

# Parent Handbook



**St Agatha's Catholic Primary School**

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**6 Hunter Lane, Clayfield, 4011**

# Principal's Message



***'Not words but deeds' Nano Nagle***

On behalf of the school community of St Agatha's Clayfield, I warmly welcome you to our school.

We have a remarkable learning culture at St Agatha's which is Embedded in our school motto, *'Growth, Friendship, Faith'* and our ethos of justice, service and integrity.

The excellence, diligence and creativity we value is evidenced through the range of supportive, engaging and challenging learning experiences provided by our expert staff each day. We strive for spiritual, personal and academic growth in every student through our deep commitment to our Catholic identity and excellent learning and teaching.

St Agatha's school was founded in 1925 by the Presentation Sisters and has served the community of St Agatha's parish with high quality learning and teaching in a safe and supportive school environment.

Almost 100 years later, high quality learning and teaching in a safe and supportive school environment remains our top priority. Our staff, parents and students work in partnership to form a community which prepares all students to live out their life and faith commitment with confidence and joy in an ever-changing world.

At St Agatha's, we believe our education offers a focus on learners and learning in a strong Catholic context. We demonstrate our commitment to our charism in the spirit of Nano Nagle through using 'not words but deeds' in our daily actions both in and beyond the school gates.

I invite you to visit St Agatha's School and experience for yourself the hospitality, professionalism and excellence of our learning community.

Anne-Marie Maw  
Principal

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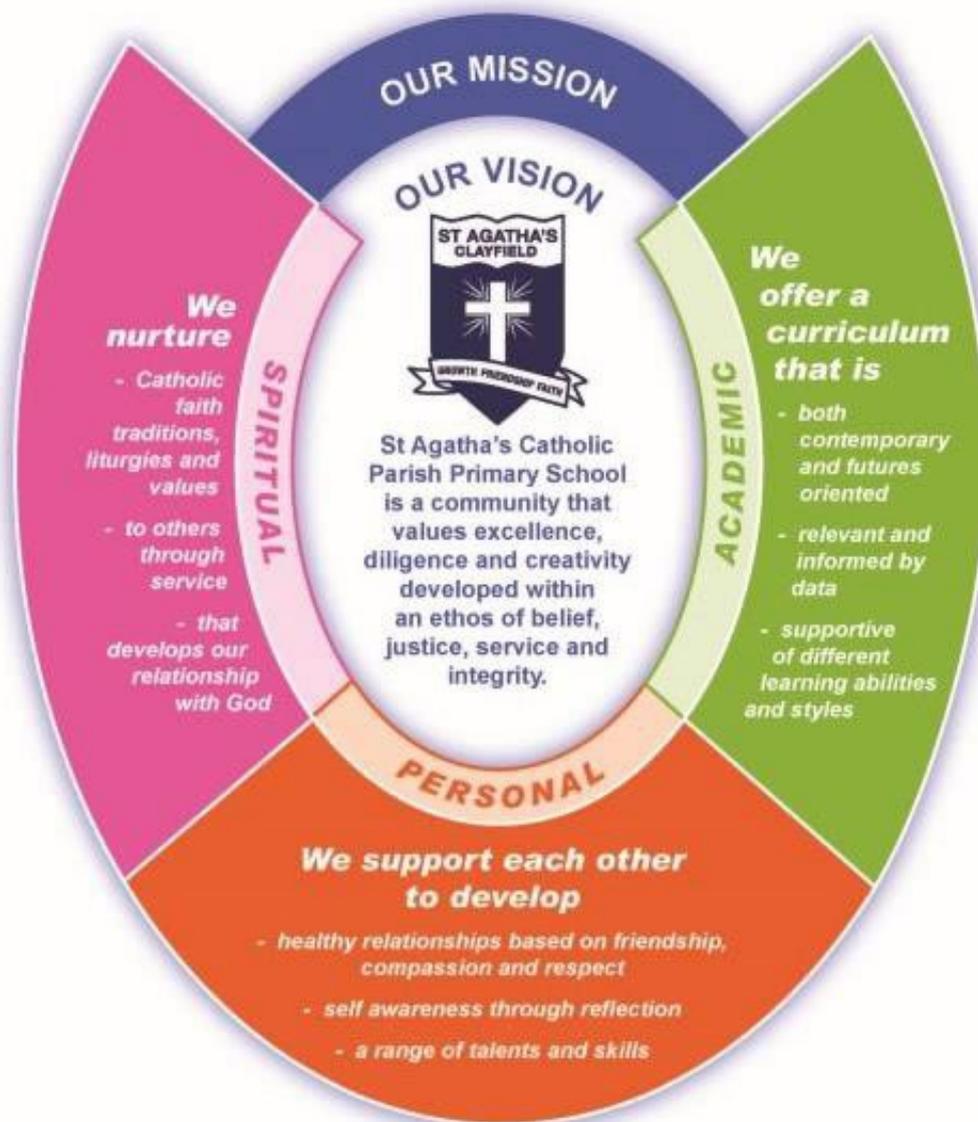
# Statement of Special Religious Character

St Agatha's School stands on the land of the Turrbal people. We acknowledge and pay respect to Indigenous people past, present and emerging.

In 1925, the Presentation Sisters moved into the Parish of St Agatha, and opened a school. The school draws its special character from the foundress of the Presentation Sisters, Nano Nagle, who had a commitment to justice, a concern for the poor and a determination towards action to right social injustice.

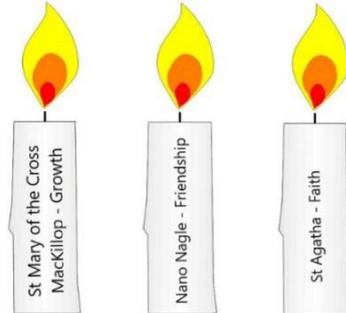
The motto of the school is 'Growth, Friendship, Faith'. We are a community of friends, growing together in a life of faith, with Jesus Christ at the centre. The motto is embedded in our vision statement, in that we are a community, bound together by our belief and our ethos of justice and service.

The school's patron Saint, St Agatha, is a shining example to our students for her faith, and her strength when challenged. Although no longer serving as staff at St Agatha's, The Presentation Sisters are still part our community today.



# Charism at St Agatha's

St Agatha's school motto "Growth, Friendship and Faith" is modelled on the three pillars of our school community. Mary MacKillop for her commitment to growth, Nano Nagle for commitment to friendship and St Agatha for her commitment to faith.



At St Agatha's we inspire all stakeholders to establish and maintain strong connections with Christ, Charism and Community.

## Presentation Charism: Nano Nagle

At St Agatha's we are led by the Presentation Charism of Nano Nagle as we seek to promote a community that is grounded in the rich faith traditions of the Catholic Church. Like venerable Nano Nagle we listen to the call of God to bring about God's plans for our sacred world. Nano Nagle was born in Ballygriffin, Ireland, during a time of persecution of Irish Catholics under English penal laws. Nano Nagle's life of prayer, her concern for her people, her courage and perseverance inspired and enabled her to establish schools to educate the poor and disadvantaged and provide other works of charity for those who were poor and oppressed by unjust social structures. Nano educated people in 'hedge schools' by day and walked the alleyways of Cork at night as she brought comfort and support to the poor and vulnerable, using her lantern to light the path. A constant focus throughout history, from Presentation Sisters and Presentation People, has been the recognition of the human dignity of each person and a clear determination to address social injustice, oppression and any acts which deny the flourishing of the human spirit.



## Mary MacKillop

As the patron saint of the Archdiocese of Brisbane and the first Australian to be canonised as a Saint, St Mary of the Cross MacKillop's story is infused into the life of St Agatha's school. Mary MacKillop was an Australian nun who has been declared a saint as St Mary of the Cross. Of Scottish descent, she was born in Melbourne but is well known for her establishment of the Josephite Sisters. Mary MacKillop had a constant focus on ensuring that students irrespective of their family or economic disadvantage could receive a holistic Catholic Education.



## St Agatha

As the patron saint of our school St Agatha's life story models a strong commitment to faith and reminds all in our community of our strong Catholic identity. Agatha was born in Italy in approximately the third century, in a time where Christianity was not legal. As a young lady Agatha decided to dedicate herself to God. She considered herself to be a bride of Christ and reserved herself totally to Him. A young, influential, Roman consul met Agatha, he liked her immensely, and insisted that she marry him however she rebuffed his proposals as she was wholly dedicated to God.

