



**Mary Immaculate Primary School**

**ANNERLEY** *Incline your heart*



**MARY IMMACULATE ANNERLEY**

**PARENT HANDBOOK 2025**

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# Mary Immaculate School Overview

## Welcome to Mary Immaculate Primary School

Dear Parents and Carers,

Mary Immaculate School has a long and rich tradition of providing inclusive Catholic education to the families of Annerley and beyond. In 2017, we celebrated our 100<sup>th</sup> anniversary in the Annerley Parish. Our community, prides itself on reaching out to its members in a spirit of welcome. At Mary Immaculate, staff and students embrace each person's unique gifts through the Gospel as we celebrate each person being 'made in the image and likeness of God.' Community is an integral part of our story, and its uniqueness is a testament to the rich cultural diversity within Mary Immaculate. We welcome you to our community and look forward to developing positive partnerships between school and home.

We are a school blessed for many years with the dedication of the Sisters of St Joseph and continue to live their legacy while bringing our own unique gifts and insights. With Mother Mary as our patron and model, we also nurture the values and charism of St Mary MacKillop, founder of the Sisters of St Joseph and first Australian Saint. The discipleship of these models provides us with a model of living our life with the compassion, hospitality, and sense of social justice within the Gospel.

The special mission of Mary Immaculate School is our commitment to Catholic Education. A commitment that is linked in a partnership with the school, parish, family, and the wider community in order to proclaim strongly the values that Jesus, as teacher and friend, taught through his ministry. We are daily invited to walk spiritually, educationally, emotionally, and socially with the community we serve, here in the Annerley community. Parents and Carers are encouraged to actively participate as much as they can in their child's educational journey.

At Mary Immaculate, we maintain high expectations to provide excellence, 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 and guided by the Holy Spirit and standing upon the shoulders of those who have come before.



## School Contacts

<b>Principal</b>	Mrs Sally Smith
<b>Assistant Principal Religious Education</b>	Ms Kathryn Allan
<b>Primary Learning Leader</b>	Mrs Marisa Seipel
<b>Finance Coordinator</b>	Mrs Leanne Brooke
<b>Administration Officer</b>	Mrs Bernadette Stone
<b>Support Teacher Inclusive Education</b>	Mrs Alison Smith
<b>Parish Priest</b>	Fr Adrian Sharp

<b>School Telephone</b>	07 3848 8965
<b>Parish Office</b>	07 3848 1107
<b>School e-mail Address</b>	<a href="mailto:pannerley@bne.catholic.edu.au">pannerley@bne.catholic.edu.au</a>
<b>Website</b>	<a href="http://www.maryimmaculate.qld.edu.au">www.maryimmaculate.qld.edu.au</a>
<b>School Office Hours</b>	8:00am – 3:30pm
<b>Outside Hours School Care</b>	07 3392 6291 <a href="mailto:annerleyoshc@bne.centrecare.net.au">annerleyoshc@bne.centrecare.net.au</a>

Term Dates - 2025		
<b>Term 1</b>	Wednesday 29 January – Friday 4 April	10 weeks
<b>Term 2</b>	Tuesday 22 April – Friday 27 June	10 weeks
<b>Term 3</b>	Monday 14 July – Friday 19 September	10 weeks
<b>Term 4</b>	Tuesday 7 October – Friday 5 December	9 weeks
<b>Public Holidays and Pupil Free Days</b>	<p><u>Term 1:</u></p> <ul style="list-style-type: none"> <li>Australia Day - Sunday 26 January (Public Holiday – Monday 27 January)</li> </ul> <p><u>Term 2:</u></p> <ul style="list-style-type: none"> <li>Good Friday – Friday 18 April</li> <li>Easter Monday – Monday 21 April</li> <li>ANZAC Day – Friday 25 April</li> <li>Labour Day – Monday 5 May</li> </ul> <p><u>Term 3:</u></p> <ul style="list-style-type: none"> <li>Exhibition (EKKA) Show Day – Wednesday 13 August</li> <li>Friday 5 September – Pupil Free Day</li> </ul> <p><u>Term 4:</u></p> <ul style="list-style-type: none"> <li>King's Birthday – Monday 6 October</li> </ul>	



# Mary Immaculate's Catholic Identity

## Our Mission

Through the principals 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

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.

## School Motto – Incline Your Heart

Incline your heart, to learn and act justly, to love and care tenderly, and to walk humbly with God. (*Micah 6:8 Paraphrased*)

## Josephite Charism

Mary Immaculate Primary School supports 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 etched into the glass doors throughout the Administration Building, acting as a constant reminder to us all the significance of the Josephite charism and the legacy of St Mary of the Cross MacKillop.



