



Our Lady of the Sacred Heart

Catholic Primary School DARRA

PARENT HANDBOOK



Every face has a place at OLSH.

p. 3375 4519 | www.olshdarra.qld.edu.au

Our Lady of the Sacred Heart School Darra

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 495 students enrolled in 20 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 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, in order 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 with an emphasis on the teaching of Numeracy and Literacy. We promote engagement in the Performing Arts including student involvement in the Choral Festival, students also can also participate in drama lessons.

We teach Positive Behaviour for Learning and 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 'every face has a place'.

Christine Ioannides

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 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.

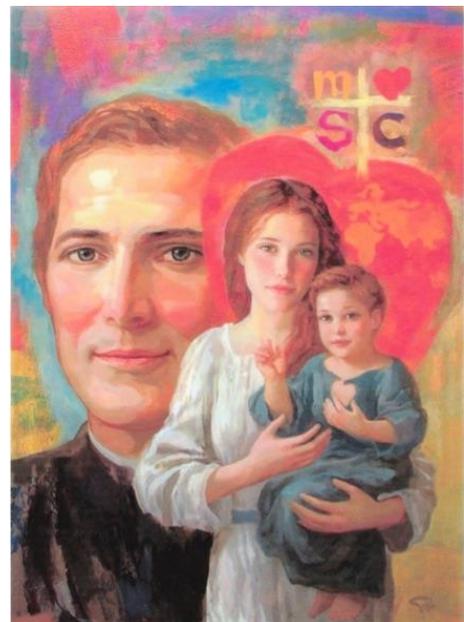
The school caters for Prep to Year 6 and has been transformed with modern new buildings.

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 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, 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 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 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 BADGE



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.

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 four by 30 June in the year prior to commencement are eligible for enrolment in Prep.

Birth Date	Eligible for Prep
1/7/2016 to 30/6/2017	2022
1/7/2017 to 30/6/2018	2023
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

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 provides a wide-ranging 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, 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.

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 withdrawal for small groups and intensive levels of learning support.

The school has the services of a Guidance Counsellors for three days each week, Tuesday, Wednesday and Thursday. The Guidance Counsellor is available to students, staff and parents to assist with social and emotional development, identification of learning issues and counselling. They liaise with the School Pastoral Care Officer, 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.