# General Information

## CONTACT DETAILS:

<b>Principal:</b>	Ms Anne-Marie Maw
<b>Assistant Principal:</b>	Mr Jake Knowles
<b>Parish Priest:</b>	Fr Nev Yun and Deacon Peter Pellicaan
<b>School Secretary:</b>	Ms Katrina Peatey
<b>Enrolment Secretary:</b>	Ms Katrina Peatey
<b>Financial Secretary:</b>	Mrs Sandy Munro
<b>Phone:</b>	07 3326 9222
<b>Outside School Hours Care:</b>	07 3326 9208
<b>Email:</b>	<a href="mailto:pclayfield@bne.catholic.edu.au">pclayfield@bne.catholic.edu.au</a>
<b>Website:</b>	<a href="http://www.stagathasclayfield.qld.edu.au">www.stagathasclayfield.qld.edu.au</a>
<b>Postal Address:</b>	6 Hunter Lane, Clayfield 4011

## OFFICE HOURS:

8am - 4.00pm Monday-Friday

## TIMETABLE:

<b>Teacher supervision begins:</b>	08.15am
<b>Morning assembly bell:</b>	08.40am
<b>Lunch:</b>	10.45 - 11.25pm
<b>Afternoon Tea:</b>	01.35 - 01.55pm
<b>Final Bell:</b>	02.55pm

## TERM DATES FOR 2023:

<b>Term 1:</b>	Tuesday 24 <sup>th</sup> January – Friday 31 <sup>st</sup> March
<b>Term 2:</b>	Monday 17 <sup>th</sup> April – Friday 23 <sup>rd</sup> June
<b>Term 3:</b>	Monday 10 <sup>th</sup> July – Friday 15 <sup>th</sup> September
<b>Term 4:</b>	Tuesday 3 <sup>rd</sup> October – Friday 1 <sup>st</sup> December

## ST AGATHA'S PARISH:

Every school family is warmly invited to become actively involved in the St Agatha's Clayfield Parish. Fr Nev Yun is our Parish Priest, and the Parish Office is located next to the Church.

<b>Phone:</b>	07 3262 2859
<b>Email:</b>	<a href="mailto:clayfld@bne.catholic.net.au">clayfld@bne.catholic.net.au</a>
<b>Website:</b>	<a href="http://clayfieldparish.org.au/">http://clayfieldparish.org.au/</a>
<b>Postal Address:</b>	52 Oriel Road, Clayfield 4011

# Policies & Procedures

## ABSENCE FROM SCHOOL & ABSENTEE LINE

**Attendance** is a requirement of every student enrolled at St Agatha's. Please log into the PARENT PORTAL to communicate your child's Absence e.g. sick leave – **before 8.45am that day**. When your child returns to school you must provide the teacher with a letter or email stating the reason for their absence or being late along with any other relevant information. Students are not permitted to have regular absences from school, eg. Swimming, dance, music lesson or to attend outside lessons and tutoring.

## TRAVEL CAUSING ABSENCE FROM SCHOOL

Holidays should be taken during school holiday time where possible. Extended periods of absence has an impact on the academic and social emotional wellbeing of a child. Parents requesting an absence from school for travel or family reasons are required to email the school office [pclayfield@bne.catholic.edu.au](mailto:pclayfield@bne.catholic.edu.au) stating dates and reasons for this absence. (This requirement does not include sick leave).

## APPOINTMENTS

Please inform both the school office and your child's teacher by email, if your child is required to attend specialist appointments during the school day. Students **MUST** be signed in/out using the ALLE system and picked up and dropped off at the school office on these occasions.

## BIRTHDAY CELEBRATIONS

**St Agatha's is a 'nut aware' school. We ask that you do not send items that contain nuts/nut products to school.**

Student's birthdays are celebrated at our weekly assembly at St Agatha's School. Parents are invited to bring **water-based ice-blocks only** (eg zooper doopers) to share with classmates if they wish. Invitations to birthday parties must be distributed via email or through the Class Parent Group email list. Teachers will not be available to distribute birthday party invitations.

## CAR PARK SAFETY

Parking in the car park is reserved for **staff only**. Please DO NOT drive into Hunter Lane. For the safety of children, parents are requested to park in the surrounding streets of the school when attending meetings. Please be mindful of our neighbours and do not park over their driveways. **The staff car park is out of bounds to students.**

## CLASS PARENTS REPRESENTATIVE – PASTORAL CARE PARENTS

Parents are valued for their participation in their child's education. Our P&F Association support the Pastoral Care Parents and communicate with the parent community via email regarding Social Activities support and other activities.

## DOGS

Dogs on or off leashes are **NOT PERMITTED** on school grounds at any time. This includes **ALL** Sporting and School events where children are present off campus e.g. Cross Country, School Athletics, etc. Service dogs are exempt.

## FIRE DRILL AND LOCKDOWN PROCEDURES

Our school regularly conducts Fire Evacuation drills and Lockdown drills in accordance with Workplace, Health and Safety Legislation. Parents who are on the property during these drills are also required to participate in the drill. If you are arriving at school during a lockdown or evacuation drill, a sign will be placed on the office door.

## FORGOTTEN LUNCHES

**St Agatha's is a 'nut aware' school. We ask that you do not send items that contain nuts/nut products to school.**

On occasions students leave their lunches at home or in the car on the way to school. The school will contact parents of those students who have forgotten their lunch. Parents will be requested to provide their child's lunch or to organise a carer or other emergency contact on these occasions. **The school does not provide lunch for students.** Workplace Health & Safety standards mean it is also inappropriate to ask other students to share their lunch, siblings excepted.

## FUN FRIDAY

Once a term our school celebrates Fun Friday, co-ordinated by our P&F. Parents can order food for their child from an allocated menu. It is not compulsory for your child to order food for Fun Friday. They can bring their regular food from home. Fast food such as McDonald's, KFC, Hungry Jacks, Grill'd etc are NOT PERMITTED to be brought to school in place of Fun Friday food.

## HOMEWORK

Homework provides students with an opportunity to review and practise work that has been covered during the school hours. Students will experience a variety of methods in completing homework during their primary schooling. Homework can vary from completion on a daily basis or weekly set homework that requires the student to plan their homework on a regular basis.

With this method students need to be encouraged by parents not to leave the completion of their homework until the night before it is due. If a child is unable to complete homework a letter of explanation is required from the parents. We encourage parents to allow opportunities for their children to read each night. Our Homework guidelines policy can be found on the Parent Portal.

## ILLNESS OR INJURY AT SCHOOL

If a student becomes ill or is injured at school, the following procedures are followed:

- Any form of head bump is treated as serious. Parent is notified, first aid is given and the student is monitored for symptoms of concussion. Parents are required to collect their child if a head bump occurs.
- A minor injury (eg; knee, small graze) will be treated at school.
- If a student becomes ill, they will be monitored at school. If the student's condition improves they will return to class. If the illness becomes worse or the child isn't well enough to return to class, parents will be contacted to collect their child.
- If a student vomits at school, parents are contacted to collect their child immediately.
- Any student treated with emergency first aid at sick bay will receive a sick bay/first aid slip for mum.
- When a student is sick or injured, parents or carers are required collect their child as soon as possible.
- Students are required to stay home if unwell to focus on their recovery and avoid spreading.
- If a student presents with Covid symptoms, Rapid Antigen Tests are provided to parents. Staff will not administer RAT's.

**PARENTS RESPONSIBILITY IF YOUR CHILD IS ILL/INJURED AT SCHOOL**

Please ensure your child's emergency contact details are up to date. If your child is sick or injured, it is crucial for school to be able to contact you or your child's emergency contact. Please check your contact details once a term to ensure they are still up to date.

**SICK BAY**

Sick Bay is available for Emergency First Aid and short term care of sick students. It's not fair on your sick/injured child or the front office staff to be in sick bay for extended periods of time. Your child needs to focus on their recovery at home. If parents are unable to take time from their workplace to care for their child, the expectation of the school is that the person nominated as your Emergency Contact will collect your child. The school Sick Bay is available for Emergency First Aid only, as it has limited beds and staff.