## **Religious Life of Mary Immaculate Primary School**

*"Never see a need without doing something about it" ~ St Mary of the Cross MacKillop.*

At Mary Immaculate School, we value the power of this phrase through our commitment to service and justice within our local community. We are always looking 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 a range of activities and fundraising appeals. Caritas, St Vincent de Paul Winter and Christmas Appeals, and Socktober for Catholic Mission, are some of the ways we engage.



The Religious Life of Mary Immaculate Primary School is deeply rich and provides the community with opportunities to connect with our School Vision, Mission, and Motto, as well as our greater Catholic Story. It 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

Throughout the year, our young people and families are invited to engage in a range of activities that inspire connection to Story.

- Liturgical celebrations (Opening School Liturgy, Mother's Day, Father's Day, Grandparent's Day, Feast Day Celebration of St Mary MacKillop etc).
- Prayer gatherings
- Classroom prayer
- Class parish mass
- Student formation experiences
- Fundraising initiatives for social justice

## School Houses

<b>MacKillop – Blue</b>	Named after Saint Mary MacKillop. Australia's first saint and founder of the Josephite Sisters who inspire our school charism.
<b>McLaughlin – Gold</b>	Named after Fr McLaughlin. A prominent figure to the Mary Immaculate School community.

## School Logo



In 2024, Mary Immaculate Primary School launched a new school logo, symbolising the call and connectedness in our Catholic faith. It honours those who have come before us and celebrates the future yet lived.

### Colours

The Mary Immaculate Primary School logo incorporates elements that reflect our mission, our location, and our Catholic heroes, Mary Immaculate and St Mary MacKillop. The colours depicted within the logo reflect our story; blue, gold, and green.





Blue connects our story to Mary Immaculate; the Green connects our story with the land upon which our school is built and the surrounding greenery, and the gold is reflective of our connection to the Josephite sisters and St Mary MacKillop.

### Cross

Symbolising our Catholic heritage and recalling our connection with the Josephite sisters.

- The Cross is rendered in a deep gold and is placed in a centred position to reflect our patron, St Mary MacKillop, and our deep Catholic Identity.

### Star

Symbolising the rich history of our school and taken from our previous school badge.

- Placed above the Cross, the Star, rendered in gold, is a reminder of our connection to the Southern Cross and the guiding light of St Mary MacKillop and Mary Immaculate.

### Heart shaped M

Symbolising our connection with Mary Immaculate and St Mary of the Cross MacKillop; we recall our school motto, *Incline Your Heart*.

- The stylised heart shaped M motif references our connection to Mary Immaculate. Rendered in a light blue, it recalls our biblical roots and the divine mystery of Mary, who carried divinity (Jesus) within her humanity.

### Child and Adult

Symbolising the nurturing connection of parent and child, teacher and student, Jesus, and Disciple.

- Our unique figures reflect the unique and dynamic relationships ever present within our school community.

### Open Leaves – Open Book

Symbolising our connection to our sacred texts and the continued legacy of learning that we embrace at Mary Immaculate Primary school.

- The open leaves are rendered in green and blue, reflecting the ancient texts that remind us of our story; past, present, and emerging. These motifs are also a reflection of our learning community, ensuring each child achieves their full potential.

### Swirling Dots

Symbolising our spiritual journey as a key motif of the Gospel and Catholic tradition.

- The swirling dots depict the journey taken and the journey yet lived. It references the Good News revealed in Jesus Christ and embraces the spirituality



of the First Nations people, the Yuggera People, and acknowledges the traditional custodians of the land upon which our school is built.

### **Leaves**

Symbolising the potential within each one of us and the growth we undertake as learners.

- The leaves are symbolic of the heritage fig trees that line the entry to the school grounds.

### **School Name and Motto**

Our school motto wraps around the base of our logo, near our name, Mary Immaculate Primary School.

### **School Prayer**



### Mary Immaculate School Prayer

God of love and compassion,  
You give us guidance to strive for  
peace and justice.

Our school is inspired by the example of  
Saint Mary of the Cross MacKillop to:

Act justly,  
Love tenderly and  
Walk humbly with you, our God.

Incline our hearts to work in harmony with others  
embracing the gifts and talents of  
all in our school community.

Give us the courage to say yes to you, as  
Mary our mother did, so that Mary Immaculate  
School will be an example of  
your kingdom on earth.

Amen

### **Prayer**

- Assemblies give us an opportunity each week to come together in communal prayer. Throughout the year, each class will have an opportunity to lead the community in prayer through a liturgy and prayer gathering.

- Classroom prayer is also an important aspect of our school life and community. Each day, learners participate in morning prayer, before meals, and end of day prayer rituals.

