



Our Lady of the Sacred Heart  
Catholic Primary School DARRA



# PARENT HANDBOOK

Be Strong in Faith and Love at OLSH



## Our Lady of the Sacred Heart School Darra **WELCOME**

Our Lady of the Sacred Heart Catholic Primary School is a co-educational Catholic school in the Brisbane suburb of Darra. The school currently has 529 students enrolled in 21 classes in Prep to Year 6. OLSH School has an ethos based on the Gospel values and showing respect for each other. We are a multicultural community that celebrates the richness and diversity of many cultures.

Our Lady of the Sacred Heart Catholic Primary School is a place where God is named and central to all we do. Families, students, and teachers make up our faith community which reflects our commitment to the Catholic faith and the development of the whole person. We are proud of our history of providing high-quality education within the Catholic tradition. Our school is committed to meeting the challenges of education today and in the future, to provide students with the skills necessary to progress further along the lifelong journey of education.

The Australian Curriculum is the source of all curriculum planning, assessment, and reporting at OLSH. We teach all subject areas embedding the teaching of Numeracy and Literacy. We promote engagement in the Performing Arts including student involvement in the Choral Festival and school musicals.

We teach Positive Behaviour for Learning with a focus on promoting expected behaviours to enhance and support student learning. We promote the 'Super Learning Qualities' of determination, self-awareness, persistence, being reflective, using feedback and making connections. We also encourage students to develop an openness to truth, a tolerance of different views and an ability to critically reflect.

I welcome and encourage you to allow us to show you our wonderful school where 'We Are Heart People Who Love Like Jesus'.

**Kurt Dutney**  
Principal



## BRIEF HISTORY

Our Lady of the Sacred Heart School was first opened on April 5, 1937, and was staffed by the Daughters 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 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.

In addition to this, in 1993 a Kindergarten program commenced 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 Catholic Primary School continues in the traditions of the past and offers quality education to the children of the Centenary suburbs and surrounding areas.

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 caters for Prep to Year 6 and has been transformed with modern new buildings.

## SCHOOL CHARISM

'Charism' refers to a call from God given to an individual, deep within their heart. This call leads to an uncontrollable desire to spread their unique message to the world. Our Lady of the Sacred Heart Catholic Primary School embraces the charism of Fr Jules Chevalier, the founder of The Daughters of Our Lady of the Sacred Heart.

Fr Chevalier's message was that 'God is love'. He was driven to tell the world the truth that God loves you unconditionally. This charism, which is expressed as a 'Spirituality of the Heart', is important for the school community. It was and remains today, the driving force behind The Daughters of Our Lady of the Sacred Heart, the sisters who founded the school.

Understanding that God is love, and the depth of His love, is a beautiful and simple concept for students and adults to grasp. Expressing our charism provides a pathway through which our school community can interpret and give voice to the centrality of Jesus Christ. We draw inspiration and direction from the stories and spirituality of Fr Jules Chevalier and the Daughters of Our Lady of the Sacred Heart.

It provides a spiritual energy which aims to permeate our staff, students, families, values and stories.

Understanding and embracing our school charism and enhancing our Catholic identity, is integral in school strategic planning and within the Brisbane Catholic Education Strategic Plan.



# 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.

# OUR SCHOOL VALUES

Our school values are **love, faith, hope and excellence.**

# THE SCHOOL MOTTO

**“Be strong in Faith and Love”**

This motto encourages all to appreciate and deepen their faith, and to always show loving care and concern.



# 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 can, 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 II. “Pastoral Constitution p.m. the Church in the Modern World”)  
(Gaudium et spes)**





## OUR SCHOOL SONG

Our families come from many places  
 So many cultures, smiles on faces  
 We all strive to be the best we can be  
 Our school is welcoming, come and see

### Chorus

In faith and love we're strong,  
 We follow Jesus we do our part.  
 Respected we belong  
 To Our Lady of the Sacred Heart.

Like many children and families before  
 We feel connected when we walk through the door  
 A school that cares and friendships are made  
 Everyone makes a difference every day

Just talk to the teachers and parents alike  
 You'll see why people have devoted their lives  
 To children who come from far and wide  
 Connected to our parish with our priest by our side

**Written by: Michael Kelleher**

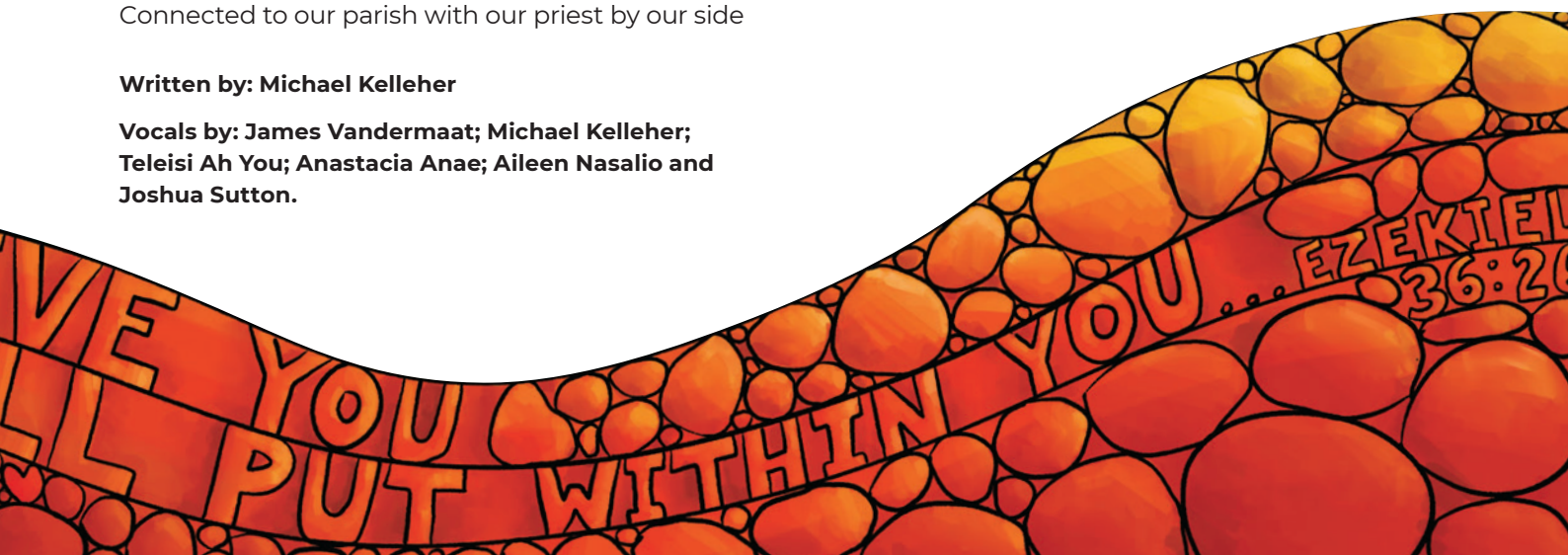
**Vocals by: James Vandermaat; Michael Kelleher;  
 Teleisi Ah You; Anastacia Anae; Aileen Nasalio and  
 Joshua Sutton.**

## THE SCHOOL LOGO

The school logo is a combination of symbols taken from our Parish community at Darra and Jindalee:

- A large M in the centre symbolises Our Lady.
- Twelve crosses symbolize the Twelve Apostles.