**ORAL MEDICATION**

**Medication prescribed by a Medical Practitioner** can only be administered if accompanied by a Student Medication Request Form (issued by the School Office or downloaded from our School App or Parent Portal) and must be signed by a Medical Practitioner - *Section 1*.

**Non - prescription medication** this includes over-the-counter Panadol, Claratyne, cough mixtures & ear/eye drops can only be administered if accompanied by a Student Medication Request Form and must be signed by the parent – Section 2.

Medication will then be administered by office staff and signed-off upon dispensing. All medication must be in its original package/bottle with the dosage displayed.

**ALLERGIES**

**Anaphylaxis Students** must provide an up-to-date ASCIA Action Plan signed by the treating doctor / practitioner along with two EpiPen's prior to the student commencing school.

**Asthma Students** must provide an Asthma Action Plan signed by the treating doctor. Asthma puffers and spacers are to be clearly labelled with student's name.

**All medication must be current and not expired. Replacement EpiPens and any other medication must be provided to the school before they expire. It is the responsibility of the parent to keep track of expiry dates.**

**INFECTIOUS DISEASES & EXCLUSION OF STUDENTS FROM SCHOOL**

The following information is provided by the Qld Department of Health.

**Chicken Pox:** Exclude for 6 days after the first spots appear.

**Conjunctivitis:** Exclude until discharge from eyes has ceased.

**Covid-19:** As per Queensland Health government advise at the time.

**German Measles:** Exclude for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

**Head Lice:** An alert notice and letter asking for action to be taken at home managing head lice, is sent home with all children in the classroom(s) concerned or the whole school.

Please refer to Head lice policy in the Parent Portal.

**Impetigo:** Exclude until sores have fully healed. The student may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.

**Influenza: All Strains** - Influenza or 'the flu' is a highly contagious disease caused by infection influenza type A or B (or rarely C) virus. Ways to protect yourself and others are to:

- stay home when you are sick.
- Wash your hands regularly with soap and water or use an alcohol based hand gel.
- Wash your hands prior to touching your eyes, nose and mouth.

- When coughing or sneezing, cover your mouth and nose with disposable tissues which should be disposed of.
- wash your hands regularly with soap and water or use an alcohol-based hand gel.
- wash your hands prior to touching your eyes, nose and mouth.
- when coughing or sneezing, cover your mouth and nose with disposable tissues which should be disposed of immediately.
- maintain at least one metre distance from people who have flu-like symptoms such as coughing or sneezing.
- consult your doctor if you have a cough and high fever (38°C or more) and follow their instructions, including taking medicine as prescribed.

#### **Exclude until well.**

**Infectious Hepatitis:** Re-admit on receipt of a medical certificate of recovery or on subsidence of symptoms when no medical certificate is available.

**Measles:** Exclude for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

**Mumps:** Exclude for 2 weeks from the onset of swelling, or until fully recovered.

**Ringworm:** Re-admit when appropriate treatment has commenced and is supported by a medical certificate.

**Slap Cheek:** An alert notice is sent home with all children in the classroom(s) concerned.

**Streptococcal:** Exclude until at least 7 days after the symptoms have subsided or until a medical certificate of recovery is produced.

**Whooping Cough:** Exclude for 4 weeks from the onset of the whoop, except that the period of exclusion may be less than 4 weeks if there is no whoop and a medical certificate is produced.

An information sheet from the Qld Gov Dept of Health is available in the appendix of this booklet.

#### LATE ARRIVALS/ EARLY DEPARTURES

Students are expected to be at school before 8.40am and remain for the day. Students who arrive at school after 8.40am and who depart before 2.55pm *are required* to report to the school office to sign in or sign out using the ALLE System and obtain a "late slip" or "permission to leave the school grounds". Late arrivals and early departures can impact a child's academic and social / emotional wellbeing.

#### LITURGIES

Our school places a high degree of emphasis on the Religious life of the school. Whole school and class masses are celebrated throughout the term. Parents are invited to attend their child's class mass and any whole school mass celebrated during the school year.

#### MOBILE PHONES AND DATA ENABLED SMART WATCHES

Below are procedural guidelines for students who bring mobile phones to school:

- All mobile phones are to be kept in the front office. Each student will be required to sign in their mobile phone and then sign out in the afternoon. Phones are to be turned off prior to signing in and will be stored in the front office during the school day. Students can collect their phones by 'signing out' at the conclusion of their school day.
- Students are not permitted to freely use their mobile phone during school hours. Students expecting a message from a parent or carer who need to access their phone may check their phone during break time under the supervision of the office staff. Any text message must be shown to a front office staff member prior to sending.
- Students waiting to be picked up after school and under the supervision of a teacher are to only use mobile phones to communicate with carers via text message or phone call.

- Mobile phones are not to be used to take photos or video whilst on the school premises.
- Any misconduct with mobile phones will be dealt with according to the St Agatha's Behaviour Management Policy and in partnership with parents.
- Smart Watches are not to be used to text or call during school hours. Data should be disabled during school hours.
- The preferred method of communication between students and parents/carers during school time is via the front office.

## PARENT COMMUNICATION WITH TEACHERS

### **Complaints from Students, Staff, Parents or Guardians.**

From time to time there will be complaints made about a situation, process, person, event or decision. Like all feedback, complaints are to be treated respectfully, professionally and in a timely manner.

### **When managing a complaint from student, staff, parent or guardian:**

- Parents are expected to contact the classroom/specialist teacher the first point of call as most situations can be resolved at this level.
- Parents are asked to please email the teacher to make an appointment to meet or have a phone call to discuss the issue. Parents are discouraged from unannounced visits to the classroom before or after school to discuss a complaint.
- Where possible, a face-to-face meeting or phone call from staff is a more appropriate response than an email.
- Never contact the parent of another child for a school related matter, even if parents socialise outside of school together.
- Depending on circumstances, in some instances, the Guidance Counsellor, a member of the Leadership Team or Enrichment Team may be part of this meeting.
- If the matter cannot be resolved at the classroom level, please contact a member of the Leadership Team and we will work together to resolve the complaint.
- The time required to resolve a complaint may vary depending on the complexity and nature of the situation as well as availability of staff to meet. Additional time may be required if a complaint is submitted toward the end of a school term, or outside of school terms.
- At all times there is an expectation that staff will act in a professional and respectful manner. If a staff member feels uncomfortable or concerned about the situation, issue or complaint, they will contact a member of the Leadership team to discuss the situation and plan the next steps. Staff are welcome to cc a member of the Leadership Team into any correspondence to parents and have a member of the Leadership Team present in a meeting.

## PARENT/TEACHER CONFERENCES`

Teachers are willing and available to meet with parents to discuss concerns relating to your child's progress. It is desirable to arrange a meeting date in advance, in order to give the teacher's time to prepare for a meaningful discussion. Teachers are unavailable for consultation during school hours as they are teaching and may not answer emails until after school. Parent/Teacher Online program is used for formal parent teacher interview appointments. Parents can email teachers, however teachers value parent conversations, therefore it may not be possible for teachers to speak with you before or after class without an appointment due to class preparation and prior meetings.

## TEACHER GIFT POLICY

Gifts may be offered and received as a sign of acknowledgement of thanks by students to teachers.

## TEACHER GIFT PROCEDURES

- It is appropriate for students to offer a gift of thanks to their teacher. Cards and handmade tokens are warmly encouraged.
- Gifts should reflect the values of the Catholic school community and should not be designed to create a conflict of interest for teachers in accepting expensive or luxurious gifts.
- Cash gifts are not permitted. Gift cards e.g. Coles Myer etc. are appropriate.
- Participation for parents in group class gifts are not compulsory. Respect should be shown to parents who may wish to gift individually to the teacher.
- Teachers' privacy should be respected at all times when offering gifts.

## POSITIVE BEHAVIOUR FOR LEARNING SUPPORT

Everyone at St Agatha's has the right to:

- Feel safe – physically, emotionally, digitally, academically, and spiritually.
- Grow spiritually, academically, and emotionally in a supportive, community environment.

St Agatha's school rules are simple:

- Be safe
- Be respectful
- Be responsible

Some examples of these rules are:

- Follow teacher instructions, first time, every time
- Show pride in yourself and your school uniform
- Do your best as a learner
- Put your rubbish in the bin
- Hands and feet to yourself
- No hat - play in the shade (Presentation Centre)
- Speak kindly and respectfully to others
- No toys from home e.g. Teddy bears, action figures, toy guns or weapons, iPads or digital games.