## The Sacramental Program

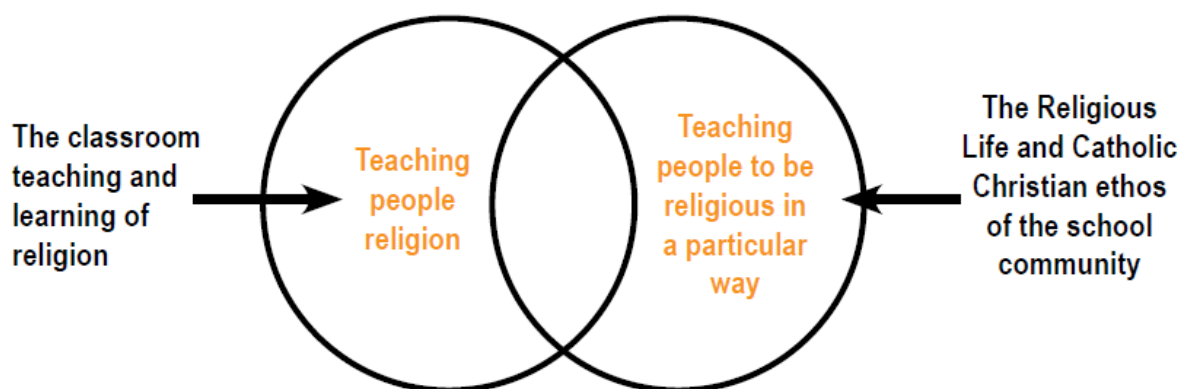
The Sacramental Program is coordinated through the Annerley Ekibin Catholic Parish. Collaboration between the parish and the school will ensure that the Sacramental material in the RE curriculum complements Sacramental preparation in the parish. Parents are encouraged to contact the Annerley Ekibin Parish or visit their website for further information.

- Email: [sacramental\\_annek@bne.catholic.net.au](mailto:sacramental_annek@bne.catholic.net.au)
- Website: <http://brisbane-oratory.org/sacraments-for-children/>

## Vision for Religious Education

The Vision for Religious Education emphasises the complementarity of the dimensions of Religious Education and articulates Mary Immaculate's aspirations for students in terms of their religious literacy and faith formation.

*"The Schools and Colleges of the Archdiocese of Brisbane aspire to educate and form students who are challenged to live the Gospel of Jesus Christ and who are literate in the Catholic and broader Christian tradition, so that they might participate critically and authentically in faith contexts and wider society."* (Brisbane Catholic Education)



Model adapted from Gabriel Moran, 1991



***Teaching people religion*** is an educational activity focused on the teaching and learning of religion and utilising a range of learning processes and resources. In a school, ***teaching religion*** occurs in a classroom setting or other structured learning environments. Student work is assessed and reported on just as other subjects of the curriculum. The aim of teaching religion to students in a school is to assist them in developing their religious literacy so that they may be better able to participate in a critical and effective way in the life of their own faith communities and in the wider society.

Religious Education units are designed as a learning inquiry, where students respond to an overarching fertile question. Students are encouraged to be critical in their learning journey, to investigate, create and communicate their learning and personal understandings. The content in the Religion curriculum is divided into four strands that are taught in an integrated way:

- Sacred Texts
- Beliefs
- Church
- Christian Life.

***Teaching people to be religious*** is identified with ***the religious life of the school*** and is a faith development activity focused on nurturing the religious, spiritual and faith growth of students.

- Each class participates in daily prayer, and we gather as a whole school community each Friday to begin school assembly with prayer.
- Students are exposed to a variety of prayer experiences, including being taught traditional prayers as part of their Year Level Religion Curriculum.
- In partnership with our Parish, we gather regularly for mass as a class or whole school to celebrate in the church. All families are invited to join in these moments of prayer.
- Preparation for students to receive the Sacraments of Initiation is co-ordinated by the parish and students are supported in their preparation by the school.

*The Assistant to the Principal – Religious Education (APRE)* oversees the implementation of these programs. Part of this role is also to facilitate the prayer life of the school and to co-ordinate with the Parish and its liturgical celebrations.

<b>In the Family</b>	the child learns to live his/her faith.
<b>In the Parish</b>	the child learns to celebrate his/her faith.
<b>In the School</b>	the child learns to know his/her faith.





# Excellent Teaching and Learning

## 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 become successful learners, confident and creative individuals, and active and informed citizens. 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
- Languages (**AUSLAN**)
- Humanities and Social Sciences
- The Arts
- Technologies

The latter three 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

<https://v9.australiancurriculum.edu.au/resources/parent-information>



## Vision for Learning

The Mary Immaculate Catholic Primary School 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

## Learner Centred Approach

*Learners are unique and have different ways of thinking and learning.*

- Reflective practices and collaborative planning ensure the differentiation of curriculum to meet the needs of our diverse range of students.
- A variety of data-informed pedagogies and strategies for teaching and learning is valued and encouraged.



