Our Lady of the Sacred Heart
Catholic Primary School • DARRA
HANDBOOK
MISSION STATEMENT

As a Catholic community we embrace our heritage and shared cultures in the light of gospel values.

We endeavour to provide an inclusive curriculum which promotes life-long learning for all.

We strive to create positive partnerships with the parish and school community.

We aim to establish a happy and secure environment for the children in our care.
WELCOME

Our Lady of the Sacred Heart Primary School is a co-educational Catholic school in the Brisbane suburb of Darra. The school currently has 515 students enrolled in 20 classes from Prep to Year 6. OLSH School has an ethos based on Gospel Values. Our focus is showing respect for each other. We are a multicultural community that celebrates the richness of a variety of cultures.

Whilst our school has a heavy emphasis on the teaching of Numeracy and Literacy and ensuring all children have the foundational knowledge preparing them for a wide scope of learning, we also value the teaching of the performing arts subjects. With a whole school musical biennially and instrumental and drama lessons happening in school time, children continue to grow in confidence through a variety of subjects.

Our Lady of the Sacred Heart is a place where God is named and recognised. The curriculum is designed in such a way that students develop openness to truth, a tolerance of different views and an ability to judge critically and become inner-directed. The school, therefore, does not refer to buildings, but rather people. Parents, students and teachers together make up a faith community, which reflects our love of God. OLSH is simply a Great School – Getting even better!

Our Lady of the Sacred Heart Primary School is proud of its history of providing high quality education in an environment of the Catholic tradition. Our school is committed to meeting the challenges of education today and in the future in order to provide students with the skills necessary to progress further along the life-long journey of education and learning.

I welcome and encourage you to allow us the opportunity to show you our wonderful school.

John O’Connor
Principal
**BRIEF HISTORY**

OUR LADY OF THE SACRED HEART SCHOOL was first opened on April 5 1937 when it was staffed by Sisters of Our Lady of the Sacred Heart from Corinda.

In January 1954, at the invitation of Archbishop Duhig, the Sisters of Mercy took over the administration of the School, whose pupils then included children of post-war migrants. Since then the parish has expanded to include the suburbs of Darra, Jindalee, Forest Lake, Mt. Ommaney, Sinnamon Park, Jamboree Heights, Middle Park, Riverhills, Westlake, Seventeen Mile Rocks, Oxley and Wacol.

To cope with this development Father Carroll worked tirelessly to ensure that a new school was opened in March, 1975 and this school has proved a fine example of modern educational buildings and surrounds.

To complement the Years 1-7 Primary School at Darra and to meet the needs of pre-school children in the Parish, a Pre-School was opened at the Jindalee Campus at Yallambee Road, in 1987.

A further addition to this took place, in 1993, with the inclusion of a Kindergarten program at the Pre-School.

In 2003 the school began a Prep Trial under the auspices of Education Queensland.

Today Our Lady of the Sacred Heart School continues on the traditions of the past and offers quality education to children of the Centenary Suburbs.

Schools are places that provide growth to the human spirit. Our school and the people who make up ‘our school’, are committed to providing a quality educational experience that is consistent with Gospel Values.
THE SCHOOL BADGE

The School logo is a combination of symbols of the worship centres in the Parish.

- A large M in the centre symbolises Our Lady.
- Twelve crosses symbolize the Twelve Apostles.
- Beneath the crest is the motto:

“Be strong in Faith and Love”

This motto encourages all to appreciate and deepen their faith and to show loving care and concern at all times.
OUR AIMS

• To be a place where Jesus is encountered and Christian values are fostered and upheld

• To help children develop according to their potential i.e. spiritually, academically, physically, socially, culturally and emotionally

• To help build Christian community within the staff; with staff and children; with school and parents; with school and parish

• To provide an atmosphere in which each child’s Catholic faith can develop with encouragement and example from teachers

• To provide learning experiences which will give each child a sense of worth, achievement and pride in themselves and their cultural background

• To provide an environment which promotes learning

• To assist in educating children to the point whereby they wish to, and are able to, participate in self-education

• To help children grow towards responsible citizenship and to make a worthwhile contribution to society

“...The future of humanity lies in the hands of those who are strong enough to provide coming generations with reasons for living and hoping.”

(Vatican 11. “Pastoral Constitution p.m. the Church in the Modern World”) (Gaudium et Spec).
ENROLMENT POLICY

Purpose:
To describe the basis upon which school enrolment eligibility will be determined.

Context:
Our Lady of the Sacred Heart Catholic School is a community of children, parents and staff within the Darra-Jindalee Parish.