## BULLYING IS NOT TOLERATED AT ST AGATHA'S SCHOOL

The Positive Behaviour for Learning (PB4L) behaviour matrix has been created by staff, which describes expected behaviours in a variety of contexts. This behaviour matrix can be found on our school website. St Agatha's Bullying Policy can be found on our school website and is underpinned by the Brisbane Catholic Education Bullying Policy.

## SACRAMENTAL PROGRAMME

The Sacramental Programme is conducted by the Parish with support from the school. Children enrol for all three sacraments, which will be celebrated over a three year period. Confirmation will be celebrated in Year 3, First Communion in Year 4 and Reconciliation in Year 5. For more information, please see the attached leaflet in your pack.

## SMOKING

Smoking is NOT PERMITTED on school grounds at any time.

## STUDENT SAFETY-BEFORE & AFTER SCHOOL HOURS

**No child should be left unsupervised on the school grounds at any time.** Supervision offered by the school begins at **8.15am** each day. All students who arrive at school before 8.15am must be enrolled at Outside School Hours Care, located in the O'Connell Centre. Students remaining on school grounds after 3.15pm will be enrolled at Outside School Hours Care. A fee will be incurred for this service. Children not

enrolled at St Agatha's, including siblings attending kindy or Pre-Prep, must **not** be left unsupervised by parents on school grounds at any time.

### SUN SAFETY

All students, staff and visitors are required to adhere to Workplace Health and Safety Guidelines in the use of sun protection while on school business. This is achieved by wearing a hat or using an umbrella when outdoors. Sun-safe swim wear is compulsory for students during the swimming season as well as sunscreen application. All students are required to wear their school hat at all times while outdoors.

### VISITORS

All visitors, parent helpers and contractors are required to report to the School Office on arrival for signing in. Visitors should only be on school premises while conducting school business.

### VOLUNTEERS AT SCHOOL

In the interest of student protection, volunteers are asked to read our Volunteer's Handbook and sign and return the document to acknowledge their responsibility for student safety. Volunteers must be vaccinated for Covid19 and complete the [BCE Mandatory Student Protection Online Course](#) prior to volunteering. A register of volunteers is kept at the office. Volunteers must sign in at the school office on each occasion and obtain a volunteers badge.

Volunteers Code of Conduct flyer contains Policies and Procedures for all Community members working with students. Parent Code of Conduct flyer contains Policies and Procedures for all parents while on the school campus.

### INFORMATION FOR SEPARATED PARENTS

St Agatha's School welcomes and supports students in their primary years of learning. Our goal for students is to create an environment where they feel safe and are free to play and to learn so that they can grow and flourish in the academic, spiritual and personal dimensions of their life.

Sometimes students belong to a family where their parents have separated. It's the school's role to remain impartial and focus on the welfare of the child. School cannot take sides in any family proceedings, or to be a sounding board for dispute resolution between parents. In order to support and promote a meaningful relationship between parents and the school, we ask to be aware of the following procedures, which will enhance communication between school and parents in this scenario.

- The school will only communicate with those people who are identified as parents or legal guardians according to the school's Enrolment Application form.
- All parents are free to attend school events to which there is a general invitation or for routine events (e.g. pick up), unless there is a court ordered arrangement in place which may prevent this from happening. We ask that you respect the school's position and desire to keep your children safe.
- Parents are required to keep the school informed of court orders in respect of how the parents interact or communicate with their child and the school.
- Both parents are expected to attend Parent/Teacher interviews and/or Learning Support meetings together. Respectful social behaviour is expected from parents during these meetings.
- School reports issued at the end of Semester 1 and Semester 2 are uploaded to the School Portal for parents' access.
- A donation is requested for duplication of Reports/Newsletters/NAPLAN Reports etc.

At St Agatha's we view our responsibility as one that responds to the needs of all students reasonably with responsibility for duty of care to respond to safety issues regarding the students. In our years of experience, we have learnt that children's development is enhanced when they attend school unburdened from the difficulties or complexities that may exist due to a breakdown of their parents' relationship. This allows children and staff to work together in a productive and positive environment, which ultimately benefits the students.

## Curriculum

St Agatha's as part of the Brisbane Catholic Education system of schools is highly committed to excellent learning and teaching through a Catholic perspective. We promote a 'Growth Mindset' and foster the development of learner dispositions across the school. We encourage all of our learners to be: *Engaged, Reflective, Resilient, Self-Directed and Persistent*.

# LEARNER DISPOSITIONS

**RESILIENT**  
We are brave.

- I am willing to try new things
- I can bounce back from frustrations, failure or mistakes
- I can use my growth mindset to overcome challenges

**PERSISTENT**  
We tough it out.

- I stay calm and focused when something is tricky
- I know that when something is difficult I am learning
- I am determined to reach my learning goals

**ENGAGED**  
We are excited about learning.

- I make good choices about my learning
- I can manage distractions
- I am organised and ready to learn
- I can work independently and as part of a team

**REFLECTIVE**  
We take time to think.

- I can talk about my learning and where I'm going next
- I can be flexible and change my approach as I go
- I can set goals and grow as a learner

**SELF-DIRECTED**  
We show initiative.

- I am in charge of my learning
- I understand myself as a learner
- I am a strong role model for others
- I problem solve when I am stuck and take action

ST AGATHA'S CLAYFIELD  
BROSSETTE PRINCIPAL KATH

The Australian Curriculum and the Religious Education Curriculum are the foundation for teaching and learning from Prep to Year 6.

The teachers at St Agatha's plan, teach, assess and report on The Australian Curriculum learning areas:

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences
- Digital & Design Technologies
- Languages
- The Arts
- Health and Physical Education

All students also participate in specialist lessons for The Arts: Music, Drama and Dance, Japanese, Health and Physical Education and swimming classes.

### THE ARTS

All students participate in Music, Drama, Dance Visual Arts and Media Arts. This learning is facilitated by the classroom teachers and specialist teachers. Private tuition in Speech and Drama, Visual Art and Instrumental Music are available at an additional cost.

### CHESS

Chess tuition is available from Gardiner Chess for students from Prep to Year 6.

### CODING

Coding tuition is available from Kids Unlimited for students in Yrs 4-6.

### LANGUAGES OTHER THAN ENGLISH (L.O.T.E)

All students in Years Prep - 6 participate in Japanese lessons each week.

### LEARNING ENRICHMENT AND SUPPORT

At St Agatha's we maintain high expectations and strive hard to provide enriching and supportive learning experiences for our learners. For a student consistently achieving above the expected year level or for those experiencing difficulties, in collaboration with the class teacher, our experienced Learning Enrichment Team is able to:

- Engage in planning discussions to identify opportunities for curriculum differentiation
- Offer appropriate screening and testing to gather further insight into the child's learning profile
- Work with a whole class, small groups or with an individual inside or outside of the classroom for either extension or support
- Facilitate broader extension and support opportunities throughout the year such as the University of NSW International Competitions and Assessments for Schools (ICAS), Cogmed Working Memory Training or the Minilit Reading Intervention Program

Our Learning Enrichment Team works in close collaboration with Parents, Teachers, our school Guidance Counsellor, Principal, a range of Catholic Education Consultants and external professionals to ensure the best possible learning outcomes for all students.

### EXTENSION AND GIFTED & TALENTED

St Agatha's does not withdraw students for extension in small groups. Teachers work with co-teachers to extend and challenge all learners in the class together. Opportunities including ICAS, Reader's Cup and Thinkers' Club are on offer for students keen to extend their thinking skills.

### 1:1 LAPTOP PROGRAMME

Students in Yrs 4-6 experience the latest in digital pedagogy in their classroom through the use of our 1:1 Laptop Programme. Students from Prep to Yr 3 use a combination of laptops and iPads to support their digital learning. Hi speed, Wi-Fi connection exists throughout the entire school campus to ensure learning anywhere, anytime for all students.

St Agatha's purchase the 1:1 laptops and families lease them from the school. A Supporting Tech Levy contributes towards the software maintenance cost of the program.

### MUSIC, PRIVATE TUITION, BAND & VOCAL LESSONS

Our school has a strong commitment to music, private tuition for various musical instruments and to the development of a School Band. Parents are encouraged to consider providing their children with the opportunity of learning to play a musical instrument. The school also provides opportunities for children to join the school choir.