## Our Lady of the Sacred Heart Catholic Primary School DARRA





# ENROLMENT POLICY

## Purpose

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

## Context

Our Lady of the Sacred Heart Catholic Primary 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 four by 30 June in the year prior to commencement are eligible for enrolment in Prep.

Birth Date	Eligible for Prep
1/7/2018 to 30/6/2019	2024
1/7/2019 to 30/6/2020	2025
1/7/2020 to 30/6/2021	2026
1/7/2021 to 30/6/2022	2027
1/7/2022 to 30/6/2023	2028
1/7/2023 to 30/6/2024	2029

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 cannot be satisfied.



# TEACHING AND LEARNING AT OUR LADY OF THE SACRED HEART

Our Lady of the Sacred Heart Primary School follows the Australian Curriculum which covers all the key learning areas. The development of the Australian Curriculum is guided by the Alice Springs (Mparntwe) Education Declaration.

**“Building on the success and impact of the 2008 Melbourne Declaration on Education Goals for Young Australians. Ministers agreed that education should continue to promote excellence and equity and enable all Australians to become confident and creative individuals, successful learners, and active and informed community members”.**

The Australian Curriculum 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, relate to, and contribute to their world, are confident and involved learners and effective communicators.

## Supporting Educational needs

The Our Lady of the Sacred Heart Catholic Primary School’s 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.

Brisbane Catholic Education provide specialised services and personnel to meet the needs of the students and to support teachers. At OLSH these include: Support Teachers – Inclusive Education and Learning Specialists who offer support in the classroom either by co-teaching with the class teacher, individual programming, or through periods of small group and/or intensive levels of learning support.

The school has the services of a Guidance Counsellor for three days each week, Monday Tuesday, Wednesday and every second Thursday. The Guidance Counsellor is available to students, parents and staff to assist with social and emotional development, identification of learning issues and counselling. They liaise with the School Support Team, class teachers and parents.

A Brisbane Catholic Education Speech Therapist is available three days per week for identified students.

Advisory Visiting Teachers support classroom teachers with students who have special needs e.g., 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.

## Curriculum

In line with Brisbane Catholic Education's Learning and Teaching Framework, we seek to inspire high expectations for learning that maximises engagement, progress and achievement and wellbeing for each student in our school. Like all Brisbane Catholic Education schools, we use the three High Yield Strategies of Data Walls to monitor progress in Literacy and Numeracy, Walks and Talks to ensure effective teaching is

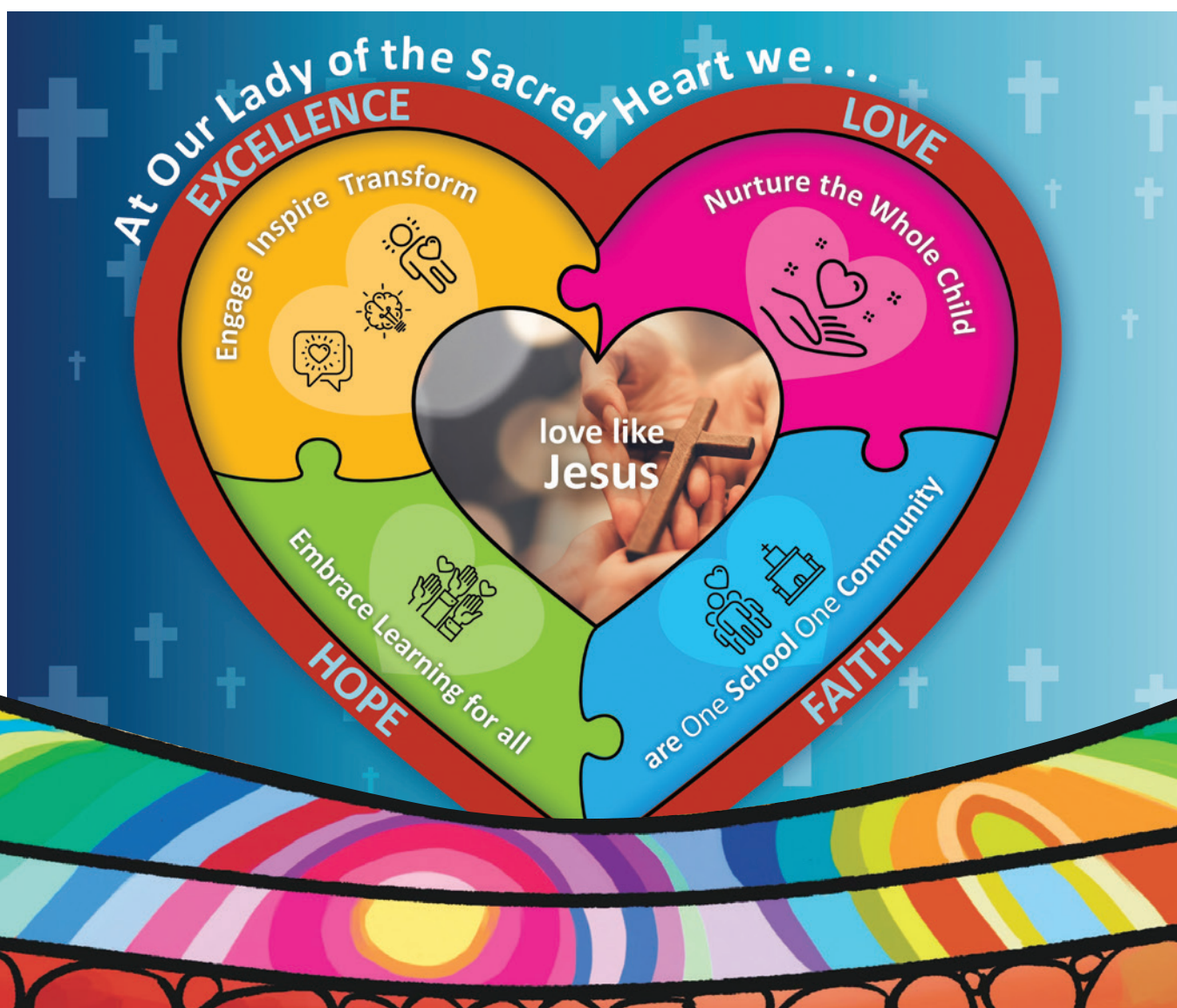
taking place and Review and Response to identify learning needs and inform learning and teaching. We plan and assess using the Brisbane Catholic Education Model of Pedagogy and Effective and Expected Practices of Context Text Model, Gradual Release of Responsibility, and Feedback.