OLSH School is an inclusive school where enrolment is open to Catholic, and where possible, non-Catholic children. Our enrolment capacity is determined by our physical resources and our ability to cater for the holistic education of each child.

Policy:
Only children who are aged five by 30 June in the year prior to commencement are eligible for enrolment in Year One, the first year of compulsory schooling.

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Eligible for Prep</th>
<th>Eligible for Year One</th>
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</thead>
<tbody>
<tr>
<td>1/7/2008 to 30/6/2009</td>
<td>2014</td>
<td>2015</td>
</tr>
<tr>
<td>1/7/2009 to 30/6/2010</td>
<td>2015</td>
<td>2016</td>
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<tr>
<td>1/7/2010 to 30/6/2011</td>
<td>2016</td>
<td>2017</td>
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<tr>
<td>1/7/2011 to 30/6/2012</td>
<td>2017</td>
<td>2018</td>
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<tr>
<td>1/7/2012 to 30/6/2013</td>
<td>2018</td>
<td>2019</td>
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<tr>
<td>1/7/2013 to 30/6/2014</td>
<td>2019</td>
<td>2020</td>
</tr>
</tbody>
</table>

Preference will be accorded in order of the following criteria, subject to the provision of a Baptism certificate: -

- Siblings of students attending OLSH
- Children of members of Darra-Jindalee Catholic Parish
- Other Catholic children
- Children transferring from a Catholic school
- Non-Catholic children living in the Parish area
- Non-Catholic children beyond the Parish area
Special Needs Enrolments are conducted according to the BCE Policy and Guidelines

Enrolment processes at OLSH School should provide the maximum opportunity for potential students to be accepted at the school. These processes should be co-ordinated with those of neighbouring Catholic Schools to ensure that students who are unsuccessful with their enrolment application at one school are, wherever possible, offered a place at the alternative school within the parish.

The Principal may consider other factors (such as the date of receipt) in determining enrolment offers. At all times, the Principal has the right to refuse an enrolment if the criteria as set by the Catholic Education Council can not be satisfied.
TEACHING AND LEARNING AT OUR LADY OF THE SACRED HEART

Our Lady of the Sacred Heart Primary School provides a wide ranging curriculum which covers all the key learning areas. The development of the Australian Curriculum is guided by the Melbourne Declaration on Educational Goals for Young Australians.

These goals emphasise the importance of knowledge, understanding and skills of learning areas, general capabilities and cross-curriculum priorities as the basis for a curriculum designed to support 21st century learning. The Australian Curriculum will eventually be developed for all learning areas. OLSH has implemented the Australian Curriculum in Mathematics, English, Science and History.

The general capabilities encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They complement the key learning outcomes of the Early Years Learning Framework (COAG 2009) – that children have a strong sense of identity and wellbeing, are connected with and contribute to their world, are confident and involved learners and effective communicators.

Supporting Educational needs

The Our Lady of the Sacred Heart Policy of inclusion has proven to be extremely valuable in maintaining the dignity of all students, supporting and guiding all students in reaching their potential and future goals.

With compassion, integrity and innovation our dedicated and very supportive team of educators contribute enormously to the student’s social and educational needs encouraging them to gain a sense of identity, achievement and worth.

The Catholic Education Services provide specialized service and personnel to meet the needs of the students and to support their teacher. At OLSH these include: Support Teachers – Inclusive Education who offer support in the classroom either by co-teaching with the class teacher, individual programming, or through periods of withdrawal for small groups or individual tuition.

The school has the services of a Guidance Counsellor for two days each week, usually Monday and Tuesday. The Guidance Counsellor is available to students, staff and parents to assist with social and emotional development, identification of learning issues and counseling. She liaises with the School Pastoral Care Officer, class teachers and parents.

Advisory Visiting Teachers support classroom teachers with students who have special needs eg. Hearing Impaired, Physical and Vision Impaired.

A formal process exists for the referral of children. Parent notification is given prior to children attending any learning support.
RELIGIOUS EDUCATION

“As it is the parents who have given life to their children, on them lies the gravest obligation of educating their family. They must therefore be recognised as being primarily and principally responsible for their education. The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute.”

(Vatican 11, Declaration on Christian Education)

There are two dimensions to Religious Education at our school. The first dimension is teaching students religion. This is an educational activity that focuses on the teaching and learning of religion. Teaching religion normally takes place in a classroom setting and makes use of a range of learning processes and resources. Teaching students religion aims to assist students to develop their religious literacy so that they can participate in a critical and effective way in their faith communities and the wider society. Teaching students religion has an educational framework and educational expectations similar to other learning areas of the curriculum.