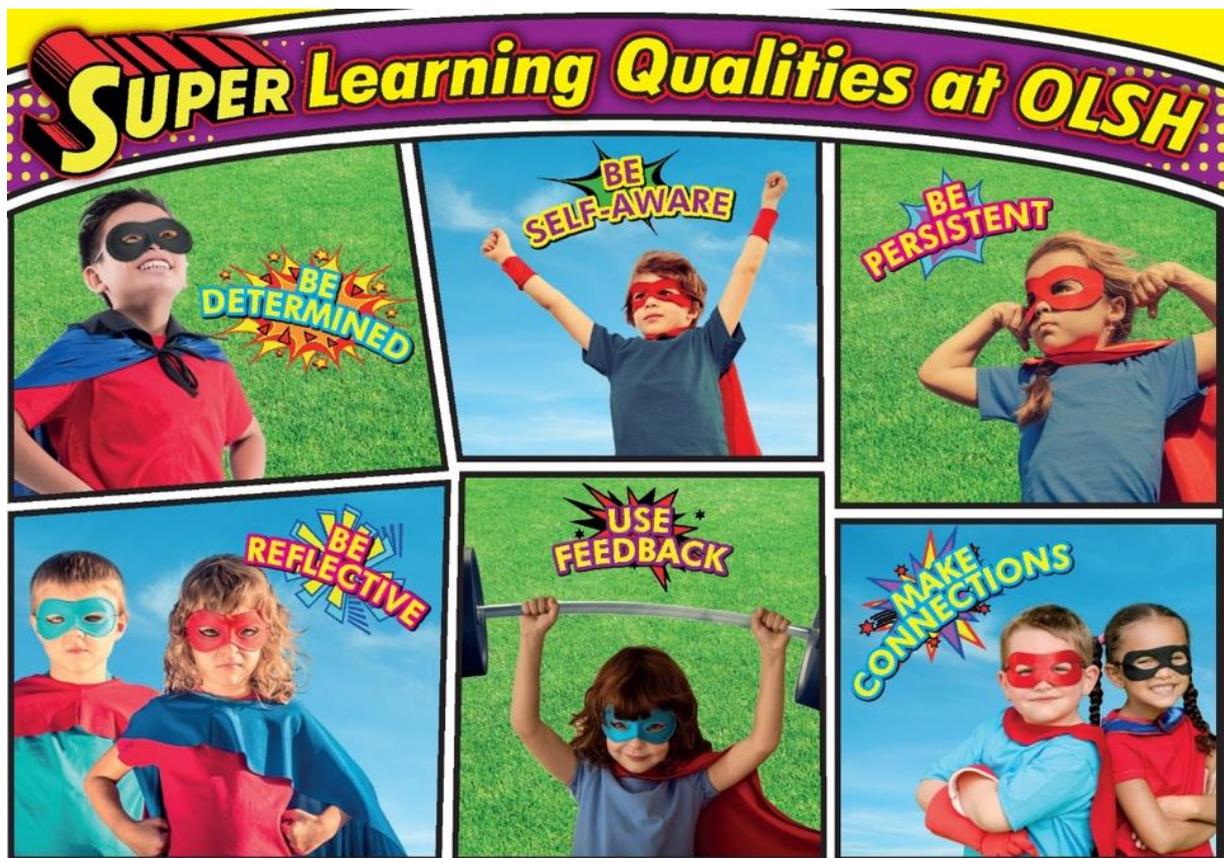
A formal process exists for the referral of children. Parent notification is given prior to children attending any learning support.

Excellent Learning and Teaching Strategy

In line with Brisbane Catholic Education's Learning and Teaching Framework and The Excellent Learning and Teaching Strategy, 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, Walks and Talks and Review and Response** to inform learning and teaching. We plan and assess using the Brisbane Catholic Education **Effective and Expected Practices** of Context Text Model, Gradual Release of Responsibility, Model of Pedagogy and Feedback.

OLSH Super Learning Qualities

As a staff, we collaboratively developed the following learning dispositions in order to support the implementation of the Excellent Learning and Teaching Strategy.



1:1 iPad Program

In 2017, OLSH implemented a one-to-one iPad program for the Year Five students. This was initiated in-order to develop and prepare our learners for the 21st century. Students will continue this program in Year 6. All students in Years 4-6 to engage with the one-to-one iPad program.

RELIGIOUS EDUCATION

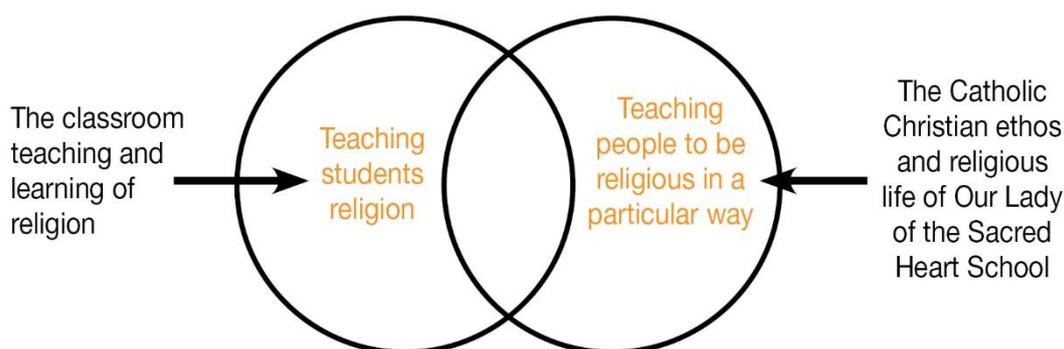
“As it is the parents who have given life to their children, on them lies the gravest obligation of educating their family. They must therefore be recognised as being primarily and principally responsible for their education. The role of parents in education is of such importance that it is almost impossible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



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, students from Years 3 to 6 have the opportunity to 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 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. The full school policy on attendance at school is available on the school website.