## Vision for Learning and Teaching

Our school's Vision for Learning and Teaching is based around the values of: Faith, Love, Hope and Excellence. At Our Lady of the Sacred Heart Catholic Primary School, we love like Jesus and we: Nurture the Whole Child (Love); Engage, Inspire, Transform (Excellence); Embrace Learning for All (Hope); Are One School, One Community (Faith).

## OLSH Super Learning Qualities

As a staff, we collaboratively developed the following learning dispositions to support student learning and wellbeing.



## 1:1 iPad Program

One-to-one (1:1) learning provides every student and teacher access to their own mobile device in a wireless environment, allowing students to learn at their own pace and ability levels. 1:1 initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education and better preparing students for future participation in a digital world.

Each student will be issued with an iPad, (additional cost paid through school fees), for their educational use whilst enrolled at the school from Year 4 until the end of Year 6.

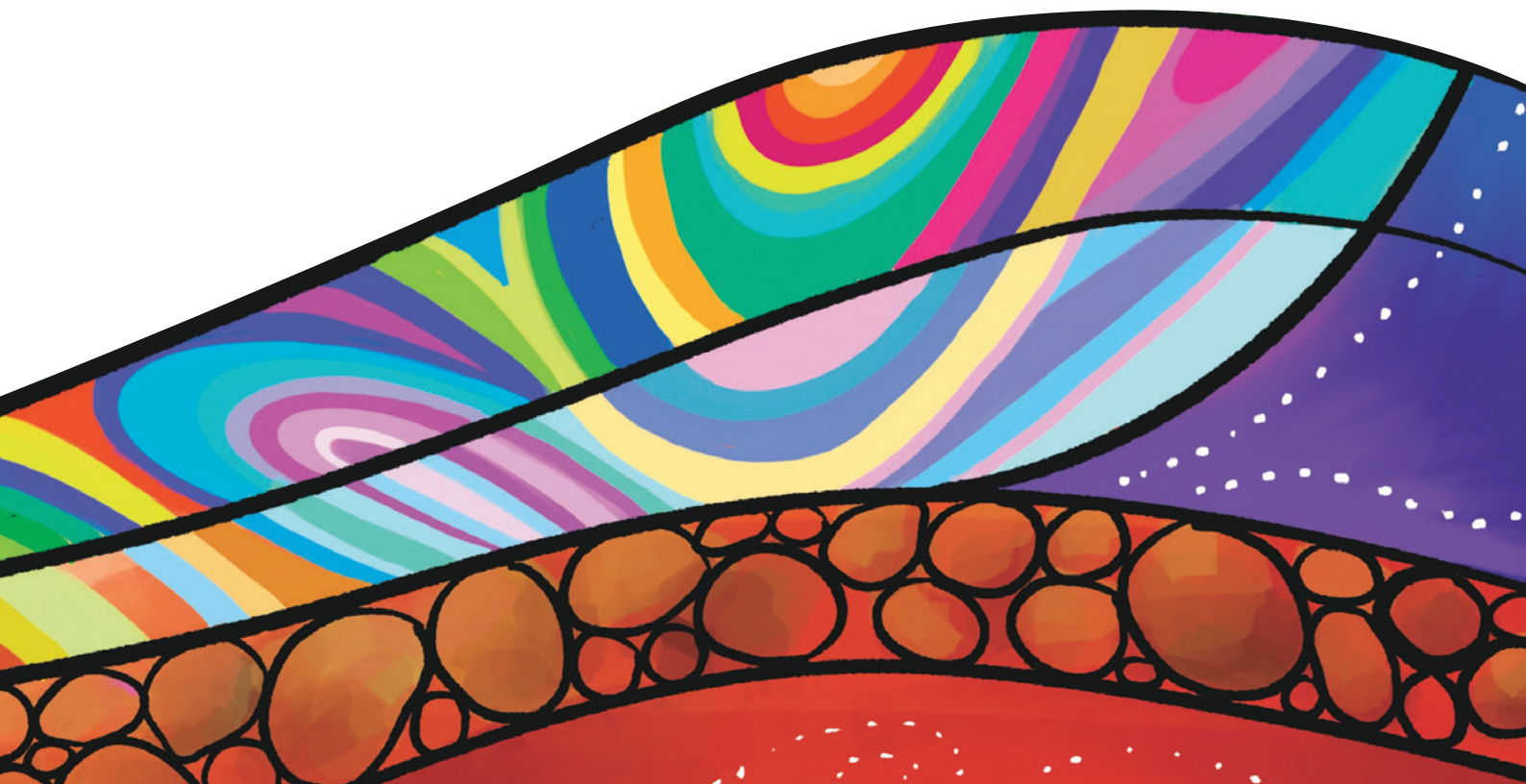
Students will be issued with an iPad for their educational usage while enrolled at Our Lady of the Sacred Heart Catholic Primary School.

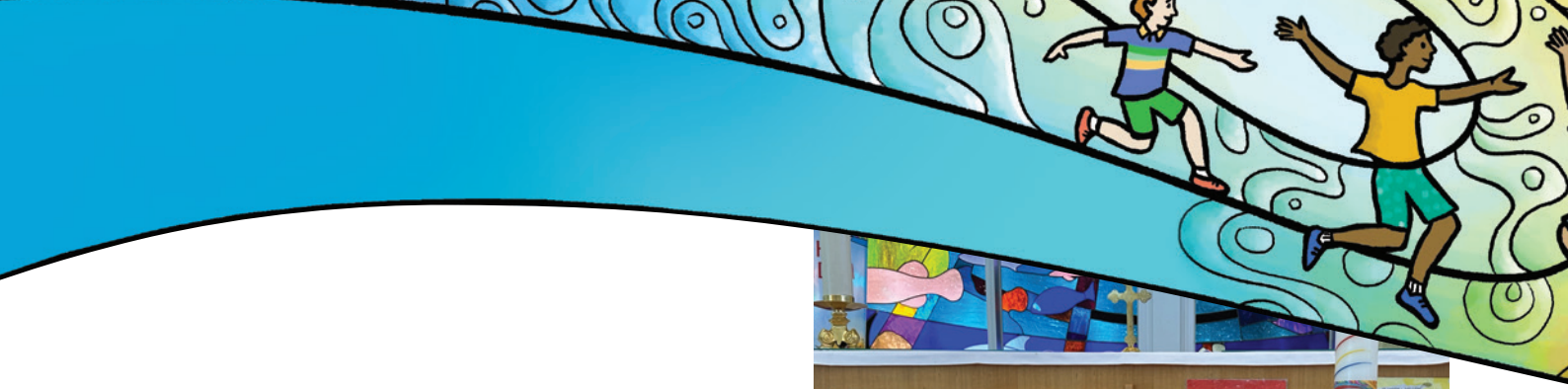
In the 1:1 iPad Learning Program, students' access to a personal mobile device (iPads) and the internet enables them to be self-directed and receive highly personalised instruction. Teachers personalise learning opportunities for each child, addressing their unique learning needs. Students use their devices to research, complete homework and academic coursework, access reading material, manage notes and calendars, problem-solve,