### PREP SCREENING

Prep students are proactively screened by Audiology and Occupational Therapy professionals in Semester 1. Our school-based Speech Pathologist is available to screen and monitor any child who may be experiencing speech, language or literacy concerns. Referrals can also be made to relevant external professionals as required.

These processes greatly assist parents and teachers to maximise school success for all students.

### REPORTING TO PARENTS

Student reports are provided to families twice a year. Parent/Teacher interview opportunities will be available throughout the year. These opportunities are also supported by the use of a range of work samples which provide evidence of learning and progress.

### HEALTH & PHYSICAL EDUCATION

Health and Physical Education is a valued aspect of the curriculum. There is a strong emphasis on skill development through a physical education program based on fine and gross motor skill development. Students are involved in inter school competitive sports, including netball, AFL, softball, t-ball, zone athletics, swimming and cross country.

### STUDENT SUPPORT TEAMS

Programmes are developed and implemented in partnership with teachers, students and parents. Liaison with outside specialists (Occupational Therapists, Paediatric Specialists etc.) is an important part of the role. Our Student Support Team provides strategies for the needs of all students. This team consists of our Guidance Counsellor, Support Teacher-Inclusive Education, Principal, Parents and Class Teacher. The school also offers support through the services of a school-based Speech Pathologist.

### SWIMMING

St Agatha's students take part in swimming lessons annually from Prep to Yr 6. All students are instructed by qualified swimming instructors at an off-site swimming pool. In 2022 this has been Clayfield College. In Term 1 we hold our swim carnival for students in Yrs 3 – 6 and in Term 4 a demonstration of learning for Prep – Yr 2 students.

Children must wear a house-coloured swim cap, a rashie, bathers, goggles and sunscreen at all times in the pool. House coloured bathers and house coloured rashie (swim shirt) are available for purchase from the uniform shop. These togs and shirts are excellent quality. Although not compulsory for in-school swimming

lessons or carnivals, the St Agatha's togs and swimming shirts are to be worn when representing the school at Zone and District carnivals.

### TECHNOLOGY

Digital Technologies enhance the delivery of the curriculum through the development of classroom pedagogy. St Agatha's has incorporated a school network of classroom computers and ipads. All classrooms are fitted with Interactive Whiteboards or LED interactive touch screens for teachers and student use. To support all teaching spaces including classrooms and specialist rooms, they are fitted with sound field devices that amplify the user's voice. This supports the hearing needs of students in class.

### TENNIS

Tennis instruction is available from Fancutts Tennis Centre. Lessons are conducted before and after school hours on our tennis court. Information regarding details of these private classes will be provided at the beginning of the year and information is available from the school office.

### EXCURSION AND INCURSION INFORMATION

The excursion levy is paid at the beginning of the year and covers excursions and incursions, (except camp) for all classes throughout the year. Parents are informed in advance of any off-site excursion undertaken by their class and are asked to complete a permission form via EdSmart slips for each excursion. Parents are always encouraged to be available to assist with class excursions. Toddlers are *not* permitted to attend school excursions. The excursion levy also funds transport and activities such as carnivals.

Supervised visits to our Parish Church are part of our on-campus curriculum and therefore permission forms are not required for these activities.

### LIBRARY RESOURCE SERVICES

The library has an accessible range of books and resources. Every year our school celebrates Book Week. This is an opportunity to celebrate literature and literacy as a whole school. The library is open to students at different lunch breaks as well as before school on a Friday for families. Access to online and ebooks is available through the "Sora" App.

### LOST PROPERTY

All unnamed and unclaimed items are placed in the lost property area located near the tennis court in the Presentation Centre. All uniforms should be clearly labelled with the student's full name for ease of identification. Please check your child's uniform regularly as names written in marker can fade over time. Hats and school bags are embroidered via the uniform with your child's surname. Lost property is emptied at the end of each term.

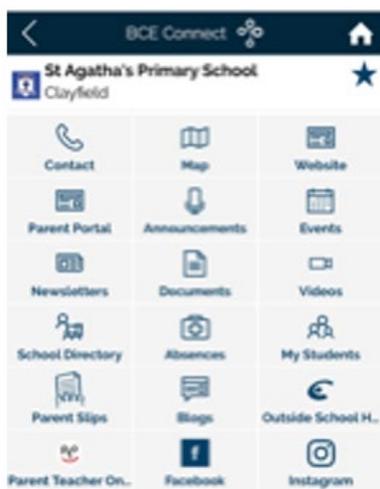
## Parent Portal – Communication

BCE Connect is the preferred option for communication access at St Agatha's. To log into the APP, use the same username and password as the Parent Portal. The App will enable you to stay logged in for up to a year. BCE Connect, is now available to download from Google play store or Apple App Store – [iPhone link](#) and [iPad link](#).

The school communicates with parents using the following digital technologies:

- BCE Connect App for iphones and ipads - please go to the App store and download the free BCE Connect App.
- ePublisher – Contact details for the ePublisher are obtained from your child's Confirmation of Enrolment form. Please ensure these are current at all times.
- Facebook – St Agatha's Primary School Clayfield
- School website – [www.stagathasclayfield.qld.edu.au](http://www.stagathasclayfield.qld.edu.au)
- Parent Portal – To access the Parental Portal please go to our School website and click Parent Portal under the quick links tab and follow the instructions
- Parent Teacher Online (P.T.O) – Parent Teacher Interview booking system through the Parent Portal
- Announcements on the Parent Portal
- SMS – School to Parent text messaging (Emergencies only)

These digital methods of communication enable parents to have current calendar dates, event information, messaging, enrolment information and school news at their fingertips.



### SOCIAL MEDIA

St Agatha's takes media consent seriously. Prior to starting school, all families of students enrolled at St Agatha's are required to complete a Media Consent Form. Any child who does not have PUBLIC Media Consent will *not* be featured on our school Facebook page or School website. Students with 'BCE only' consent will have an opportunity for their photo to feature in the school newsletter and school photos.

**Parents are not permitted to take photos of any students other than their own. Please do not post photos of students other than your own on your social media accounts, this includes students in the background of photos.**

**OUTSIDE SCHOOL HOURS CARE (OSHC)****OSHC Phone Number:** 07 3326 9208**Child Care Rebate Number (CRN):** 555 008 842J**Vacation Care Rebate Number (CRN):** 407 379 92V**Coordinator:** Ms Kathryn Burgess

The Outside School Hours Care Programme is conducted on school premises. Before School Care begins at 7am and concludes at 8.40am. After School Care begins at 2.55pm and concludes at 6pm. Vacation Care is available during term holiday breaks.

Registration is essential for your child to attend Outside School Hours-Care. Bookings must be made by 6pm the day prior to attendance. Cancellations must be made by 6pm the day before or the full fee will apply. All children must bring a hat to Outside School Hours Care. The service provides sunscreen. It is the responsibility of all parents or guardians to sign your child in and out of the service each day. Failure to do so could result in the cancellation of your Childcare Rebate.

Fees are payable by cash, cheque or credit card/EFTPOS. Accounts are to be paid in advance.

**PARENT ENGAGEMENT IN SCHOOL ACTIVITIES**

Your involvement in school activities can demonstrate to your child your interest in his/her education.

The following are some ways in which parents can help:

- Listen to your child and respond positively about school activities
- Assist teachers by helping in the classroom as requested
- Become actively involved in the P&F Association
- Assist other parents with working bees, social functions and Fund-raising activities
- Read the School Newsletters thoroughly
- Attend class/school Masses and liturgies
- Attend Parents & Friends Meetings
- Assist in the library
- Like, share or comment positively on our Social Media page
- Complete surveys and feedback requests

For more information, please refer to the Parent Engagement Policy and Strategy Map available via the Parent Portal.

**ROAD SAFETY**

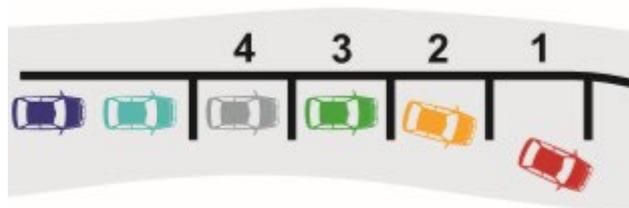
Our school is committed to the safety of students. This commitment includes road safety. A pedestrian crossing on Oriel Road is supervised by a crossing supervisor, employed by the government authority. This person supervises the crossing in the morning and afternoon to ensure the safety of St Agatha's children. Parents are encouraged to participate in the 'pick up' and 'drop off' program at Crombie St. Students are welcome to ride their bikes and scooters to and from school. Helmets and a focus on road safety is expected from all students who ride or scooter to and from school.