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.

ASSEMBLY

Students and Teachers assemble in the undercover area each morning at 8:25am for a short time. Once a week an assembly takes place from 2pm. A Virtues Assembly will be presented some Thursdays alternating with the formal school assembly and prayer assembly. Special Achievements, 'Terrific at School Awards' and 'Class of the Fortnight' presentations are presented at Student Award Assembly. Parents are very welcome to attend assemblies.

ASSESSMENT AND REPORTING

Assessment is a 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. Written reports provide a formal opportunity for the school to communicate with parents about their child's learning. Interviews can also be made with classroom teachers throughout the year. In addition, parent teacher interviews take place.

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

Written Reports

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

Written Reports

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

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.

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.

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 has not arrived by 9:00am and there has been no reason recorded.

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.

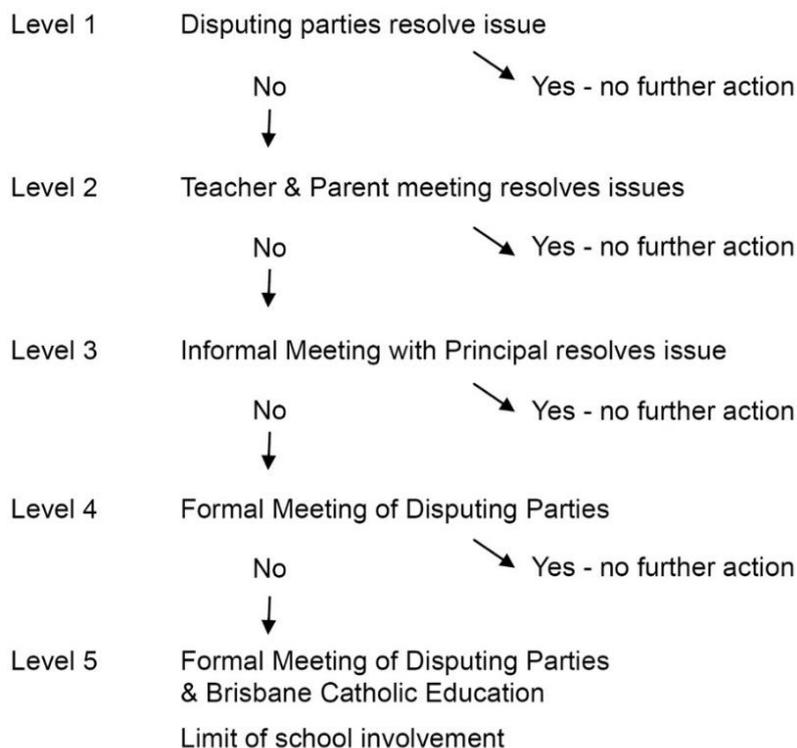
DISPUTE RESOLUTION POLICY

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



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 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.

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.

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.

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 vegetables – 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 fruit breaks.

	Permitted	Not Permitted
FRUITS 	All fresh fruit & vegetables, chopped melon, canned fruit (in natural juice) eg, whole fruits.	Fruit leather, fruit roll-ups, fruit metres or similar, jams, jellies, fruit pies or cakes, fruit juices, canned fruit in syrup
VEGETABLES 	All fresh, canned & dried vegetables eg. Cherry tomatoes, celery or carrot sticks, broccoli	Potato crisps, hot potato chips, vegetable pies, pasties, pastries, vegetable cakes or fritters, vegetable quiches, popcorn & vegetable juices
BEVERAGES 	Water	Other beverages e.g., cordial, juice, milk, flavoured milk, soft drink

PLEASE NOTE: This program aims to promote the consumption of fruit, vegetables and water only.

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.

INFECTIOUS DISEASES

Head lice

INFECTIOUS DISEASES

We ask that you check your child regularly for head lice and treat immediately. 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, 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. 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 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.