The second dimension of Religious Education is teaching students to be religious in the context of the Catholic Christian tradition. This is a faith development activity focused on nurturing the religious, spiritual and faith growth of students. The faith development of students in the religious life of their school takes place in the context of the religious identity and culture of the school; activities promoting evangelising and faith formation, times of prayer and worship, and opportunities for social action and justice.

In this school, teaching students religion and teaching students to be religious draw on the Catholic Christian tradition in ways that are sensitive to our local school community context. These two distinctive dimensions of religious education are complementary and reinforce each other in the religious education and faith formation of students.

The Guidelines for the Religious Life of the School carry the Imprimatur of the Archbishop of Brisbane Archdiocese, Archbishop John Bathersby as does the Syllabus for Religious Education for Catholic School. The two documents are authorised by the Archbishop for Religious Education within the Archdiocese.
Our Religious Education program is integral to all aspects of the school’s curriculum. Students of all faith traditions are welcomed and encouraged to share their beliefs and practices with a view to broadening religious tolerance and understanding.

There are regular opportunities for classes to celebrate the Sacrament of Reconciliation.

Students from Years 3 to 6 have the opportunity to celebrate in turn the Eucharist at 9.00am on a Wednesday. The classes from Prep to Year 2 celebrate with a Liturgy of the Word. On Special Feast days the school community gathers to celebrate in the Assembly area. Parents are welcome at all celebrations.

The Sacramental Program is organized by the Parish Sacramental Co-ordinator, contacted through the parish office - 07 3715 8517.

**SCHOOL OFFICE HOURS**

The office is open from 8.00am to 3.30pm Monday to Friday. Messages for classroom teachers will be taken at the school office and your call returned when the teacher is available.

**TELEPHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL OFFICE</td>
<td>07 3375 4519</td>
</tr>
<tr>
<td>SCHOOL FAX</td>
<td>07 3375 3867</td>
</tr>
<tr>
<td>AFTER SCHOOL CARE</td>
<td>07 3375 5057</td>
</tr>
<tr>
<td>PARISH OFFICE</td>
<td>07 3715 8517</td>
</tr>
</tbody>
</table>

**SCHOOL ROUTINES**

**School Hours**

Prep – 8.25am – 2.40pm  
Years 1 to 6 – 8.25am – 2.55pm

**Lunch times:**

First break: 11.00am-11.50pm  
Second break: 1.30pm-1.50pm  
**First bell rings at 8:25am**  
**Students are dismissed at 2.55pm**
THERE IS LIMITED SUPERVISION FROM 8:10 am until the first bell at 8:25 am. There is NO SUPERVISION after the dismissal of students. Students travelling by car are supervised by staff at loading zones on Darra Station Road and Scotts Road in the afternoon. Crossing Supervisors are on duty before school from 7:45am to 8:30 am and after school until 3:10 pm at pedestrian crossings on Scott’s Road and Darra Station Road.

Students should not be at school before 8:10 a.m. except for instances where students are required, for extra activities, as stated in writing by the school.

### SCHOOL DATES 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Weeks</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 28 January - Thursday 2 April</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 20 April - Friday 26 June</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 13 July - Friday 18 September</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 6 October - Friday 4 December</td>
<td>(9 weeks)</td>
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### SCHOOL DATES 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Weeks</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 27 January - Thursday 24 March</td>
<td>(9 weeks)</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11 April - Friday 24 June</td>
<td>(11 weeks)</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 11 July - Friday 16 September</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 4 October - Friday 2 December</td>
<td>(9 weeks)</td>
</tr>
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### ABSENCE FROM SCHOOL

Students who have been absent from school are required to bring a written note signed by a parent or caregiver to the Class Teacher on return to school. Should a student be required to leave school during school hours (e.g. Doctor’s appointment) a note to the class teacher is essential beforehand.

### CHILDREN ARRIVING LATE FOR SCHOOL

If a student is late for school she/he must report to the Office. Arrival time will be registered electronically. Parents will be contacted if a student is consistently late.
COLLECTION OF CHILDREN WITHIN SCHOOL HOURS

Parent/Caregivers are to advise the school office that they are there to collect their child. The student must be collected at the school office, NOT the classroom. Parents are required to sign the register indicating the time the child is leaving the school. Upon their return, students should be taken back to the office and signed back in.

PLAYGROUND SUPERVISION

Teachers supervise students during morning tea and lunch breaks. The first ten minutes of morning tea and first twenty minutes at lunch time is designated as eating time where students remain seated.

Students in Prep have their own designated playground area which is separate from the Years 1-6 areas. A teacher is on duty in the Prep area and additional teachers supervise three other areas around the school. Children are informed of play areas at the beginning of each year.