**Crombie Street**

During restricted times:

- THIS IS A 2 MINUTE LOADING ZONE ONLY.
- Surname must be displayed for pickup service to be used.
- Use as a one way street coming down the hill.

- Do not park or leave your car in the drop off/pick up area.
- Driver must remain in vehicle at all times.
- Car boots are NOT TO BE ACCESSED under any circumstance.
- All school bags and students' belongings should be placed inside the body of the car
- Do not access car line from Botany St. Approach via Enderley Ave
- Move to forward most position in drop off/pick up zone & do not stop across residential driveways.
- All four cars in the zone leave at the same time



- Do not use car spaces directly opposite gate to drop off/pick up
- Children in/out of car curb-side only.
- Ensure child seat(s) are positioned on curb-side of car.
- Students using Crombie St Drop off and Pick up must be able to fasten & unfasten their own seatbelt.
- USERS ARE EXPECTED TO ASSIST WITH CAR DUTY

#### Oriel Road

- Children are to use Church steps to and from school. **Do not** walk up or down Hunter Lane.
- Please use Oriel Rd pedestrian crossing.
- Your surname **must** be displayed when using car pickup service, in front of Church, for teacher on duty to see.
- Move to the **forward most position** in the pickup zone & **do not** stop across school or residential driveways.
- St Rita's buses arrive at 3.12pm, so please ensure your child is collected prior to this time if using Oriel Road.

#### School Staff Car Park

- Parents please do not enter Hunter Lane for the purpose of dropping off your child.
- Parents are NOT permitted vehicle access to the School Staff Car Park.
- Access is restricted only to staff and for deliveries.
- Prior approval is required from the Principal for special considerations.

Thank you for your assistance in helping to keep our children road safe. Our Crombie St Parent volunteers do a great job assisting students safely in and out of the car. Please be kind and show RESPECT to all volunteers working in the service.

#### SCHOOL ASSEMBLY

School assembly is held each week at 2.30pm on Wednesday. Assembly is led by our Senior students. School prayer is led by individual classes each week. Student awards and birthday awards are presented at our weekly assembly.

#### SCHOOL BOARD

Our School Board provides a partnership between the School, Parents, and the Parish community. The School Board endorses, validates, and reviews the decision-making processes of the Principal and Parish Priest. The School Board uses the model of shared wisdom; it is not a management board. Membership of the School Board comprises the Parish Priest, Principal, Staff members, Parents, Parish members, Co-opted members. Board members are not 'representatives' of constituent groups; rather they contribute to discussion from a variety of perspectives.

## SCHOOL LEADERSHIP

Our Senior Leadership Program is an important component of our school community service. All Senior students participate in leading weekly assembly, managing sports equipment, leading school tours as well as pastorally supporting with their Prep buddies. Our Senior students prepare for this role through their annual Leadership Formation Day.

## SCHOOL NEWSLETTER

An eNewsletter is distributed to families each Friday via email. The purpose of the newsletter is to keep you informed of the activities and events of our school community. The newsletter is published online, on the BCE Connect App, available from the App Store.

## SENIOR SCHOOL CAMP ACTIVITIES

Senior students take part in an off-site overnight camp. In 2021 students attended QCCC Mapleton and in 2022 students attended Total Adventures Noosa Northshore. Costs for these camps are invoiced separately from the Excursion/Activity Levy.

## SPORTING COLOUR TEAMS

At the time of enrolment each child will be assigned to a House Team Colour. Siblings will be assigned to the same House Colour. St Agatha's House colours are Carmels (Gold), Lourdes (Blue) and Nagles (Red).

## ST AGATHA'S SCHOOL PARENTS & FRIENDS ASSOCIATION

The P&F Association represents the parents and carers of all students attending St Agatha's School. It aims to promote a spirit of friendship and cooperation within the school community. It is a means by which parents can become actively involved in the life of the school and participate in the educational, spiritual, and personal development of their children.

One of the main tasks of the P&F Association is the co-ordination of parental involvement in social, special project and fundraising activities within the school community.

The P&F Association hold monthly meetings. The P&F executive team consists of a President, Vice-President, Secretary and Treasurer. The Principal, APRE and Parish Priest are all ex-officio members of the P&F.

# School Fees and Other Payments

## School Fee Policy

St Agatha's School aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student.

Fees and Levies collected at St Agatha's School are used for the following purposes which are aligned to the Vision and Mission of the School.

- Provide Teaching, Administrative, Classroom Support and Facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the School building program
- Maintain buildings, grounds and other facilities
- A P&F levy through the School fee account to support the initiatives of the parents.

St Agatha's is committed to providing support to ensure that enrolment is not compromised. Please contact the Principal or Finance Office for further information concerning the concession application process.

## SCHOOL FEE LEVY & COLLECTION PROCESS

1. School fees and levies are charged on a **term** basis during the second week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
  - a. *Extension of Time*  
If an extension is required, please contact the school finance office prior to the due date.
  - b. *Payment Plans*  
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal or Finance Officer.
  - c. *Fee Concessions*  
In cases of financial hardship an application may be made for a fee concession.
    - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
    - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Agatha's School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
    - (iii) Concession application forms are available via the school finance office.
    - (iv) All matters are dealt with on a confidential basis, with a focus on the dignity of the family.
4. *Recovery of unpaid fees*  
In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.
  - a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settle their school fee account by the due date where a payment plan or other arrangements are not in place.
  - b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
  - c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
  - d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

## AGREED PAYMENT PLANS

As mentioned in point 3b above, St Agatha's school offers families the opportunity to pay the school fee account by regular instalments over the course of the year.

All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year.

Any extensions to an Agreed Payment Plan must be negotiated with the Principal or Finance Officer. To establish an Agreed Payment Plan, forms are available via the school finance office.

### LATE START ENROLMENT

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

### WITHDRAWAL OF ENROLMENT

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

Library books, laptops and all accessories are to be returned to the school. Charges may apply if items are not returned. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

### EXTENDED LEAVE / HOLDING AN ENROLMENT PLACE

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

### VOLUNTARY LIBRARY CONTRIBUTION FUND AND VOLUNTARY BUILDING CONTRIBUTION FUND

The School has a Voluntary Library Contribution Fund and a Voluntary Contribution Building Fund which are both tax deductible. For ease of voluntary contribution, a nominated amount of **\$30 for each fund is displayed on the term school fees**. If you would like to donate more than the voluntary amount above to the Library fund or Building fund via the school fee account, please email [pclafinance@bne.catholic.edu.au](mailto:pclafinance@bne.catholic.edu.au) with the amounts you are donating and the name of the fund account you are donating to. At the beginning of each term a tax statement of donations to either of these funds are emailed for the previous term.

### CREDIT CARD/EFTPOS FACILITIES

The school has Credit Card, EFTPOS, BPay and Direct Transfer facilities to assist with payments of school fees and uniform shop purchases.

### ENROLMENT APPLICATION & CONFIRMATION FEES

All enrolments are submitted online via our website [www.stagathasclayfield.qld.edu.au](http://www.stagathasclayfield.qld.edu.au). Enrolments currently attract an application fee as well as a Confirmation of Enrolment Fee. The application fee paid when the enrolment application is lodged is non-refundable.

The confirmation of enrolment fee is deducted from the First Term fees. Please direct all enrolment enquiries to the school enrolment secretary: [pclaenrolments@bne.catholic.edu.au](mailto:pclaenrolments@bne.catholic.edu.au)

### WORKPLACE HEALTH & SAFETY

All members of the school community are expected to comply with directions given by our Workplace Health and Safety Officer while on the premises.

**UNIFORMS & UNIFORM SHOP**

The school uniform should be worn with pride at all times by all students from Prep -Yr 6. All students must wear a school uniform hat while outdoors.

Girls wear brown leather shoes, and boys wear black leather shoes with their day uniform.

Girls wear predominately white (please no coloured joggers) and boys wear black joggers (shoes) with their sports uniform.