collaborate on team projects and communicate via email. Students investigate, create, manage and operate devices while practising digital safety and wellbeing (ACARA, 2022).

Further details about the one-to-one iPad program are outlined at a parent information session at the beginning of the school year for Year 4 and new to OLSH parents/carers.





# 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 II, Declaration on Christian Education)**

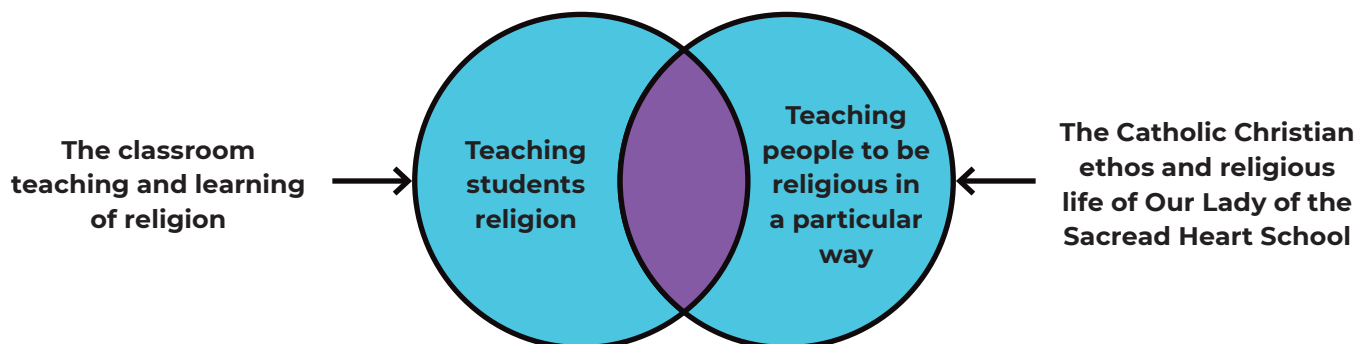
There are two dimensions to Religious Education at our school. The first dimension is teaching students religion. This is an educational activity that focuses on the teaching and learning of religion. Teaching religion normally takes place in a classroom setting and makes use of a range of learning processes and resources. Teaching 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 religion has an



educational framework and educational as 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.

At Our Lady of the Sacred Heart Catholic Primary 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.





## Our Lady of the Sacred Heart School Religious Education: two distinct yet complementary dimensions

The **Guidelines for the Religious Life of the School** carry the Imprimatur of the Archbishop of Brisbane Archdiocese, Archbishop Mark Coleridge 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 was validated in June 2016 by Brisbane Catholic Education.

Students of all faith traditions are welcomed and encouraged to share their beliefs and practices with a view to broadening religious tolerance and understanding.

Throughout the year, all students from Prep to Year 6 celebrate Eucharist at 9.00am Mass on Wednesdays. The classes from Prep to Year 2 celebrate with a Liturgy of the Word. On Special Feast days the school community gathers to celebrate Mass. Parents are welcome at all celebrations.

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

## ABSENCE FROM SCHOOL

Our Lady of the Sacred Heart Catholic Primary School recognises that every day of attendance at school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. Our school has a

responsibility to record student attendance and respond to instances of irregular attendance. If your child is absent from school, it is mandatory for the school to be notified on the morning either by phone, email or parent portal. If the school has not received notification of an absence from school by 9.15am on the day, parents will receive a text message from the school informing them of an unexplained absence and asking parents to contact the school. It will be the parent's responsibility to contact the school. Students begin their learning at 8.25am and it is paramount that they arrive at school by this time to ensure a smooth transition to their educational day.

The full school policy on attendance at school is available on the school website.

## AFTER SCHOOL CARE & BEFORE SCHOOL CARE

After school and before school care (Darra Jindalee Parish OSHC) is a facility available to parents at Our Lady of the Sacred Heart Catholic Primary School. This Out of School Hours Care is provided by Centacare. Parents are requested to make necessary arrangements in advance if students are to attend. Information advising the school that students will be attending this facility is essential.

This 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 adjacent to the church. Darra Jindalee Parish OSHC can be contacted on 07 3375 5057.



**SCHOOL FUN RUN**



SCAN HERE TO SIGN UP TODAY!

OR AT [FUNRUN.COM.AU](http://FUNRUN.COM.AU)





## ASSEMBLY

Each Thursday, a class led learning assembly and prayer assembly takes place from 2.00pm. Special Achievement Awards and 'Class of the Fortnight' presentations are made. All parents are very welcome to attend assemblies. An informal, student only assembly takes place at 11.50am each Monday.

## ASSESSMENT AND REPORTING

Formative and summative assessment is a continuous process which occurs throughout the year. Assessment allows teachers to gather data to inform their planning and to cater for the needs of each individual child. Twice yearly, written reports provide a formal opportunity for the school to communicate with parents about their child's learning. In addition, formal parent teacher interviews take place each semester. Informal parent meetings may be negotiated with classroom teachers at any time 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 – (i.e., homework, work sheets, weekly tests etc regularly sent home.)
- News of the Fortnight from year levels included in the School Newsletter
- Parent/Teacher Interviews – End of Term 1
- Written Reports – Term 2, Week 10

### Semester Two

- Work Samples – (i.e., homework, work sheets, weekly tests etc regularly sent home.)
- News of the Fortnight from year levels included in the School Newsletter
- Parent/Teacher Interviews – Early Term 3
- Written Reports – Term 4, Week 9
- Upon request, data may be made available that shows an individual student's achievement within the year-level cohort.