## Equity and Excellence for All Learners

*Students' needs, backgrounds, perspectives and interests are reflected in learning and teaching.*

- Cultural diversity is valued and celebrated.
- Learning experiences are purposeful, engaging and enjoyable.
- A supportive team approach values and recognises effort, achievement and excellence.
- Quality professional development is provided for staff.

## Homework Policy

Homework is handed-out at the discretion of the teacher and class expectations. It complements the work in class and is aimed at supporting students' understanding of concepts and consolidating ideas from previous units of work.

- Read for 20 minutes every night.
- In the early years, practice sight words.
- Number work

## Nurturing Community

*Learning in a nurturing environment supports and encourages all learners to be the best that they can be.*

- Parents and staff work in partnership.



- Open communication between home and school is encouraged and supported.
- Opportunities are provided for engagement with the wider community.
- Supportive administrative practices are in place for families.
- A safe and supportive learning environment is a priority.

## **Term Overviews of Learning**

At the beginning of each term, parents can download a copy of the Term Overview of Learning on our Parent Portal. This 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.

## **Specialist Learning Areas**

At Mary Immaculate Primary School, students receive expert instruction from qualified specialist teachers across different curriculum areas. These vary each year and across the terms and may include:

- Physical Education (Prep to Year 6)
- Languages – AUSLAN (Years 1 to 6)
- Dance (Prep to Year 6)
- Visual Arts (Prep to Year 6)
- Music and Choir (Prep to Year 6)

## **Co-Curricular Learning Opportunities**

Sporting:

- School Cross Country - Term 2 (Prep - Year 6)
- Athletics Program - Term 3 (Prep - Year 6)
- Sporting Days - Year-Round (Years 4 – 6)
- Swimming Program - Term 1 (Years 2 - 6) and Term 4 (Prep and Year 1)

Music and Drama:

- Music Specialist Lessons (optional for Preps – Year 6)



#### Academic:

- Chess Mates Program (optional for Preps – Year 6)
- Homework Club - Stretch and Challenge (Years 3 – 6)
- Debating Team (Years 5 & 6)

#### Excursions:

- Prep to Year 6

### **Information and Communication Technologies**

All classrooms have Apple TV's. All students from Prep through to Year 6 have access to a school- supplied device that enables them to be self-directed learners.

The internet is regularly accessed to enhance learning across the school, whether it be for research, viewing educational videos or engaging in curriculum-related websites. Being a Brisbane Catholic Education School means that internet use is monitored for safety and appropriate use.

Parents sign 'Acceptable Use Guidelines' on enrolment. These guidelines are revisited each year, especially in the one-to-one device classes where students are required to sign a Device Contract each year and go through a device 'bootcamp'.

### **Reports**

At the end of each semester, parents are issued with a formal report by the school informing parents/carers about how their child is achieving. At Mary Immaculate, we use The Learning Dashboard (TLD) to report student achievement to parents and caregivers. Parents will access the reports via the Parent Portal or BCE Connect.

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 Primary School, teachers use several assessment tools and evidence of student work to inform their judgements.

### **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 Primary 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

## Resources and Stationery

All items required by the learners are supplied by the school and are part of your fees. The rental of iPads are also included in the fees.

# General School Information

## Attendance Policy

Brisbane Catholic Education recognises that every day of attendance in school contributes towards a student's learning and that maximizing school attendance enhances academic outcomes.



### Absences add up!



### Did you know



BCE primary students don't attend school regularly

### It's never too late to improve attendance

- Going to school more often will make a difference
- Attendance habits will follow your child into work and life

### What families can do...

- ☑ Be firm: send your child to school every day, all day, unless they are sick
- ☑ Develop good sleep and morning routines
- ☑ Schedule appointments and extra-curricular activities outside of school
- ☑ Avoid taking holidays during term time
- ☑ Seek help early before your concerns become serious

### Each day missed...

- Puts your child behind and makes it harder for them to catch up
- Can lead to lower achievement in reading, writing and numeracy
- Can lead to gaps in learning and connections to friends
- Makes school completion less likely
- Makes the transition into the workforce or tertiary education, post school, less likely to be successful



### Schools are here to help...

- Going to school more often will make a difference
- Attendance habits will follow your child into work and life

## Our Goal

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

## Mary Immaculate – Attendance Expectations

- Illness is reasonable grounds for absences; however, shopping excursions or birthday parties are not reasonable grounds for being absent from school.
- When there is sickness in the family, keeping the students' home from school helps towards a quicker recovery. It also helps prevent the virus from spreading to other students in the school, which is critical to keeping everyone as healthy as possible.
- Parents have a responsibility to ensure that their children, as students attend school regularly, and are only absent if ill or

if necessary, to attend a specialist appointment.