Jewellery, nail polish, accessories and rubber wrist bands are *not* part of the school uniform. Students are permitted to wear studs or sleeper earrings only. Hair ties etc. should be in school colours. Students with hair below the collar line must be tied back to ensure safe participation in all school activities. School colours for hair accessories are Navy, Light Blue and White. Silver, gold or tortoiseshell clips may be used, provided they are subtle.

Students' hair must be clean, brushed neatly and generally tied back or cut into a bob or cut in a way that is shorter than the collar.

All uniform requirements, except shoes, are available from the Uniform Shop.

Swimming costumes for boys and girls must include a rash shirt. School swimming togs and rash shirts are available for purchase at the uniform shop but NOT a compulsory part of the uniform.

The uniform price lists are available from the school office or from the Uniform Shop located next to Outside School Hours Care. Prices are subject to change. The uniform shop has credit card and EFTPOS facilities for ease of payment.

**Girls**

**Boys**



**School Uniforms**

**School Uniforms**

- Day uniform dress or skorts with check blouse
- Brown ankle socks & brown leather shoes
- Navy blue school hat
- Navy school jacket
- Navy school vest
- Navy school pullover
- Brown stockings to be worn with day dress
- Hair accessories – Navy, Light blue & White

- Short sleeve blue shirt with crest embroidered on the pocket
- Navy shorts
- Navy knee-high socks & black leather shoes
- Navy blue school hat
- Navy school jacket
- Navy school track pants
- Navy school vest
- Navy school pullover

Sport Uniform for Girls  
(worn twice weekly – days notified by class teacher)

Sport Uniform for Boys  
(worn twice weekly – days notified by class teacher)

<ul style="list-style-type: none"> <li>▪ Navy blue culottes</li> <li>▪ School polo shirt</li> <li>▪ Colour team shirt</li> <li>▪ Predominately White leather joggers (<i>No coloured joggers</i>)</li> <li>▪ White ankle length school socks with school name</li> <li>▪ Navy school leggings with crest to be worn with sports uniform</li> <li>▪ Swimming Costumes (for representative swimming)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navy blue shorts – school polo shirt</li> <li>▪ Colour team shirt</li> <li>▪ Black leather joggers</li> <li>▪ Navy ankle length socks with school name</li> <li>▪ Cap for swimming in house colour</li> <li>▪ School athletics shirt and shorts are available for purchase and hire</li> </ul>
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If there are concerns or flexibility needed regarding uniforms, please make an appointment to speak to the Principal prior to your child's first day.

# St Agatha's Primary School

## Volunteer Code of Conduct



### Value Statement:

St Agatha's School values collaborative partnerships with families to build and sustain a quality and inclusive Catholic learning community. Volunteers have a significant role in the work of the school. Volunteers have an integral part in play in providing a safe and enjoyable learning environment for young people. We strive for positive communication that fosters strong relationships between school and home based on our school motto 'Growth, Friendship, Faith' and our school rules of 'Be Safe, Be Respectful, Be Responsible'.

The Code of Conduct Policy outlines the expectations and responsibilities of all volunteers at St Agatha's School.

**As a volunteer, you must follow all instructions from the staff, School Administration and Leadership Team. You should not engage directly with media representatives and should refer all enquiries to the School Leadership Team.**

### **Persons who may not be engaged as a volunteer (even if they are a parent)**

From 31 August 2020, a school cannot engage a person to undertake volunteer work if the person is:

- A negative notice holder disqualified from holding a Blue Card under the *Working with Children Act (Risk Management and Screening) Act 2000*
- A person with a current suspended Blue Card under the provisions of the *Working with Children Act (Risk Management and Screening) Act 2000*
- A disqualified person within the meaning of the *Working with Children (Risk Management and Screening) Act 2000*
- A person with a charge for a disqualifying offence within the meaning of *Working with Children (Risk Management and Screening) Act 2000*.
- In order to determine whether a person is able to volunteer, a principal will need to collect and retain on file at the school a copy of the Volunteer Registration Form containing the declaration from the volunteer that they are not a disqualified person.

### **Volunteers and Working with Children Cards (Blue Cards)**

Some volunteers will be required to hold a Blue Card. Volunteers who are required to hold a Blue Card must hold the Blue Card prior to any volunteering. Volunteers (unless exempt) will need a Blue Card if working at a school and they are providing services to children or conducting activities with children.

**Exemptions**

- These following people do not need a Blue Card to volunteer at a school:
- a parent who is volunteering at their child's school
- a person under the age of 18
- a teacher registered with the Queensland College of Teacher or a Police Officer (however, they will need an exemption card).

**Responsibilities of Volunteers:**

- Complete Student Protection Training for Volunteers, read the BCE Volunteer Code of Conduct and complete the registration form all available at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au)
- Complete any induction sessions including WHS briefing prior to taking part in any volunteering role.
- Volunteers who are not parents are immediate carers for a child at St Agatha's must undergo screening under the Commission for Children and Young People and Child Guardian Act 2005 and hold a current volunteer Blue Card and complete Student Protection Training for Volunteers and any induction sessions prior to taking part in any volunteering role.
- If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly and safely as possible.
- Work only according to your level of competency. Contact and report to the Leadership Team when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Sign in and sign out each time you are volunteering.

**Volunteers are expected to follow the principles of:**

SAFETY, RESPECT, SUPPORT, ETHICAL COMMUNICATION, ETHICAL CONDUCT.

**Behaviour Expectations of Volunteers:**

- Remember that you are representing St Agatha's and your behaviour reflects the school.
- Put safety (physical and psychological) first in all activities.
- Follow the safety procedure outlined in the Parent Handbook, Workplace Health and Safety practices and Volunteer Induction process.
- Behave with honesty, respect and integrity.
- Act with care and diligence.
- Dress appropriately.
- Treat others with courtesy, sensitivity, tact and consideration.
- Use, where appropriate, safe, supportive and professional physical contact – for example high five, handshake, hand on shoulder to guide or support if necessary. Please refrain from hugging, kissing or picking up students or giving lollies or stickers to students unless specified by the teacher.

**Supporting the School Ethos and Respecting the School Community and Culture.**

- Be a positive role model through words and actions.
- Report any illegal activity to the Leadership Team or appropriate staff member.
- Seek advice whenever appropriate.

- Never, under any circumstances, directly reprimand or intimidate another parent or parents' child. If there is a concern or behavioural issue, speak to a staff member. The staff member will follow up the concern issue with the support of the School Leadership Team.
- Assist in the creation of an environment free from fear, harassment, racism and exploitation.
- Speak with respect to others – staff, students, parents and members of the community.
- Be mindful of the knowledge, judgements and professional expertise of your child's teachers when seeking clarity on a matter of concern.
- Take instruction from and not obstruct the responsible staff member in any way in regard to the execution of their duties.

**Volunteers Must Not – Under Any Circumstances:**

- Smoke or use tobacco products while volunteering and/or on school grounds.
- Use, possess or be under the influence of alcohol at any time while volunteering and /or on school property. This includes when volunteering for school events with children when parents attend such as the School Disco.
- Use, possess or be under the influence of illegal drugs at any time while volunteering and/or on school property.
- Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
- Utilise your position as a volunteer to take advantage of any young person.

**ANY BREACHES OF THIS CODE OF CONDUCT WILL BE ADDRESSED BY THE SCHOOL LEADERSHIP TEAM IN THE FIRST INSTANCE AND APPROPRIATE AUTHORITIES MAY BE CONTACTED.**

**Volunteer Code of Conduct**

St Agatha's School and Brisbane Catholic Education have a clear set of guidelines for all parents, carers and students.

All parents and carers must complete the mandatory Student Protection Training for volunteers prior to undertaking any volunteer work at the school. This course only needs to be completed once in your time at St Agatha's School and can be accessed through the Brisbane Catholic Education Public Website under the 'Student Protection' banner in the Students and Parents section. To access the website go to [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au)

All extended family members (eg: grandparents, aunts and partners who are not legal guardians of a student at St Agatha's School) must hold a current volunteer Blue Card prior to undertaking any volunteer work at the school. Blue Card applications can be accessed via the website [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)



# St Agatha's Primary School

## Parent Code of Conduct



### Value Statement:

St Agatha's School values collaborative partnerships with families to build and sustain a quality and inclusive Catholic learning community. We strive for positive communication that fosters strong relationships between school and home, based on our school motto 'Growth, Friendship, Faith' and our school rules of 'Be Safe, Be Respectful, Be Responsible'. The Code of Conduct Policy outlines the expectations and responsibilities of all parents and guardians at St Agatha's School.