**BANANA RACE!**  
How to play!  
1 pick a person made by Julia  
2 spin wheel and see how many steps you get  
3 you can stop anywhere and pick-path  
4 run from the monster!  
5 Monster gets a turn after all the players get a round switch  
6 WIN! after a round switch  
7 WIN! It banana monster gets you  
8 WIN! can be 1 monster  
9 Max for players is 5

**BANANA RACE**  
made by Julia

1 Step  
1 Step  
1 Step  
10 steps

**FINISH!**  
**BANANA RACE**  
made by Julia

## 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 may involve sport, craft, attending class Masses or a shared lunch.

This program allows the older children to act as “buddies” 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.

## CHILDREN ARRIVING LATE FOR SCHOOL

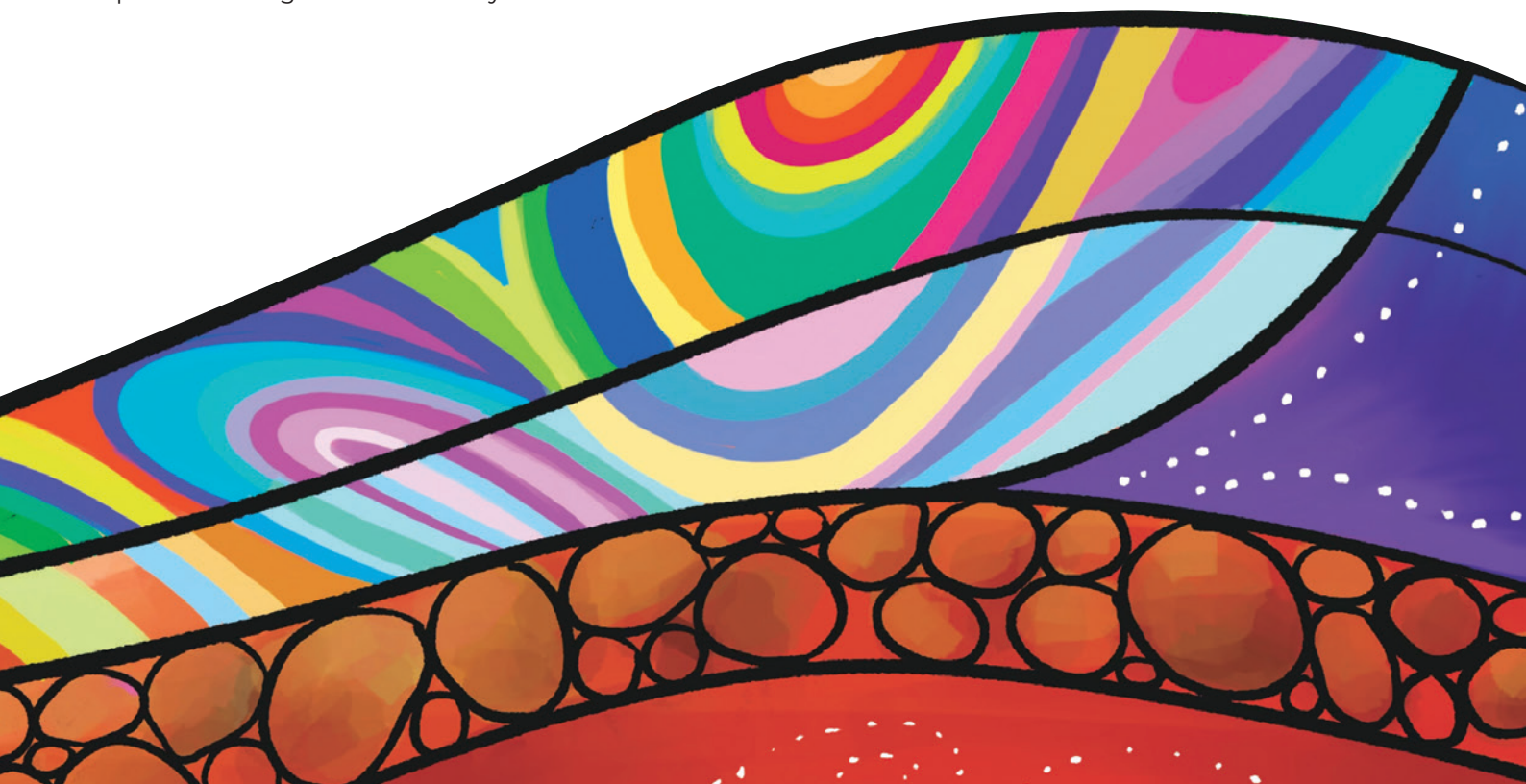
If a student is late for school (after 8.40am), she/he must report to the office. Arrival time will be registered electronically. Parents will be contacted if a student has not arrived by 9:00am and there has been no reason recorded. The school attendance is taken at 8.40am and students should be present to begin the school day at 8.25am.

## COLLECTION OF CHILDREN WITHIN SCHOOL HOURS

Students 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.

## 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.



# 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 with strict confidentiality. The principal must be notified and informed of any changes which occur to custody/access notices.

# 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 arise.

## Dispute Resolution Procedure Problem

<b>Level 1</b>	Distributing parties resolve issue ↓ ✘ No                      ✔ Yes ↓                              ↓ – no further action
<b>Level 2</b>	Teacher and Parent meeting resolves issues ↓ ✘ No                      ✔ Yes ↓                              ↓ – no further action
<b>Level 3</b>	Informal Meeting with Principal resolves issues ↓ ✘ No                      ✔ Yes ↓                              ↓ – no further action
<b>Level 4</b>	Formal Meeting of Disputing Parties ↓ ✘ No                      ✔ Yes ↓                              ↓ – no further action
<b>Level 5</b>	Formal Meeting of Disputing Parties and Brisbane Catholic Education ↓ Limit of school involvement





## INCURSIONS/ EXCURSIONS/CAMP

Class incursions/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 incursions/excursion. A levy is part of the school fee structure.

School camps provide a variety of educational experiences for our students in Years 5 and 6. These learning experiences include the social development that occurs through a focus on teamwork and building positive relationships.

## HOMework

Homework is given to children in Years Prep-6. This work may include a reading component, a written component, and a maths component. 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. Your child's class teacher will communicate each class process.

## 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.




# FRUIT BREAK PROGRAM

In addition to the usual class activities at Our Lady of the Sacred Heart Catholic Primary School we have introduced a fruit, vegetable and water break program in the classroom called 'Fruit Break'. This is undertaken daily at approximately 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.