- Parents have a further responsibility to provide a reason for their child's absence from school by notifying the school.





## School Hours

### Daily Timetable

8.35 am	Session 1 commences (teachers collect classes from Cooida)
10.45 am	1 <sup>st</sup> break eating time
11.00 am	1 <sup>st</sup> break playing time
11.30 am	Session 2 commences
1.30 pm	2 <sup>nd</sup> break
2.00 pm	Session 3 commences
3.00 pm	End of the school day

### The school day commences at 8:35am and concludes 3:00pm

- Supervision by a member of the school staff commences at 8.15am each day.
- Due to the fact that staff are not rostered on supervision, students are not permitted to enter the school grounds before 8.15am, except to engage in extracurricular activities organised and supervised by a staff member.
- All students gather at the designated space for before school supervision: on The Green at 8:15am.
- Students will be marked absent if they are not at school prior to 8:35am.
- Students who **arrive after** 8:35am, will sign in via the *ALLE Attendance System* located in the School Administration Office, under the supervision of the Administration Officer. After signing in, the student takes the issued receipt to the teacher in the student's Learning Pod (classroom).

### Beginning of the Day

- Staff members are rostered on to meet the students in the "drop-off" area at 8:15am each morning.
- Parents are encouraged to drop and go.
- After drop-off, students are supervised for before school play by a member of staff until the bell rings at 8:35am, signalling the start of the learning day.
- Classroom teachers collect students from Cooida and return to their Learning Pods for beginning of the day procedures.
- Two student prayer leaders are invited to create a "*diamond hand=shape*" – a calming exercise, leading all present through a routine breathing exercise, for a minute. Student leaders invite prayer petitions, prior to saying the Mary Immaculate School Prayer.
- Following prayer, Student Leaders, choose one or two Active Learner Dispositions, as a focus for the day.



- A good morning greeting follows the Dispositions, with each learner called by their name and greeted for the marking of the roll.
- During the morning routine, classroom teachers review the 'timetable' for the day, including any messages or changes to routine.

## **Early/Late Arrivals Notifications**

Students who frequently arrive early to school, will be provided with a "*duty of care*" letter, reminding parents that teachers are not on duty before 8:15am and of the need for the student's safety to always be constantly before the parents and staff.

Students who consistently arrive late to school will be provided with a "*duty of care*" letter reminding parents of the importance of attendance at school.

Reminders are placed in the School Newsletter and Social Media Pages, regarding the importance of School Attendance. Parents are made aware of Brisbane Catholic Education and Mary Immaculate Annerley's Attendance Policy found on the School Website and Staff and Parent Portals.

## **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**

- Please do not leave your car in the Drop and Go Zones on Ferndale Street before or after school.
- Turn off your engine while waiting in line.
- At the end of the day, students will be walked to the bottom of the hill on Ferndale Street to the Drop and Go Zone. Teachers will monitor students as they enter their cars from the front of the line. No exceptions.
- To ensure the smooth flow of traffic and reduce banking 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.
- Students are not permitted to go to the rear of their car for any reason; school bags must be placed inside the car.
- Students are not permitted to walk around to, enter or exit the driver's side to access any vehicle.
- No reversing, U-turns or 3-point turns in the Drop and Go Zone.
- No mobile phones.



- Please do not get out of your car. If your child cannot buckle themselves, then you need to move safely to another area to parent and attend to them. Alternatively, if there are enough staff members to assist, they will.
- If your child has a musical instrument that must go in the back of your car, please ensure you park your car on those days.
- Please adhere to all parking rules on Ferndale Street if you are leaving your vehicle to enter the school grounds. Signs are posted on both sides of the street with time restrictions.

### **Ferndale Street Procedure after 3:15am.**

Administration staff will call parents and if contact is unsuccessful, calls are made to the student's other listed contacts to ensure the student is collected. School staff remain with students for the length of their 'shift' at which point, if no contact has been made, Leadership continues to supervise while further contact attempts are made by phone. In extreme cases, where the staff is concerned and no contact has been made, a member of Leadership will contact the local Police and seek their assistance to locate the parents.

Parents are asked to contact the School Office if a student's normal pick-up routine changes. For their safety, this includes if an unlisted family member or friend is picking their child up. In an emergency or change of circumstances, parents are asked to leave a telephone message with the School Administration Office staff, who will then pass on to the relevant teaching and leadership staff.

### **Ipswich Road Carpark**

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

Some Practicalities

- All parents are welcome to use the Ipswich Road Carpark to walk their child into the school grounds and pick them up at the end of the day.
- The Ipswich Road Carpark is used by staff and church parishioners, please ensure that you 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.
- 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.
- Be wary when reversing in the carpark.