### Responsibilities of Parents/Guardians that support St Agatha's school:

- Understand and accept the policy and procedures of the Parent Handbook
- Be a positive role model through respectful words and actions towards staff, students, parents and members of the parish community.
- Speak positively about the school and school community (including staff, families and parish community) while in the presence of St Agatha's students.
- Participate and support the Religious Education Program of St Agatha's School and display a respect and reverence for the Religious Life of the School. This includes prayer and liturgical celebrations taking place in the School and the Church.
- Endeavour to develop and foster positive relationships with your child's teacher through open and respectful communication.
- Be mindful of the knowledge, judgements and professional expertise of your child's teachers when seeking clarity on a matter of concern.
- Be confidential and respectful in negotiations, outcomes and resolutions with other members of the community, including other families.
- Keep relevant staff members (teachers / Leadership Team / Learning Enrichment Team) informed of any situations or changes that may have an impact on your child's learning.
- Ensure mobile phone, email, home address and emergency contacts are kept up to date via the Parent Portal.
- If you choose to Volunteer at the school complete the mandatory requirements prior to commencement as outlined in the Volunteer Code of Conduct.
- Support the teachers and Leadership Team by ensuring all students follow the uniform policy (including jewellery, nail polish and accessory guidelines).
- Meet the financial obligations of enrolment, including school fees and accounts. If there is any financial hardship or concerns, make an appointment to speak to the Principal and Finance Secretary.

**Behaviour Expectations of Parents/Guardians:**

- We are a faith filled Catholic community and use community based, confidential, safe and respectful behaviours.
- Remain respectful and address any concerns or issues in accordance with the guidelines outlined in the Parent Handbook.
- Do not share observations of other students with parents or contact parents regarding student playground, friendship, or classroom issues. As behaviours are a learning opportunity and be owned by students it is important that matters be dealt with by students and school staff.
- Refrain from taking photographs of students whilst at school or participating in school activities. Only take photographs of your child.
- Do not speak negatively about any other family, student, staff, or community member through online platforms including but not limited to social media.
- Never, under any circumstances, directly reprimand or intimidate another parents' child. If there is a concern or behavioural issue, speak to a staff member. The staff member will follow up the concern issue with the support of the School Leadership Team.

# BCE Code of Conduct for Volunteers and Other Personnel

## Introduction

### 1. Statement of Commitment

Brisbane Catholic Education ("BCE") is committed to the safety and wellbeing of all students. BCE respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.

### 2. Purpose of the Code

Volunteers and Other Personnel make a highly valuable contribution in BCE schools. Volunteers and Other Personnel play an important role in creating a safe, supportive and positive learning environment within BCE schools.

This Code of Conduct (the "Code") sets out the responsibilities and standards of behaviour required of all Volunteers and Other Personnel working in BCE schools.

In this Code, "Volunteers" includes any person who performs work on a voluntary basis in a BCE school without a contract of employment or payment. "Other Personnel" includes people who use BCE school property and facilities to provide a service or instruction to students and are not BCE employees, for example, music instructors, allied health staff and sports coaches. Volunteers and Other Personnel are required to comply with this Code and complete all required training in relation to this Code.

### 3. What happens if there is a breach of the Code?

Any allegations of breaches of this Code are treated seriously. The Principal may discuss any alleged breaches of the Code with the Volunteer or Other Personnel. In some instances, the Principal may determine that the services of the Volunteer or Other Personnel at the school may be discontinued. If necessary, other action may be taken, including notifying the appropriate authorities.

## Standards of Behaviour

### 4. General Expectations

While working or volunteering in BCE schools, Volunteers and Other Personnel are expected to:

- act in accordance with the Catholic ethos and the core values of the Catholic Church;
- treat students, staff and others at the school with dignity, courtesy and respect and avoid behaviour which might be offensive or obscene or which may amount to bullying, sexual harassment, discrimination or abuse;
- exercise due care and diligence in the performance of their work and act honestly and with integrity;
- treat parents/carers with consideration, respect and dignity (including respecting cultural diversity and different family structures);
- take reasonable care for the safety and welfare of students, others in the workplace and themselves and follow all school and BCE safety procedures which are required by the school (including visitor sign in and emergency evacuation or lockdown procedures);
- comply with the lawful and reasonable directions of appropriately authorised staff members;
- dress appropriately for the activities in which they are involved at the school;
- use BCE resources, intellectual property, information and equipment responsibly and with due care for their work at the school and return all property and resources to BCE when they cease work at the school;
- respect the privacy and confidentiality of others and not disclose or use the private, personal or confidential information of students, staff or parents/carers (unless required by this Code or law);
- comply with all applicable laws and notify the Principal if there is any matter relating to them that could lead to a criminal conviction;
- declare any conflicts of interest or potential conflicts of interest to the Principal (for example, benefitting the private business of the Volunteer or Other Personnel or the family and friends of the Volunteer or Other Personnel);
- never smoke at school or within a 5 metre boundary of school land;
- never use, possess or be under the influence of alcohol or illegal drugs while on school property; and
- never condone the use of, or provide smoking products, drugs or alcohol to students.

Volunteers and Other Personnel should report promptly to the school Principal any illegal activities or concerning behaviour of others, including school staff, Volunteers or Other Personnel.

Volunteers and Other Personnel should work only according to his/her level of competency. Volunteers and Other Personnel should contact the school administration (or the Principal) if they feel that they are in a situation which they cannot manage or which is beyond their role and responsibility.

### **5. Safety and wellbeing of students**

BCE is committed to the safety and wellbeing of all students and the protection of students from harm and abuse.

Volunteers and Other Personnel must work collaboratively with school staff to prevent abuse and harm to students and respond appropriately to students who have been abused or harmed or who are at risk of being abused or harmed.

If Volunteers or Other Personnel become aware of, or reasonably suspect that harm to a student has occurred or is likely to occur (either at school or outside of school), this concern must be reported to the Principal or the school's other Student Protection Contact (SPC) immediately. The names of the SPCs are found on the student safety posters which are displayed at the school. If the posters cannot be located, the Volunteer or Other Personnel should seek this information from a staff member at the school.

### **6. Professional Behaviour with Students**

Volunteers and Other Personnel must maintain appropriate physical, emotional and behavioural boundaries in their interactions with students.

Volunteers and Other Personnel may make physical contact with a student only if the physical contact is appropriate and reasonable for the support, care or management of the student. For example, a music teacher or sports coach may demonstrate an action or skill to a student.

Volunteers and Other Personnel must respect and respond to the physical needs of students (e.g. allowing toileting or accommodating dietary requirements).

Emotional boundaries are in place to protect the feelings, emotional needs and wellbeing of students and determine the nature of appropriate relationships. Volunteers and Other Personnel must ensure that they respect emotional boundaries, including not using unprofessional criticism, shaming, embarrassing or humiliating students or making overly familiar or personal commentary.

Volunteers and Other Personnel must not develop a relationship with a student that is or can be seen to be overly personal. All students must be treated consistently without inappropriate familiarity or in ways that favour the student (e.g. spending 'special time' with a student, giving gifts, sharing secrets).

Volunteers and Other Personnel are required to minimise spending time alone with a student. If one on one contact is required, steps must be taken to ensure the student and the Volunteer or Other Personnel are visible to others. Volunteers and Other Personnel must never drive students or visit students at home without appropriate authority from the parents/carers and the Principal.

Any social media, email or phone communication by Volunteers and Other Personnel with students must form part of an approved school based process for communication. It should never be used for social or personal communication.

Volunteers and Other Personnel must not use their personal camera, personal mobile phone or personal video recorder to photograph or record images of students, unless they have obtained the prior approval of the parents/carers and there is a justifiable and appropriate context. Volunteers and Other Personnel must not post any photographs or video in relation to students, unless they have obtained the express permission of the Principal.

### **7. Support and Questions**

If Volunteers or Other Personnel have any questions or need to access support, they are encouraged to discuss the matter with the Principal or Brisbane Catholic Education Professional Standards and Student Protection staff on 3033 7409.

# Notes

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