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."

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/box.

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 a doctor's letter.

The sole exception is for those students who need to always carry their personal inhaler with them.

NEWSLETTER

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

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.

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 chocolate drives and other activities

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.

PLAYGROUND SUPERVISION

Teachers supervise students during lunch and afternoon tea breaks. The first ten minutes of morning tea and first ten 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.

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. Draws from the box are made at the formal school assembly and the students whose names are drawn, receive a prize.

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 2022

Term 1:	Tuesday 25 January - Friday 1 April (10 weeks)
Term 2:	Monday 19 April - Friday 24 June (10 weeks)
Term 3:	Monday 11 July - Friday 16 September (10 weeks)
Term 4:	Monday 4 October - Friday 2 December (9 weeks)

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.

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
SCHOOL FAX	-	07 3375 3867
AFTER SCHOOL CARE	-	07 3375 5057
PARISH OFFICE	-	07 3715 8517

SCHOOL ROUTINES

School Hours

Prep to Year 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 Scott's 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.

SPORTS DAYS

The sports uniform is worn twice a week on Monday and Tuesday. These are the days when students participate in Physical Education 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

Our co-curricula 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 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. Committees' responsibilities include helping in the Prep Playground Area, leading the Student Achievement Awards Assembly, collecting Mission money, 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

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

SWIMMING

Children from Years Prep-6 receive swimming instruction during 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. It is a Brisbane Catholic Education requirement that all students wear a swimming cap when undertaking lessons.

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, Aga Sandurski. The object of the Tuckshop is to provide a friendly, comfortable environment where the children can purchase nutritious food, prepared under State Health Department guidelines. The aim is to provide a variety of foods to appeal to children and also to adhere to Australian Nutrition Foundation Guidelines.

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

In order to provide the best service, we can 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 see more about Volunteering at school [here](#). We ask that all volunteers at our school (including parents) complete this 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.

Proof of COVID-19 vaccination is REQUIRED for entry to school grounds.

Tuckshop is open Wednesday, Thursday and Friday:

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

Students can collect the ordered items from the tuckshop window before the first bell 8.10-8.30am.

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 Howto 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 8am to 11am**. 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.

YEARS 1 – 6 FORMAL BLUE UNIFORM

Girls Formal Uniform Years 1 – 6

Summer Dress in school fabric **OR**
Navy Culottes *with school initials* and Blouse in school fabric
Unisex ankle socks –
Saxe Blue



- Winter** Unisex navy jacket *with school emblem*
Navy tights/stockings (*leggings are not permitted*)
- Shoes** Black leather lace ups or Mary Jane style

Boys Formal Uniform Years 1 – 6

- Summer** Shirt in school fabric
Navy shorts *with school initials*
Unisex ankle socks – Saxe Blue
- Winter** Unisex navy jacket *with school emblem*
Navy track pants
- Shoes** Black leather lace ups



YEARS 1 – 6 SPORT UNIFORM

Girl's Sport Uniform Years 1 – 6

- Summer** Unisex red sport shirt *with school emblem*
Black sport skort *with school initials*
Unisex white ankle socks
Predominately Black or white jogger
- Winter** As above + unisex red jacket *with school emblem*
Black tracksuit pants



Boy's Sport Uniform Years 1 – 6

Summer Unisex red sport shirt *with school emblem*
Black sport shorts *with school emblem*

Unisex white ankle socks

Predominately Black or white jogger

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



- ❖ Students are required to wear the correct school uniform, including a hat, at all times.
- ❖ 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.
- ❖ Sports uniforms are worn on PE lessons days to be advised.

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 legionnaires cap *with school logo*



Winter

Unisex red jacket *with school logo* Boys or girls black track pants
Girls black winter tights/ stockings
(leggings are not permitted)

Shoes

Black or white jogger, black lace up or Mary Jane style shoe
(available from Athletes Foot)
Black sandals with enclosed toe are optional
for Prep to Year 2 students in
Terms 1 and 4 only.