CUSTODY AND ACCESS

Copies of custody and access orders (where existing) must be lodged at the school office for inclusion in the child’s personal file. Such orders will be treated in strict confidentiality. The Principal must be notified and informed if any changes occur to custody / access notices.

ASSESSMENT AND REPORTING

Assessment is continuous process which occurs throughout the year in both formal and informal situations. Assessment allows teachers to gather data to inform their planning and to cater for the needs of each individual child. Reporting provides a formal opportunity for the school to communicate with parents about their child’s learning. Interviews can be made with classroom teachers throughout the year.

Following is the current practice at Our Lady of the Sacred Heart:

**Semester One**
- Parent/Teacher Information evening – early in term one
- Work Samples – (ie homework, work sheets, weekly tests etc regularly sent home.)
- News of the Fortnight from grade levels/classes included in the school newsletter
- Parent/Teacher Interview
- Written Report
Semester Two

Work Samples – (ie homework, work sheets, weekly tests etc regularly sent home.)

News of the Fortnight from grade levels/classes included in the school newsletter

Parent/Teacher Interviews

Written Report

Upon request, data will be made available that shows an individual student’s achievement within the year-level cohort

HOMEWORK

Homework is given to children in years Prep-6. This work may be oral or written. Homework is distributed on Thursday and is to be returned on Tuesday. The objective for giving homework is to consolidate the work that has been done in class, to foster self-discipline and independent study habits which are a requirement in Secondary School and in later life.

*Homework should be sighted by parents and signed to ensure a high standard of work.*

LIBRARY

The resources in the library are chosen to enrich and support the curriculum taking into account the varied ages, interests, abilities and maturity levels of the students. Your child will be taught about the school library and how to borrow books from it. Books may be borrowed and taken home in the library bag each week. Years P to 2 borrow books in class time, Years 3 to 6 borrow books during lunch-time. Each student requires a red library bag. These are available for purchase at the uniform shop. Children use the library in formal and informal class groups and as individuals. They can access information through the use of computers.

Scholastic Book Club is offered throughout the year. An order form containing all the books and other educational items is sent home with each child.

EXCURSIONS AND CAMPS

Class excursions are undertaken to support and enhance the current curriculum. Parents are advised of all details by a letter and permission is sought prior to the excursion. An excursions levy is part of the school fees structure.

School camps provide a variety of educational experiences for our students. These learning experiences include the social development that occurs through a focus on teamwork and building positive relationships.
CULTURAL

Performers from the Queensland Arts Council and other performing arts groups visit OLSH during the year. Information for all such presentations is published in the school newsletter prior to the performance. Payment for attendance at these performances is included in the School Fees Levy.

BUDDY PROGRAM

Our Lady of the Sacred Heart has a long tradition of implementing a buddy program. This involves two classes who meet on a regular basis for social, community building and various activities throughout the school year. Buddy gatherings could involve sport, craft, attending class Masses or a shared lunch.

This program allows the older children to act as “buddies” or a “big sister or brother” to the younger children. It gives the younger children the confidence to move around the school with ease and to interact socially with older children within our community. This program is a great initiative in our school and children from junior and senior classes value their involvement.

INSTRUMENTAL MUSIC AND DRAMA PROGRAM

Children at OLSH can take part in the Instrumental Music and Drama Program. Specialist Concert Band, Strings, Keyboard and Drama teachers provide programs involving small groups or individual students. Students attend lessons during class time and all administration including payment and enquiries are to be directed to the company conducting the program. Information regarding programs can be obtained from the school office.

SPORTS DAYS

The sports uniform is worn twice a week on Wednesday and Friday. These are the days when students participate in Health and PE lessons with the specialist teacher.

SPORTS HOUSES

Students from the one family are included in the same house.

YELLOW - JOSEPH
GREEN - BRIGID
BLUE - McAULEY
RED - XAVIER
SPORTS & FITNESS

A coordinated Physical Education Program is in operation throughout the school. The children also experience a wide range of sporting activities suited to their level of development. Students have the opportunity to play major games (soccer, netball, etc.), as well as having weekly skills, and fitness lessons. *A MOTOR SKILLS PROGRAM* is conducted in Years P to 2.

We compete in athletics, cross country and swimming on an interschool basis. We aim to develop an enthusiasm for physical activity and a love of sport, which will lead to a healthy and active lifestyle.

SWIMMING

Children from Years Prep to Six receive swimming instruction during either the first or fourth term. The school engages expert instructors from a local swimming school. *A Medical Certificate* is required if students do not participate in swimming lessons. All students will attend with their class to hear instruction regardless of whether they are advised not to swim.