To help your child participate in the Fruit Break Program, please provide a clean bottle of water

and a small piece of fruit and / or vegetable, (e.g., apple, chopped melon or vegetables – carrot or celery sticks) each day. Where possible, please send these in a separate, smaller container. Foods permitted in the classroom are outlined below. Water only is encouraged.

The following table lists the fruits and vegetables permitted and not permitted in the classroom during fruit breaks.

	Permitted	Not Permitted
 <b>Fruits</b>	All fresh fruit, chopped melon, canned fruit (in natural juice) e.g., whole fruits.	Fruit leather, fruit roll-ups, fruit metres or similar, jams, jellies, fruit pies or cakes, fruit juices, canned fruit in syrup
 <b>Vegetables</b>	All fresh vegetables, canned and dried vegetables e.g., cherry tomatoes, celery or carrot sticks, broccoli	Potato crisps, hot potato chips, vegetable pies, pasties, pastries, vegetable cakes or fritters, vegetable quiches, popcorn and vegetable juices
 <b>Beverages</b>	Water	Other beverages e.g., cordial, juice, milk, flavoured milk, soft drink

# INJURY

Accidents which require the administration of first aid will be recorded in an Accident Record 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.



## INFECTIOUS DISEASES/ HEAD LICE

We ask that you check your child regularly for head lice and treat immediately. If your child is found with lice at school, they may be sent home for treatment to begin as soon as possible. If head lice are 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.

## LIBRARY

The resources in the library are chosen to enrich and support the curriculum, considering 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. Homework readers are also borrowed through the library system.

Years Prep-6 borrow books during class time. In addition, students may borrow during lunchtime. 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 using 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.

## 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 (e.g., Asthma Sprays) must come with written permission and comprehensive written directions.”**

All 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, with a pharmacy label with the child's name on the medication. It also must be in the original container/box. A Student Medication Administration Form must be completed by parents and/or by Medical Practitioner.



# NEWSLETTER

A school newsletter is sent to each family on every second Thursday. These are distributed by email and are available on parent portal. It is often a good practice to have a daily check for school communication.

# 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
- Volunteering for Tuckshop
- Take an active role in the P & F Association and sub-committees
- Attending Class Masses, Liturgies and assemblies
- Covering library books
- Assistance as required by teachers in classrooms.

# PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association meetings are held once a term and are advertised in the school newsletter. 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 socialise. All parents are encouraged to take an active part in the Parents and Friends Association through chocolate drives and other activities and events. Parents are invited to get involved and help out where possible.

# PLAYGROUND SUPERVISION

Teachers supervise students during lunch and afternoon tea breaks. The first ten minutes of lunch time (at 11am) is designated as eating time where students remain in their classroom to eat. Students may also bring a snack to eat at Afternoon Tea (at 1.30pm)

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.





## REWARDING POSITIVE BEHAVIOUR

### Individual rewards

Teachers are encouraged to “look for students displaying positive behaviour”. Each week a student is chosen from each class to receive a Student of the Week Award. This award is filled in by their teacher identifying the student’s positive behaviour which is related to the school’s Positive Behaviour for Learning Framework.

### Class of the Fortnight

A class that makes a special effort to make the school a better place will be added to the ‘Class of the Fortnight’ draw. The winning class will become the holder of a trophy for the fortnight.

## SCHOOL DATES 2024

<b>Term 1</b>	Tuesday 23 January – Friday 28 March (10 weeks)
<b>Term 2</b>	Monday 15 April – Friday 21 June (10 weeks)
<b>Term 3</b>	Monday 8 July – Friday 13 September (10 weeks)
<b>Term 4</b>	Monday 30 September – Friday 6 December (10 weeks)

## SCHOOL HAT POLICY

All students wear school hats outside the classroom.

### No school hat, results in No Play.

Official school hats must be worn. These are purchased from the Uniform Shop and **must be named clearly**. The Uniform Shop can also have these embroidered.





## 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

School Office	07 3375 4519
After School Care	07 3375 5057
Parish Office	07 3715 8517

## SCHOOL ROUTINES

### School Hours

Prep to Year 6	8.25am – 2.55pm
First bell rings at	8.25am
Students are dismissed at	2.55pm

### Lunch times

First break	11.00am – 11.50pm
Second break	1.30pm – 1.50pm





The School Gate is closed until 8.00am. THERE IS TEACHER SUPERVISION FROM 8.10am until the first bell at 8.25am. 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 Scott's Road in the afternoon. Students from Prep – Year 2 and their siblings are collected from Darra Station Road. Students from Year 3 – Year 6 are collected from Scotts Road. Crossing Supervisors are on duty before school from 7.45am to 8.30am and after school until 3.10pm at pedestrian crossings on Scott's Road and Darra Station Road.

Students should not arrive at school before 8.10am except for instances where students are required, for extra activities, as stated in writing by the school.

## SPORTS DAYS

The sports uniform is worn twice a week on Wednesday and Friday and for days when students participate in Physical Education lessons with the specialist teacher.

## SCHOOL HOUSES

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

Yellow	Joseph
Green	Brigid
Blue	Mcauley
Red	Xavier

All Staff have also been included in a House Colour. Each term, a different house will have a special celebration to acknowledge their Patron Saint.

## SPORTS & FITNESS

Our extra-curricular sports and fitness program includes a range of sporting activities such as fitness club, cross-country, athletics and swimming. Carnivals for swimming, athletics and cross country are held throughout the year. Year 5 and 6 students also have the opportunity to participate in interschool Gala Sports days in Term 2 and Term 3. Some students are selected to represent the school in district and state athletics and swimming. Lunchtimes offer opportunities for students to play netball, volleyball, basketball, soccer, and other ball games. The aim of our program is to develop an enthusiasm for physical activity and a love of sport which will lead to a healthy and active lifestyle.

## 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 these senior students. Senior students will commit to serving on various committees throughout the year. Committee responsibilities include helping in the Prep Playground Area, leading the Student Achievement Awards Assembly, sport organisation, God Squad, reissuing lost property and promoting care of our environment. Leadership badges and senior hats are presented to the Year 6 students at the Induction Ceremony held early in Term 1.

## STUDENT PROTECTION

All staff must complete Student Protection Training every year. We implement the Brisbane Catholic Education Guidelines "Feeling Safe Strategies" and Positive Behaviour for Learning (PB4L) which aim to teach children that they have the right to always feel safe, both within the school community and beyond. Students also participate in several lessons from the Daniel Morcombe Curriculum throughout the year.

We have 5 Student Protection contacts at the school who the children know they can talk to:

- Mr Kurt Dutney (Principal)
- Mrs Libby Banks (Assistant Principal)
- Mrs Nikki Lysaght (Assistant Principal Religious Education)
- Mrs Stacey Gorman (Support Teacher Inclusive Education)
- Mrs Azu Valesco (School Counsellor).