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 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 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.

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.

Positive Behaviour for Learning		Our Lady of the Sacred Heart School, Darra								
As Heart People...		CLASS	PLAYGROUND	MOWING	EATING	TOILETS	CHURCH & ASSEMBLY	LOADING ZONES	ONLINE	OFFSITE
O Ourselves & Others We show respect	Act kindly Use manners Co-operate & include others Care for your belongings	Act kindly Use manners Play fairly Place rubbish in bins Respect equipment & environment	Move respectfully Walk/rambly to where you need to be	Clean up your area Use manners Care for your belongings Sit on the steps to eat Wipe patiently for rubbish	Report equipment & facilities Respect privacy & personal space Wait patiently	Enter & leave quietly Arrive on time Sit, listen & respond respectfully Respect the Sacred Space	Move promptly to loading zone Use manners Wait patiently	Think before you click/post Follow the rules of acceptable use Ask permission before you take or post photos Log on/off when asked	Report equipment & facilities Enter & leave a place calmly Use manners	
	Be ready to learn Listen actively Participate appropriately Assist others Be a Star/Learner	Listen to teachers Be responsible Be resilient Be a good example for others	Be on time Listen to and follow directions Walk/litrite as a class	Listen to and follow directions Eat your own food at the correct time & place	Try to only use toilets at break times Ask permission to be out of class Return to class promptly	Listen actively Contribute before entering the pew Participate in responses & singing Follow directions	Keep your belongings & food in your bag Look & listen for your name Follow directions	Use the right program/app at the right time Acknowledge the work of others Be polite Respond appropriately	Listen to and follow directions Be respectful in all activities Be responsible and ready to learn from experiences	
	Use equipment safely Keep hands and feet to self Report problems Walk calmly and carefully Follow instructions	Play safely on equipment Walk on concrete areas Play where you can be seen Hands & feet to self Be under a bar or under a roof Report unsafe behaviour	Walk calmly & quietly on the left side Report calmly to staff	Wash hands before eating Be a happy eater Eat before you play Line up calmly at the bus stop	Go, do, flush & wash hands Report problems or unsafe behaviour Leave food & belongings outside	Move quietly & calmly Hands & feet to self Keep the aisles clear	Cross only at the crossings Be in the right place at the right time Sit quietly Wait until the car has stopped Keep hands & feet to self	Report problems or unsafe behaviour Keep personal information & passwords private Use STAR rules	Be in the right place at the right time Follow safety procedures for travel & the venue Be safe in word & actions	
	Help & care for others Be inclusive Be honest & fair Support teachers	Help & care for others Be inclusive Be honest & fair	Say a good example Be mindful of others	Give thanks to God Be grateful for your food & those who prepared it	See a good example Be mindful of others	Receive communion calmly and respectfully Allow others to pray/pray	Help & care for younger siblings & others	Use THINK strategy for younger siblings? T - is it true? H - is it helpful? N - is it nice? K - is it kind? Help & care for other's online	Be respectful and proud Show gratitude Support others	
L Like Jesus We love	Help & care for others Be inclusive Be honest & fair Support teachers	Help & care for others Be inclusive Be honest & fair	Give thanks to God Be grateful for your food & those who prepared it	See a good example Be mindful of others	Receive communion calmly and respectfully Allow others to pray/pray	Help & care for younger siblings & others	Use THINK strategy for younger siblings? T - is it true? H - is it helpful? N - is it nice? K - is it kind? Help & care for other's online	Be respectful and proud Show gratitude Support others		
S Safe We are	Help & care for others Be inclusive Be honest & fair Support teachers	Help & care for others Be inclusive Be honest & fair	Give thanks to God Be grateful for your food & those who prepared it	See a good example Be mindful of others	Receive communion calmly and respectfully Allow others to pray/pray	Help & care for younger siblings & others	Use THINK strategy for younger siblings? T - is it true? H - is it helpful? N - is it nice? K - is it kind? Help & care for other's online	Be respectful and proud Show gratitude Support others		
H Help We love like Jesus	Help & care for others Be inclusive Be honest & fair Support teachers	Help & care for others Be inclusive Be honest & fair	Give thanks to God Be grateful for your food & those who prepared it	See a good example Be mindful of others	Receive communion calmly and respectfully Allow others to pray/pray	Help & care for younger siblings & others	Use THINK strategy for younger siblings? T - is it true? H - is it helpful? N - is it nice? K - is it kind? Help & care for other's online	Be respectful and proud Show gratitude Support others		