H2O, FRUIT & VEG TO GO!’ PROGRAM

In addition to the usual class activities at Our Lady of the Sacred Heart School we have introduced a fruit, vegetable and water break program in the classroom called H2O, Fruit and Veg to GO! This is undertaken daily at 9.30am. The program encourages students to drink water throughout the day in the classroom and eat a small vegetable or piece of fruit during a morning fruit/vegetable break.

Research shows that not drinking enough fluid can cause dehydration. It is known that dehydration can affect a child’s brain development and their ability to concentrate. Encouraging children to drink water will not only prevent dehydration it will also have a positive impact on their ability to concentrate and develop good habits for adult life. Preventing dehydration also helps prevent renal disease and dental caries.

There is also concern that children could increase their likelihood of diet related disease in adult life due to poor eating habits in childhood. Fruit and vegetables are an excellent source of Vitamin C, Vitamin A (as beta-carotene), folate, fibre and potassium, and are low in fat and sodium. Diets high in fruits and vegetables help prevent conditions such as obesity, overweight, constipation, bowel disorders, high blood pressure, high blood cholesterol and some forms of cancer.

To help your child participate in the H2O, Fruit and Veg to GO! Program please provide a clean bottle of water and a small piece of fruit, (e.g. apple, chopped melon or vegetable – carrot or celery sticks) each day. Foods permitted in the classroom are outlined below. Water is the only drink allowed.
The following table lists the fruits and vegetables permitted and not permitted in the classroom during the break.

<table>
<thead>
<tr>
<th></th>
<th>Permitted</th>
<th>Not Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRUITS</td>
<td>All fresh fruit &amp; vegetables, chopped melon, canned fruit (in natural juice) eg, whole fruits.</td>
<td>Fruit leather, fruit roll-ups, fruit metres or similar, jams, jellies, fruit pies or cakes, fruit juices, canned fruit in syrup</td>
</tr>
<tr>
<td>VEGETABLES</td>
<td>All fresh, canned &amp; dried vegetables eg, Cherry tomatoes, celery or carrot sticks, broccoli</td>
<td>Potato crisps, hot potato chips, vegetable pies, pastries, vegetable cakes or fritters, vegetable quiches, popcorn &amp; vegetable juices</td>
</tr>
<tr>
<td>OTHER FOODS</td>
<td></td>
<td>Nuts and seeds etc.</td>
</tr>
<tr>
<td>BEVERAGES</td>
<td>Plain water</td>
<td>Other beverages eg. cordial, juice, milk, flavoured milk, soft drink</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** This program aims to promote the consumption of fruit, vegetables and water only. Milk, fruit and vegetable juices, nuts and seeds are also healthy food choices.
HEALTH, MEDICATION & INJURY

Parents are requested to keep their children at home when they are sick and to notify the school office if the child has been exposed to any infectious illness, disease or pests (e.g. head lice, school sores, conjunctivitis etc.) 

N.B. The common cold and sore throats are also infectious.

Parents will be notified if children become ill at school. Children will be cared for until a carer arrives to take them home. If your child has specific health problems, please discuss these with the teacher so that he/she can act in a manner most helpful to the child.

If parents choose not to have their children immunised against infectious diseases, the school retains the right to exclude these children, in their own interests, from attendance during the outbreak of an infectious disease in the school community.

INFECTIOUS DISEASES

Head lice

We ask that you check your child regularly for head lice and treat immediately. If head lice is detected in your child’s class a note will be sent home informing you and asking you to check and treat immediately.

Children with infectious childhood diseases must be excluded from school according to the Health regulations. If your child contracts such a disease, please inform the school immediately. Please see Queensland Health Government Guidelines at the end of this handbook.

MEDICATION

Queensland Department of Education directs: “It is important that medicines be prescribed for administration during school hours only when this is absolutely necessary and deemed vital for functional levels of the body.”

“The instructions provided should be written by a pharmacist at the doctor’s direction. Other items to be dispensed (eg. Asthma Sprays) must come with written permission and comprehensive written directions.”

Medications must be handed in at the School Office and all medicines administered will be recorded daily in the Medication Book. Medication must be specifically for the child, prescribed by a doctor and be recorded and signed for at the Office. It also must be in the original container.

Analgesics i.e. Panadol/aspirin and cough mixtures, that are labelled S2 and S3, are not allowed to be administered without a chemist label or doctor’s letter.