Talk to your child about 'Pick-Up Time':

- If you need to leave the school promptly at 3:00 p.m., your child needs 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.



## **Monday Muster Assembly 8:35am every Monday**

Every Monday, the Leadership Team lead a short Monday Muster, addressing PB4L expectations for the week, general reminders of events/activities happening, and any other relevant communications. Parents and caregivers are welcome to join us each Monday for our muster.

## **Friday Assembly 8:35am every Friday**

Every Friday morning from 8:35am – 9:00am. Year 6 student leaders lead our school assembly in Coinda with the school prayer, Active Learner Awards, TaDa card winners, and general messages. Parents and caregivers are welcome to join us each week for our assemblies.

## **Lunch – Recommended Food**

To give your child the best chance to focus and learn throughout the day, it is important to consider their food for lunch. Our school has two eating breaks, the first at 10.45am and the second at 1.30 pm.

Every child is different, and their eating behaviours vary, but here are a few suggestions for daily lunch boxes:

- *Sandwiches/rolls/wraps with low-sugar spreads, salad, meat, baked beans etc.*
- *Vegetables/pasta salad*
- *Fresh vegetables*
- *Yoghurt*
- *Fresh or dried fruit*
- *Plain popcorn*
- *Savoury muffins*
- *Pikelets*

In keeping with a healthy food approach and for easy access to food, there are some foods our school would prefer not be included in children's lunchboxes, these include:

- *Ring pull cans/tins*
- *Lollies/chocolates*
- *Soft drink cans*
- *Difficult to open items e.g., yoghurt tubes needing scissors to open*
- *Items that require heating*
- *Items with a high sugar/preservative/additive content*

## **Mobile Phones and Other Electronic Equipment**

Expensive electronic equipment or games should not be brought to school. Our school will not accept responsibility for the loss or damage of these items. If it is essential for a mobile phone to be brought to school, it must be handed into the Office for safekeeping at the start of the day and collected at the end of the school day.



## School Fees Procedures

The setting of school fee levels is the responsibility of the Principal guided by the policies and levies set by Brisbane Catholic Education.

School fees are sent out each term and may be paid through direct debit, EFTPOS, BPay, bank transfer, or via cash/cheque. Please see our office staff for details.

1. Issuing of Accounts
2. Reminder Statements
3. Collection Agency
4. Legal Action

## Birthday Celebrations

Birthdays are a special time, and it is nice to share this occasion with the class if you wish to do so. It is preferable for individual patty cakes, ice blocks or fruit pieces to be sent to school to celebrate birthdays.

## Tuckshop

The School Tuckshop operates each **Monday** and **Thursday** with lunch ordered via the Qkr! app.

All food is prepared at Our Lady's College Tuckshop and brought up to the school for distribution. A menu/pricelist is available on the Qkr app.

**All orders MUST be placed through the Qkr app by the following times:**

- Friday 11am for Monday tuckshop.
- 8am on Thursday morning.

The Qkr app can be downloaded from the app store on your mobile device.

## Visitors Policy

To meet the requirements of Workplace, Health, and Safety in our school, all visitors must enter the premises by way of the main office where they must enter their name, time of arrival and location on premises in the log-in book and collect a visitors badge to wear for the duration of the visit. On departure, visitors must sign out, indicate departure time and return the Visitor's Identification Badge.

Parents who are on-site between 8.30 am and 2.50 pm must also sign in as a visitor. When arriving at the Administration building, please come to the reception area. Our office staff will direct you to other relevant areas within the building.





## Uniform Policy

All students in Prep to Year 6 wear the formal uniform 3 days a week and the sports uniform 2 days a week. Students wear ALL black school shoes. Black joggers are acceptable with both uniforms.

ALL black shoes are not to have any coloured stripes, logos or shoelaces.

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

<p>Boys Formal Uniform:</p> <ul style="list-style-type: none"><li>• Blue school shirt</li><li>• Grey shorts</li><li>• Navy blue school hat</li><li>• Black leather shoes</li><li>• Grey school socks</li><li>• Navy blue school jumper/jacket</li><li>• Navy blue tracksuit pants</li></ul> <p>Boys Sports Uniform: (2 nominated days per week)</p> <ul style="list-style-type: none"><li>• School polo shirt</li><li>• Navy blue rugby knit shorts</li><li>• <b>Black joggers only</b></li><li>• White crew socks</li></ul>	<p>Girls Formal Uniform:</p> <ul style="list-style-type: none"><li>• Blue check dress or</li><li>• Blue check blouse with navy culottes</li><li>• Navy blue school hat</li><li>• Black leather shoes</li><li>• White socks</li><li>• Navy stockings (optional)</li><li>• Navy blue school jumper/jacket</li></ul> <p>Girls Sports Uniform: (2 nominated days per week)</p> <ul style="list-style-type: none"><li>• School polo shirt</li><li>• Navy blue rugby knit shorts</li><li>• <b>Black joggers only</b></li><li>• White crew socks</li></ul>
<p>Accessories</p> <ul style="list-style-type: none"><li>• School bag (compulsory)</li><li>• Hair accessories – must be school colours – navy or white</li><li>• Long hair (longer than shoulder length) must be tied at the back of the head at all times and long hair pinned back from eyes.</li><li>• Earrings – sleepers or studs are the only earrings to be worn, limited to one per ear.</li><li>• No jewellery to be worn (wristwatches excluded).</li><li>• NO SMART watches.</li></ul>	

