell will be sent home. We follow our COVID safe plans to ensure the health and wellbeing of all community members.

This care extends to helping students to manage their health conditions that require medication. Designated staff may give oral medication provided it is given strictly in accordance with instructions by the student's medical practitioner and is requested by the parents in writing. A Medication Authority Form is available at the Office to be filled out by parents whose children require medication. It is the responsibility of the parents to ensure that their child's medical information is current.

In the event of minor accidents at school, responsive and suitable first aid will be administered by a qualified and designated First Aid Officer. Likewise, if a child is considered too ill to be at school, parents will be consulted and, if possible, asked to collect their child. In the case of a serious accident, the Ambulance is called, and upon consultation with the parents, the child will be transported to hospital if necessary.

Medical Action Plans

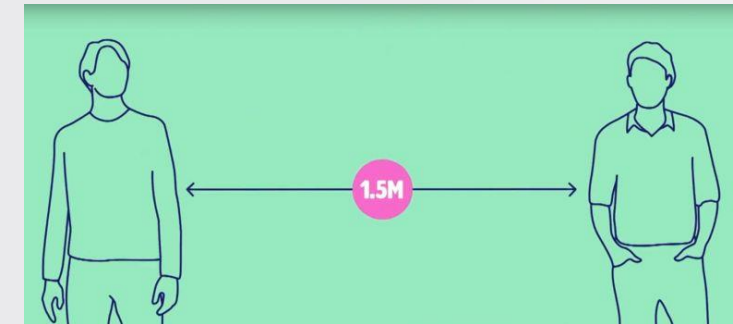
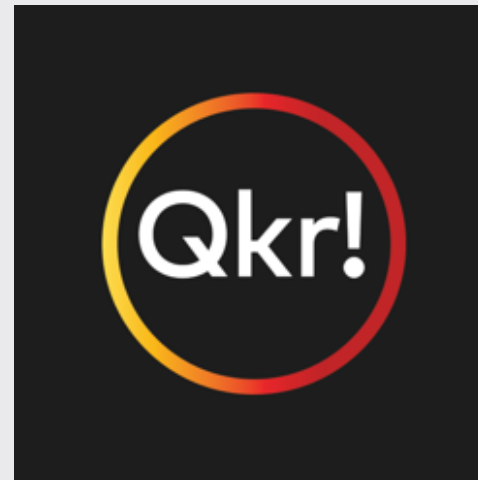
Some students at the school have medical conditions that require Medical Action Plans. It is the responsibility of parents to ensure that these plans are reviewed annually and provide the school with any updated details. It is the school's responsibility to ensure that these plans are available and known to all staff members.



TUCKSHOP

The School Tuckshop operates each Friday providing a range of choices for lunch. To ensure we are providing a contactless service, paper bags will be used for lunches. Parents and volunteers must follow a COVID safe plan including social distancing with other adults, whilst volunteering at Mary Immaculate School. A menu/pricelist is available from the School Office, the school website and the Parent Portal. All orders MUST be placed through the *Qkr app*, which can be downloaded from the app store on your mobile device.

The Tuckshop convenor is a volunteer parent who relies on other parents to assist in providing this service. Volunteers are rostered for one shift every four weeks on average. If you think you could spare a few hours every now and then, please contact the school office.



Mary Immaculate

PRIMARY SCHOOL ANNERLEY