The sole exception is for those students who need to carry their personal inhaler with them at all times.
INJURY

Accidents which require the administration of first aid will be recorded in an Accident Book. At the discretion of the Principal/teacher, parents will be notified of more serious accidents, especially those which require ongoing treatment. If you cannot be contacted, we will contact the “emergency contact person” whom you have nominated on your child’s enrolment form. (It is therefore imperative that contact persons and their phone numbers are kept up to date). An ambulance will be called if your child requires emergency medical treatment.
WHOLE SCHOOL BEHAVIOUR MANAGEMENT

Our Behaviour Management Policy aims to foster and encourage the respect and dignity of each child. We recognize that all members of our school community have rights and responsibilities and we endeavour to develop an environment of self-discipline and justice for all. We believe that every child has the right to learn in a safe and secure environment. The School Behaviour Management Policy is based on a six step program as follows:

Classroom Rules
To Respect people and respect property you:
   1. Speak Nicely
   2. Keep your hands and feet to yourself
   3. Do as asked by the count of five
   4. Put your hand up to speak
   5. Do your best work on time

Step 1: Mark on chart rule broken
Step 2: Mark on chart rule broken. Five minutes “Time out” in classroom.
Step 3: Mark on chart rule broken. Ten minutes “Time out” in classroom.

Details are recorded in class behaviour log.

Step 4: “Time out” in Time out class
   How long: 15 minutes
   What to do: no work
   Where: facing away from the class

Step 5: “Time out” in Office
   Assistant Principal to keep log of children on Step 5
   Student is on time out for 30 minutes, doing nothing
   Principal/AP/APRE to call parents to notify them of child’s escalating behavior and prepare them for possibility of Step 6

Step 6: Child is sent home
   Parents called to pick up child
   Principal/AP/APRE obtain behavior log from class teacher and talk to parent/s about escalating behavior that day.

For serious aggressive behaviours and/or intentional swearing at staff the child will be placed immediately on Step 5.
REWARDING POSITIVE BEHAVIOUR

**Individual rewards**
Teachers are encouraged to “look for students displaying positive behaviour”. These students are issued with a “TERRIFIC AT SCHOOL” card. This card is filled in by the student and placed in a special box. Six draws from the box are made at the formal school assembly and the students whose names are drawn receive prizes.

**Class of the Fortnight**
A class that makes a special effort to make the school a better place will be recorded. The class will be eligible for being selected as the ‘Class of the Fortnight’. The winning class will become the holder of the trophy for the fortnight.

STUDENT LEADERSHIP

Our Lady of the Sacred Heart School values the contribution of student leadership within the school community. Through positive leadership, empowerment of senior students, delegation of responsibilities and involvement of senior students in decision making processes, we believe a positive culture will be nurtured within the senior students. Senior students will commit to serving on various committees throughout the year. Committees responsibilities include: helping in the Prep Playground Area, leading the Student Achievement Awards Assembly, assisting in celebrating birthdays, collecting Mission money, reissuing lost property and promoting care of our environment. Leadership badges are presented to the Year 6 students at the Induction Ceremony held early in Term 1.

ASSEMBLY

Students and Teachers assemble in the undercover area each morning at 8:25am for a short time. Once a week, a longer assembly takes place from 8:40am. The Virtues Program will be presented on every other Thursday alternating with the formal school assembly. The P & F Committee provide tea and coffee for adults attending these assemblies. Special Achievements, ‘Terrific at School Awards’ and ‘Class of the Fortnight’ presentations are presented at Assembly. Parents are very welcome to attend assemblies and dates are published in the School Newsletter.

**Virtues Assemblies** are held every fortnight and focus on the Virtues or Values which are integral to living life as followers of Jesus. The Virtues of Respect, Joyfulness, Tolerance etc are presented in a creative and fun filled way.
PASTORAL CARE

Our school has a School Pastoral Care Worker, Sr Sue Walpole, who is available to both students and parents in a personally supportive and confidential capacity. Appointments can be made through the school office.

Pastoral Care permeates all aspects of school life and expresses itself in the quality of relationships and the sense of belonging in our school community.

STUDENT PROTECTION

We implement the Brisbane Catholic Education Guidelines and “Feeling Safe Strategies” which aim to teach children that they have the right to feel safe at all times, both within the school community and beyond.

BUS INFORMATION FOR CENTENARY ROUTES

Information about bus timetables etc. is available from Translink on 131230 or by visiting www.translink.com.au/go

COUNCIL BUS DEPARTS FROM SCHOOL AT 3.05 P.M.

TUCKSHOP

Tuckshop operates every day.

The tuckshop is managed by a convenor and staffed voluntarily by parents. Parents are also invited to be part of a home baking roster and a condiment donation roster.