A Brisbane Catholic Education School



Time Out



Queensland Government

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, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of Case (person with infection)	Exclusion of Contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	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.	Pregnant women and anyone with an immune deficiency (eg. leukaemia) 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.
Cold sores (herpes simplex)	Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).	Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or Vomiting (including amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella and viral gastroenteritis, but not norovirus or shigella – see separate section)	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.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological Disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until child has received appropriate antibiotic treatment ⁴ 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 infectious ⁵ .	Not excluded.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	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).	Not excluded.
Hepatitis A ³	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 infectious ⁵ .	Not excluded.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local public health unit.
- Diarrhoea: the definition is 2 or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If unsure, contact your local public health unit.
- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- 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 additional information please refer to the NHMRC publication "Staying Healthy in Child Care" at <http://www.nhmrc.gov.au/publications/index.htm> or the Queensland Health website at <http://access.health.qld.gov.au/hid/> for fact sheets about various communicable diseases.

See www.health.qld.gov.au/immunisation for an electronic copy of this poster.

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

public health units

	Southern
Brisbane Southside	3000 9148
Gold Coast	5509 7222
Darling Downs	4631 9888
Logan	3412 2989
West Moreton	3413 1200
	Central
Brisbane Northside	3624 1111
Rockhampton	4920 6989
Sunshine Coast	5409 6600
Moreton Bay	3142 1800
Hervey Bay	4184 1800
	Tropical
Cairns	4226 5501
Townsville	4753 9000
Mackay	4885 6611
Mount Isa	4744 9100

October 2010

Time Out

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, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of Case (person with infection)	Exclusion of Contacts ¹ (person exposed to the case with the infection)
Measles ²	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 ³ .	Immunised and immune contacts not excluded. Exclude unimmunised contacts of a case until 14 days after the first day of appearance of rash in the last case, unless they are immunised within 72 hours, or receive an immunoglobulin injection within 7 days, of first contact during the infectious period with the first case. Exclude all immunocompromised children and staff until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics. ⁴	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ⁵	Exclude until child is well and has received appropriate antibiotics. ⁶ Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for 9 days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ⁷ (whooping cough)	Exclude until child has received 5 days of appropriate antibiotics ⁸ 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 ⁴ .	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 <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.
Poliomyelitis ⁹	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 ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm/ tinea/scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola (sometimes referred to as 'baby measles')	Exclusion not necessary.	Not excluded.
Rubella (German measles) ¹	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores on exposed areas must be covered with a watertight dressing.	Not excluded.
Shigella	Exclude until diarrhoea has stopped for 48 hours and two stool samples negative, as per public health unit requirements.	Exclude until two stool samples negative as per public health unit requirements.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ¹⁰	Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ¹¹ , paratyphoid	Exclude from child care/school/food handling and health care workplaces until there is written medical clearance from doctor or public health unit confirming child is not infectious and has met public health unit requirements.	Not excluded unless considered necessary by public health unit.
Whooping cough	See pertussis.	See pertussis.
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local public health unit.
- Diarrhoea: the definition is 2 or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
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- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- 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 additional information please refer to the BMMHC publication 'Strong Healthy in Child Care' at <http://www.bmmhc.qld.gov.au/publications/index.html> or the Queensland Health website at <http://access.health.qld.gov.au/hiid/> for fact sheets about various communicable diseases.

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	Tropical
Cairns	4226 5501
Townsville	4753 9000
Mackay	4885 6611
Mount Isa	4744 9100





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