## TUCKSHOP

The Tuckshop at Our Lady of the Sacred Heart is a service provided for students and is staffed by volunteers and overseen by a Tuckshop Convenor, Daniela Zanchetta. The object of the Tuckshop is to provide a friendly, comfortable environment where the children can purchase nutritious food. The aim is to provide a variety of foods to appeal to children and to adhere to Australian Nutrition Foundation Guidelines.

The tuckshop operates on Wednesdays, Thursday, and Fridays from 8.10am to 2.00pm.

To provide the best service for your children, we need volunteers. If you are looking for a way to contribute to the school community and to meet other parents/carers/grandparents, contact our convenor or the school office.

Shifts are available from 8.30am to 11.30am/ 2.00pm. Lunch will be provided so please come along and join in the fun. "Many hands make light work" and your children will love seeing you!



It is a legislative requirement that all volunteers undergo student protection training. In order to facilitate this, Brisbane Catholic Education (BCE) has developed an online course, please contact the school office for more information. We ask that all volunteers at our school (including parents) complete an online course each year. The Volunteer and Other Personnel Registration Form should be completed at the end of the course and forwarded to the school.

## Orders

### **Please place your Breakfast and Fruit Break orders before 7.45am.**

Students can collect breakfast orders from the tuckshop window before the first bell 8.10am – 8.30am.

### **Lunch, Afternoon Tea and Birthday Bucket orders to be placed before 8.30am.**

Lunch will be delivered and enjoyed while supervised by the teacher in the classroom.

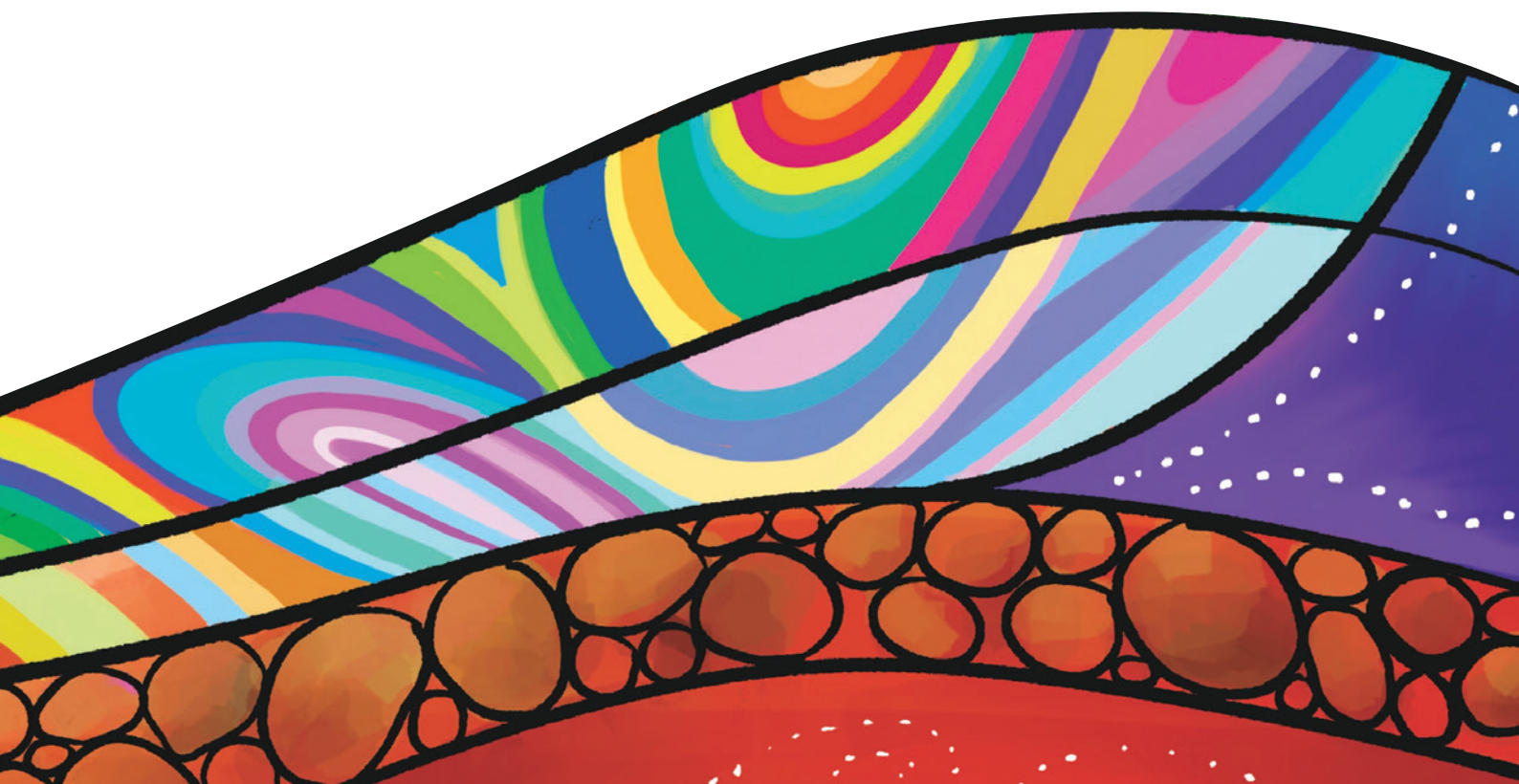
Afternoon Tea can be collected from the tuckshop window.



Our Lady of the Sacred Heart uses Qkr! (Pronounced Quicker) for online ordering and this is the only method of payment for the tuckshop orders.

### **QKR How to guide** ([bne.catholic.edu.au](http://bne.catholic.edu.au))

When you register your child on QKR, it is very important to insert your child's correct class (Year group and Colour) – this ensures orders are delivered to the correct classroom.