A tuckshop menu is issued each term. Morning tea and lunches are provided as well as milk and fruit juices. For snacks and ice-blocks the tuckshop commences serving at 1:15pm and closes at 1:40pm.

If your child is buying lunch, write the name, grade and order on a paper bag with the exact amount inside. If the child is having morning tea and big lunch, each order must be written on separate bags. Incorrect amounts of money tendered and change given will be noted in a circle on lunch bags on collection.

All students are to place their orders for morning tea and lunch in the box in their classroom. Lunches are collected in class boxes from the tuckshop and distributed in the presence of a teacher.
AFTER SCHOOL CARE & BEFORE SCHOOL CARE

After School Care and Before School Care is a facility available to parents at Our Lady of the Sacred Heart School. This service is provided by Centacare. Parents are requested to make necessary arrangements in advance if students are to attend. A note advising the school that the students would be attending After School Care on particular days is essential.

This After School Care facility is registered under the Childcare Cash Rebate Scheme. Families who are eligible can claim rebates on these fees. The students are cared for in the School Hall behind the church. Afternoon tea is provided, along with craft activities. A.S.C. can be contacted on 07 3375 5057.

NEWSLETTER

A school newsletter is sent to each family on every second Thursday. These are distributed to the eldest child in your family attending our school. It is often a good practice to have a daily check for school communication.

The school newsletter is also available on the school website: www.olshdarra.qld.edu.au

PARENTAL 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
- Take an active role in the P & F Association
- Working Bees
- Attending Class Masses and liturgies
- Covering library books
- Assistance as required by teachers in classrooms
PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association meetings are advertised in the school newsletter. Meetings are held on the second Wednesday of each month. Membership is free and The Parents and Friends Association plays a vital role in providing financial assistance and promoting community spirit.

A variety of social functions are held throughout the year to help people socialize. A fete is held every second year.

All parents are encouraged to take an active part in the Parents and Friends Association, through regular Working Bees and other activities.

UNIFORM

All uniforms are available from the school Uniform Shop located within the school. Second hand uniforms are also available. The Uniform Shop is co-ordinated by a volunteer convenor and the assistance of two other parent volunteers. The Uniform Shop is open every Tuesday from 8am to 9am. Orders can also be placed by completing an order form, available from the office, and then returning it with payment to school. Students are required to wear the correct school uniform at all times. Hats must be worn when outdoors.

ALL ITEMS OF CLOTHING, LUNCH BOXES ETC MUST BE CLEARLY MARKED WITH THE CURRENT OWNER’S NAME.

Please see additional information about uniform requirements.

SCHOOL HAT POLICY

All students wear school hats outside the classroom.

No school hat results in No Play.

Full brimmed hats, caps, and Year 6 Senior’s hats can be purchased from the uniform shop.
WORKPLACE HEALTH AND SAFETY

At Our Lady of the Sacred Heart School we aim to provide a healthy and safe environment for all, at all times.

In order to ensure that our School maintains a high standard of workplace health and safety, we have pledged ourselves to the Workplace Health and Safety Commitment of our management office, the Brisbane Catholic Education Centre which states:

• Brisbane Catholic Education recognises that the health and safety of all employees is a moral, social and legal obligation.

• To fulfill this responsibility we have a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health.

• We also have a duty as individuals to take responsibility and care of our own health and safety and that of others affected by our actions at work, in so far as we are able.

• To this end, Brisbane Catholic Education is committed to regular consultation so that this Workplace Health and Safety statement is regularly monitored and reviewed, to ensure its effectiveness.

• We will make every endeavour at both central and local school community levels to achieve a high standard of workplace health and safety within our workplaces, guided by the requirements of current legislation.

WORKPLACE HEALTH AND SAFETY COMMITTEE

The task of maintaining a high standard of health and safety in the school environment is considerable. At OLSH School a WORKPLACE HEALTH AND SAFETY COMMITTEE has been formed to act in an advisory capacity to the Principal on health and safety issues and to assist with the resolution of such issues.

VISITORS TO SCHOOL

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 a Visitor’s Book and collect a Visitor’s Identification Card to wear for the duration of the visit. On departure, visitors must sign out, indicate departure time and return the Visitor’s Identification Card.
DISPUTE RESOLUTION POLICY

PROCEDURE
From time to time in any organisation disputes may arise between members. These may be from the same group within the organisation or from two or more different groups, e.g., in a school the dispute may occur between child - teacher, child - child, parent - teacher etc.

The following procedure has been adopted after consultation with the Parents and Friends Association, Staff, Parish and Catholic Education. Please familiarize yourself with the procedure and make use of it should a concern.