## Outside School Hours Care (OSHC)

Catholic Early EdCare provides onsite outside school hours from 3.00 p.m. to 6.00 p.m. Monday to Friday. This service is available for all students from Prep to Year 6. Catholic Early EdCare uses the classroom next to the library to provide a high-quality and much-valued service.

For all bookings and enquiries, please contact the coordinator by phone at 3392 6291 or 0467 800 558 or by email at [annerleyoshc@catholicearlyedcare.qld.edu.au](mailto: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.



# Positive Behaviour for Learning

## Student Code of Conduct

As a school community, all learners are guided by the Active Learner Dispositions and Ways of Belonging Matrix. These frameworks describe the behaviours and Ways of Working that articulate the appropriate and positive behaviours and thinking expected of all learners.

## Establishing PB4L Behaviour Expectations

Mary Immaculate Primary School is a Positive Behaviour for Learning School. At our school, there are many ways in which staff establish the behaviour expectations of our students. This behaviour is established at the classroom and the whole school level:

- Teachers use a variety of age-appropriate pedagogies to explicitly teach the Active Learners Dispositions and Ways of Belonging 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 Dispositions through the visual resources.
- TaDa Cards are used as a reward system for positive behaviour. As each student displays a behaviour from our matrix, they receive a TaDa card. Each Friday, five names are drawn from the TaDa card raffle and those learners receive an ice block.
- Teachers give consistent feedback to students about the Active Learner Dispositions and Ways of Belonging.
- Teachers adopt and follow PB4L behaviour responses and strategies.

## Active Learner Dispositions

The 'Active Learner' is a framework made up of eight dispositions (Ways of Working). Each of the eight dispositions 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.



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 symbolism 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 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 faith.



## Celebrations of Faith and Learning

- Monday Muster is a gathering each Monday to begin the week as a school community. As this gathering, the Principal addresses the community and reminds the learners of events happening and our PB4L focus for the week.
- Each Friday at 8:35 a.m., the whole school gathers for prayer and Active Learner Awards. This gathering is an important part of the life of the school and parents are invited and welcome to attend.
  - Active Learner Awards are presented to learners throughout the year.
  - They are a celebration of those learners who have demonstrated one or more of the Active Learner Dispositions in a consistent manner throughout the week.
- In August, we celebrate the feast day of St Mary MacKillop. At this celebration, we award a learner from each year level the Mary MacKillop Stewardship Award for their service to our community and demonstrating the ethos of St Mary MacKillop.



## **Bullying and Cyber Safety**

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. Cyberbullying is another form of bullying using technology, such as a computer or mobile phone via text messaging, MSM, social networking, photographs, and web pages.

A Bystander is a person who witnesses a bullying incident as an onlooker. At Mary Immaculate 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.

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

[View our Student Protection Policies](#)

## **Mary Immaculate’s Ways of Belonging**

# **Supportive, Safe, and Caring Environments**

## **Medication and Injury Management Procedures**

Parents are asked to keep their children at home when they are sick and to notify the school if they have been exposed to any infectious illness, disease, or pests, for example, head lice, school sores, stomach bugs and conjunctivitis. Parents will be



notified if children become ill at school. Children will be cared for until a parent or carer arrives to take them home. If your child has specific health problems, please discuss these with the teacher so they can best help your child.

Medications must be handed in at the **office** and appropriate forms completed prior to medication being administered. All medicines administered will be recorded daily in the medication register. Medication must be labelled specifically for the child, prescribed by a doctor, and be recorded and signed for at the office.

All incidents which require first aid will be recorded in the first aid register. Parents will be notified of more serious accidents, especially those which require ongoing treatment or head injuries. If parents cannot be contacted, the school will contact the 'emergency contact person' nominated on the child's enrolment form. An ambulance will be called if your child requires emergency medical treatment. This is then recorded in Brisbane Catholic Education's online database.