# 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 convenor. The Uniform Shop is open every **Tuesday from 8.00am to 11.00am**. Orders can also be placed by completing an order form, available from the office, or downloaded from the Parent Portal and then returning it with payment to school. There is also a link on the OLSH Parent Portal **“Uniform Shop > Monitor”** to order online. 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.**

# YEARS 1 - 6 FORMAL BLUE UNIFORM

## Girls Formal Uniform

<b>Summer</b>	Dress in school fabric <b>OR</b> Navy Culottes with school initials Blouse in school fabric Unisex ankle socks – Saxe Blue
<b>Winter</b>	Red cardigan with school emblem Navy tights
<b>Shoes</b>	Black leather sneaker lace ups/velcro

## Boys Formal Uniform

<b>Summer</b>	Shirt in school fabric Navy shorts with school initials Unisex ankle socks – Saxe Blue
<b>Winter</b>	Red cardigan with school emblem Navy tracksuit pants (optional)
<b>Shoes</b>	Black leather sneaker lace ups/velcro





## YEARS 1 - 6 SPORT UNIFORM

### Girls Sport Uniform

**Summer** Unisex red sport shirt with school emblem  
Black sport skirt with school initials  
Unisex white ankle socks

**Winter** As above + unisex red jacket with school emblem  
Black tracksuit pants

**Shoes** Black leather sneaker lace ups/velcro

### Boys Sport Uniform

**Summer** Unisex red sport shirt with school emblem  
Black sport shorts with school emblem  
Unisex white ankle socks

**Winter** As above + unisex red cardigan with school emblem  
Black tracksuit pants

**Shoes** Black leather sneaker lace ups/velcro

- Students are required to wear the correct school uniform, including a hat, at all times.
- Parents will be notified at the beginning of the school year of the days that sports uniform are to be worn.
- Jewellery is not permitted other than small plain studs and sleepers for earrings, and a simple crucifix or other religious symbol pendant. Signet rings are also allowed.

- Students at OLSH should have a neat and reasonable hair style which draws no undue attention to themselves. Long hair needs to be tied up with a simple hair band and ribbon of school colours. Other hair adornments are not permitted. Parents may be asked to take their child home if the hair style is deemed not to be of a reasonable standard. This is at the discretion of the principal.



## PREP UNIFORM

**Summer** Unisex red sport shirt with school logo  
Girls black skirt with school initials  
Boys black sport shorts with school initials  
Unisex white ankle socks  
Unisex red bucket cap with school logo

**Winter** Unisex red cardigan with school logo  
Boys or girls black track pants  
Girls black winter tights/ stockings

**Shoes** Black sneaker with velcro (available from Athletes Foot)

**For further uniform information please email Mrs Dot Lawson at [pdaruniformshop@bne.catholic.edu.au](mailto:pdaruniformshop@bne.catholic.edu.au)**



WELCOME



ALL VISITORS  
PLEASE REPORT TO  
ADMINISTRATION

→



## WORKPLACE HEALTH AND SAFETY

At Our Lady of the Sacred Heart Catholic Primary 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 fulfil 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 Our Lady of the Sacred Heart Catholic Primary 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 on a Visitor's iPad and collect a Visitor's Identification Sticker to wear for the duration of the visit. On departure, visitors must sign out of the Visitor iPad.

# WHOLE SCHOOL BEHAVIOUR LEARNING

Our Lady of the Sacred Heart School is a PB4L Positive Behaviour Learning School.

We have developed a Matrix of Expected Positive Behaviour that are taught and supported (below).

Our Lady of the Sacred Heart Catholic Primary School DARRA

## THE OLSH WAY

*Be Strong in Faith and Love*

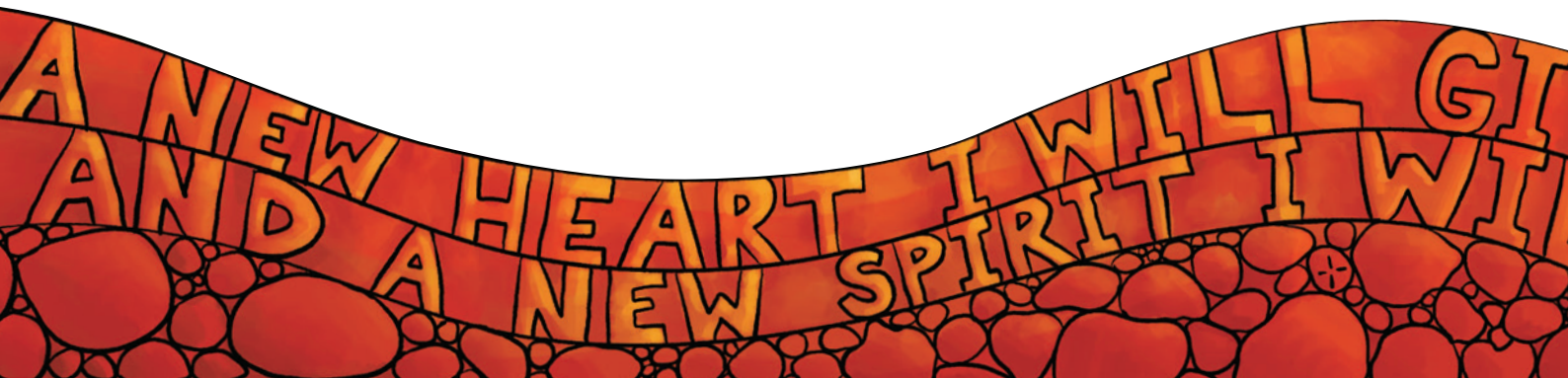
**ALL DAY EVERY DAY**

Respectful words and actions  
Have safe hands and feet  
Wear the correct uniform  
Follow instructions

'Heart People'	Learn	Play	Gather	Move
<b>O</b> Respect OURSELVES and OTHERS	Listen to others Respect all others in person and online Use equipment appropriately	Play fairly Kind words and actions Help and include others	Move and sit quietly Listen and respond appropriately Look at the speaker	Move quietly between rooms Wait patiently Pick up rubbish
<b>L</b> Are LEARNERS	Ready to Learn Try our best Ask for help	Cooperate Play by the rules Bell goes, play stops	Be still, be calm Participate fully Right place, right time	Arrive on time Be organised Right place, right equipment, right time
<b>S</b> Are Safe	Move sensibly and safely Use devices appropriately Keep rooms tidy	Right place, right time Wear your hat Use equipment safely	Stay with your class Hush, flush, wash and go Respect others' privacy	Ask permission to leave Travel safely on transportation Be sunsafe
<b>H</b> Heart People	Allow others to learn Use your manners Be Kind and Caring	Be a friend to others Play for fun – not to win Solve problems safely	Be prayerful and reverent Use manners Greet others respectfully	Care for school property Be calm and patient Welcome others

LOVE FAITH HOPE EXCELLENCE  
WE ARE HEART PEOPLE OLSH

A Brisbane Catholic Education School





WE YOU... PUT WITHIN YOU... EZEKIEL 36:26



**Our Lady of the Sacred Heart  
Catholic Primary School DARRA**



115 Darra Station Rd, PO Box 3076, Darra Qld 4076  
T: 3375 4519 | F: 3375 3867 | E: pdarra@bne.catholic.edu.au  
[www.olshdarra.qld.edu.au](http://www.olshdarra.qld.edu.au)