DISPUTE RESOLUTION PROCEDURE

PROBLEM
Level 1  Disputing parties resolve issue
  
  No  Yes - no further action
  
  Level 2  Teacher & Parent meeting resolves issue:
  
  No  Yes - no further action
  
  Level 3  Informal Meeting with Principal resolves issue
  
  No  Yes - no further action
  
  Level 4  Formal Meeting of Disputing Parties resolves issue
  
  No  Yes - no further action
  
  Level 5  Formal Meeting of Disputing Parties & Brisbane Catholic Education
  
  Limit of school involvement
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts¹ (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people.</td>
<td>Pregnant women and anyone with an immune deficiency (eg. leukemia) or receiving chemotherapy or immunosuppressive therapy may require preventive immunoglobulin and/or exclusion for their own protection. Contact local public health unit for advice. Otherwise not excluded.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea⁶ and/or Vomiting (including amoebiasis, campylobacter, cryptosporidium, giardia, rotaviruses, salmonella and viral gastroenteritis, but not norovirus or shigella – see separate section)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than 2 cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria³</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) Neurological Disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular fever (Epstein Barr virus (EBV), mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until child has received appropriate antibiotic treatment² for at least 4 days. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious².</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A³</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious².</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

¹. Exclusion of Contacts: see separate section.

Footnotes
1. The definition of ‘contact’ will vary between diseases and is sometimes complex. If unsure, contact your local public health unit.
2. Diarrhoea: the definition is 2 or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If unsure, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
6. For meningococcal infection, appropriate treatment is the use of rifampicin, ciprofloxacin or ceftriaxone and this will meet the intent of the Public Health Act for a person to be not infectious.

For further advice and information on any of these conditions, contact your nearest public health unit.

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, preschools and child care centres to meet the requirements of the Public Health Act 2005.

public health units

Southern
- Brisbane Southside: 3000 9168
- Gold Coast: 5509 7272
- Darling Downs: 4631 9888
- Logan: 3412 2989
- West Moreton: 3413 1200
- Moreton Bay: 3412 1800
- Hervey Bay: 4184 1800
- Rockhampton: 4920 6889
- Sunshine Coast: 5409 6600
- Mount Isa: 4744 9110
- Hervey Bay: 4184 1800
- Moreton Bay: 3412 1800
- Brisbane Northside: 3624 1111
- Sunshine Coast: 5409 6600
- Moreton Bay: 3412 1800
- Hervey Bay: 4184 1800
- Rockhampton: 4920 6889
- Southern Queensland: 4753 9000
- Cairns: 4226 5501
- Mackay: 4885 6611
- Mount Isa: 4744 9110

Central
- Brisbane Northside: 3624 1111
- Rockhampton: 4920 6889
- Sunshine Coast: 5409 6600
- Moreton Bay: 3412 1800
- Hervey Bay: 4184 1800
- Rockhampton: 4920 6889
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October 2019


Get the latest and more detailed advice and information on this poster. For further advice and information on any of these conditions, contact your nearest public health unit.


<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts* (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles*</td>
<td>Exclude until at least 4 days since the onset of rash. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Immunised and immune contacts not excluded.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until child is well and has received appropriate antibiotics.* Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.*</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioners).</td>
</tr>
<tr>
<td>Pertussis* (whooping cough)</td>
<td>Exclude until child has received 5 days of appropriate antibiotics* or for 21 days from the onset of coughing. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious*.</td>
<td>Exclude from childcare settings children who have received less than 3 pertussis vaccinations who are in the same household or same childcare room as case until completed 5 days appropriate antibiotics.  If no antibiotics, exclude 14 days from last exposure to infectious case. Staff who have not had a pertussis booster in last 10 years who are in same childcare room as case and do not commence appropriate antibiotics; exclude 14 days from last exposure to infectious case. Note: where contact in childcare room with case is &lt;12 months and had less than 3 pertussis vaccinations it is recommended all staff and children in the room receive appropriate antibiotics regardless of vaccination status.</td>
</tr>
<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious*.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm/tinea/scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Roseola (sometimes referred to as ‘baby measles*)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)*</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sores (impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sore on exposed areas must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellos</td>
<td>Exclude until diarrhoea has stopped for 48 hours and two stool samples negative, as per public health unit requirements.</td>
<td>Exclude until two stool samples negative as per public health unit requirements.</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until well and has received antibiotic treatment* for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)*</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid*, paratyphoid</td>
<td>Exclude from child care/school/food handling and health care workplaces until is written medical clearance from doctor or public health unit confirming child is not infectious and has met public health unit requirements.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>See pertussis.</td>
<td>See pertussis.</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Footnotes**

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October 2010

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