## **Emergency Contact Details**

It is each parent's responsibility to keep emergency contact details current. Your current contact details are very important to your child's wellbeing. Should your child be unwell or require urgent medical attention, it is vital for the school to be able to contact you immediately.

## **Emergency Evacuation and Lockdown Procedures**

Teachers and learners carry out emergency evacuation and lockdown practices each semester to ensure a safe and efficient evacuation of everyone in case of any emergency. Any parent present at the school when an evacuation lockdown occurs must comply with the directions of staff.

## **Workplace Health and Safety**

Our school aims always to provide a healthy and safe environment. To ensure our school maintains a high workplace health and safety standard, we have a Workplace Health and Safety Committee, which meets regularly. Mary Immaculate employs a qualified WH&S Officer for 6 hours weekly.

## **Procedures for Infectious Diseases – Exclusion from School**

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. A copy of the Queensland Government's 'Time Out' poster is an appendix at the end of this handbook. This poster provides information on the recommended minimum exclusion periods for infectious conditions and helps schools, parents and doctors to meet the requirements of the Public Health Act 2005.

## **Student Protection**



Our school implements the Brisbane Catholic Education Guidelines and 'Feeling Safe Strategies' which aim to teach children they have the right to feel safe at all times, both within the school community and beyond. If you have a concern about any aspect of student safety, please make contact with one of the school's Student Protection Contacts:

- Sally Smith (Principal)
- Kathryn Allan (Assistant Principal Religious Education)
- Marisa Seipel (Primary Learning Leader)
- Susan Paten-Allison (Guidance Counsellor)
- Alison Smith (Support Teacher- Inclusive Education)

BCE Student Protection Policies can be accessed on the School Website.

## **Sun Safety**

All learners must wear school hats during break times, on the way to school and from school.

- NoHat - NoPlay

A learner may wear an alternative hat if they have a note of explanation. Parents are encouraged to apply sunscreen cream on their children before they arrive at school. Parents can supply roll-on sunscreen cream for learners to apply before lunch time, sports and other outdoor activities.

# **Parental Communication and Involvement in the School**

## **Parent-Teacher Communication**

Mary Immaculate Primary School is a community of children, families and staff that nurtures and values communication between home and school. Teachers also have the right to disconnect and are not expected to respond to emails during their personal time.

Preferred communication with teachers is via email. Acknowledgement of email is within 1-business day on the days that they work. Please allow up to 48 hours for a detailed response. Teachers are not expected to respond to emails out of the hours of 7:30am – 4:00pm.

- Blogs – check this every week and set alerts!
- Meetings – please ensure these are planned with the teacher. Please do not try to catch teachers without scheduling a time.
- Parent-Teacher Interviews are given set times twice a year. If a teacher or parent is concerned, they may wish to organise a meeting.
- 



## **School Newsletter**

The school newsletter is placed on the Parent Portal on a Thursday in Weeks 1, 5 and 10 of each Term (subject to change). It is also emailed and is available to view on the BCE Connect App.

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

- Newsletter: This is emailed to parents/carers as a link in Week 1, 5, and 10 on a Thursday. It provides important information and messages.
- Parent Portal: is the official 'information and communication hub' for the school. It is a secure online space for our families to receive important school information, including student reports, the ability to lodge absences and important links and documents. It is also space to manage and update family details.
- BCE Connect App: This is a condensed version of the Parent Portal that is downloaded onto your phone. It gives access to newsletters, documents and events as well as an easy way to report absences and access other apps such as QKR and PTO.
- Class Blogs: Each week, teachers update the Class Blog with a review of the week, some key learnings of the students, and provide a weekly update on what learning will be occurring the following week.
- Social Media: We have a Facebook and Instagram page that has regular updates on events that are going to happen and have happened. Follow us @maryimmaculateprimary
- SMS: The school uses an SMS service to send out important reminders and attendance alters 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.

## **Parent Involvement**

We encourage parents to take an active role in our school and to support us by becoming involved on a regular basis. Listed below are some areas where you may be able to assist.

- *Listening to children read*
- *Supporting with Swimming and Athletics Carnivals*
- *Assist with Tuckshop*
- *Attending Class Masses and liturgies*
- *Covering library books*
- *Assistance as required by teachers in classrooms*





- *Attend excursions.*

All current parents wishing to volunteer at Mary Immaculate in 2025 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.

<https://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Student-Protection-and-Code-of-Conduct-Training-for-Volunteers-and-Other-Personnel.aspx>

If parents do not have access to a laptop/tablet and printer, you can complete the training at school by coordinating a time with the school's Guidance Counsellor on 07 3848 8965.

### **Complaints and Grievances**

Mary Immaculate 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, we have 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.

### **School Board**

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 members to know how best to lead and serve them.

