



ST BERNARD'S CATHOLIC PRIMARY SCHOOL

Upper Mount Gravatt



SCHOOL HANDBOOK

1823 Logan Road, Upper Mt Gravatt Q 4122
Ph.: 07 3849 4800 Fax: 07 3349 1436
Absentee line: 07 3343 8162

Email: pupmtgravatt@bne.catholic.edu.au
Website: www.stbernards.qld.edu.au

INDEX

WELCOME

Mission Statement
History of St Bernard's School
Commonly sought information
Patrons and special celebrations

RELIGIOUS CHARACTER, PRACTICES / CHARISM

CURRICULUM

Curriculum, Specialist Teaching, ICLT, Teaching Support Staff, Assessment, Reporting, Excursions
Vision for Teaching and Learning

'BERNI' PROGRAM

SUPPORTING GROUPS

SCHOOL HOURS and GENERAL CALENDAR

GENERAL INFORMATION

Absences / Sick line
Assembly
Communication with teachers and office
Early / late arrivals and departures
Fees (Schedule of Fees at back of booklet)
Food at school
Issues – medical or custody
Out of School Care / Vacation Care
Supervision - Before and After school
Student Protection
Swimming
Tuckshop
Uniform shop

EXTRA CURRICULA ACTIVITIES

Choir
Instrumental Music
Netball Club
Touch Football

OTHER INFORMATION

Clairvaux MacKillop College
Parish links / sacramental program
Dental Services

UNIFORM

Car Park and Traffic Flow
School Fees and Levies
Policies list - (Refer to school website for policies already developed)
Outline of Year of Birth
Medical / Health Exclusions

SCHOOL PRAYER

Dear Parents, Carers and Guardians

A most warm welcome is extended to you as you join our local school community and local Catholic community.

We would like to extend to you, your family and most importantly your child, a welcome to our place of learning. At St Bernard's we endeavour to provide a high quality inclusive education in an atmosphere of Christian caring. Our school culture is based on the Catholic tradition as well as from the writings of our patron, St Bernard. His teachings, philosophy and values, along with those of St Mary MacKillop of the Cross, permeate our curriculum and daily school life.

Our school motto, *'Your Light Guides'*, influences the way we live, love, learn and celebrate our world today in our educational environment.

Throughout our school the values of *Dignified Relationship, Active Believers, People of Prayer, Stewards of Creation, Heart, Mind and Spirit at Work, Stewards of Creation and Community, and with Embracing Challenges with Wisdom and Compassion* (School Charism) are promoted. All involved with the school endeavour to support each person as well as empowering each to shape and enrich our changing world by living the Gospel of Jesus Christ.

As it is important for your child to experience a sense of belonging all endeavour to provide an inclusive Christian environment where all students can feel safe and happy. Collaborative partnerships between the home and school are highly encouraged. This open communication supports each student's learning.

Parents, carers and guardians are encouraged to be actively involved in their child's education by supporting classroom learning activities, attending Parents and Friends Association meetings, volunteering and being involved in the many opportunities at the school.

As we work together to support your child's learning development we wish you God's blessing through the coming years.

This booklet aims to provide you with some information about our school. You can find more information on our school website <http://www.stbernards.qld.edu.au> . I invite you to read this information carefully as you support your child in their educational development and as you join with others to enrich our school community.

Trish McMahon

Principal.

HISTORY OF ST. BERNARD'S CATHOLIC SCHOOL

- 1955 - The School began under the care of the Sisters of St Joseph.
- 1962 - New classrooms were erected next to the convent.
- 1971 - Classrooms near Clairvaux MacKillop College were completed.
- 1975 - St Bernard's new Lower Primary School (Penola) was blessed and opened.
- 1982 - The old Church was remodeled for Administration, Library & Staff Room - the original Church/School became the Parish Hall.
- 1988 - The first lay Principal was appointed to St Bernard's.
- 1990 - Refurbishment of the Parish Hall.
- 1992 - Refurbishment of the school buildings began.
- 1997 - Preschool opened.
- 2000 - New Multi - Purpose Education and Community Centre, named in memory of Fr. Kevin Aspinall was constructed on the site of convent building.
- 2001 - Father Kevin Aspinall Centre Blessed and Opened.
St Bernard's Information and Communication Technology Centre opened.
- 2005 - Opening of New A (Kensington) Block – Golden Jubilee Year
- 2008 - Opening of Preparatory Years Classrooms Rooms
- 2009 - Opening of New C (Winella) Block
- 2010 - Opening of A (Kensington) Block Extension

OUR MISSION

St Bernard's Catholic school, founded by the Sisters of St Joseph, shares in the educational mission of the church as part of St Bernard's Parish

OUR VISION

Learning is child-centred, where children are prepared as life-long learners to meet challenges as compassionate Christian members of our community.

OUR MISSION

To develop and nurture an environment where children learn about themselves, their world and God:

By working in partnership with families, staff and the parish community

By valuing the diversity of all members of our community

By experiencing and living a Christian life in the Catholic faith.

“Your Light Guides”

COMMONLY SOUGHT INFORMATION

| | |
|---------------------------|--|
| Priests of the Parish | Father Pat Molony |
| Principal | Ms Patricia McMahon |
| Assist Prin. Rel. Ed. | Miss Elizabeth Gaggin |
| Secretary | Mrs Michelle Blair and Mrs Davina Jordan – (General) Mrs Ana Isaac and Mrs Evelyn Norcott – (Financial) |
| School Office Times | 8.00 a.m. – 4.00 p.m. Monday to Friday |
| Classroom Times | 8.35 a.m. – 2.55 p.m. |
| Telephone & Facsimile | School 3849 4800 Fax: 3349 1436 Student Sick Line 3343 8162 Parish Office 3849 7158 Fax: 3849 8742 Out of School Care 3849 7142 |
| E-Mail Address | School pupmtgravatt@bne.catholic.edu.au Finance/Fees PUPPFinance@bne.catholic.edu.au |
| Website Address | www.stbernards.qld.edu.au |
| Tuckshop | Convenor – Mr Keith Taylor Operates Wednesday and Friday (Orders collated by 9.00 a.m. Tuesday and Thursday) |
| Uniform Shop | Convenor – Leigh Girvan Open: Monday 8.15 a.m. - 9.30 a.m. Wednesday 8.15 a.m. - 9.30 a.m. Wednesday 2.45pm – 3.30pm |
| School Board | Chairperson – Louisa McIntosh Meetings held fourth Wednesday of each month |
| P & F Association | President – Tammie Addley Meetings held second Wednesday of each month in School Library from 7:15 pm - 9.00 pm. |
| Outside School Hours Care | Co-ordinator - Mrs Irene Prendergast |

PATRONS AND SPECIAL CELEBRATIONS

| | |
|----------------------|--|
| School Patron | St Bernard – Feast Day is celebrated on 20 August |
| Foundress of | St Mary of the Cross MacKillop – Feast Day is celebrated on 8 August |
| Sisters of St Joseph | St Joseph – Feast Day is celebrated on 19 March |

RELIGIOUS CHARACTER AND PRACTICES

St Bernard's School Charism

The ethos and Charism of St Bernard's expresses the Catholic identity, assumptions, beliefs and values that the school community shares. Through our school Charism we communicate the distinctive identity of St Bernard's through our religious values, culture, rituals and practices.

The St Bernard's Charism is distinct to St Bernard's School and based on the spiritual lives of the two saints who have a close connection with the school – St Bernard and St Mary of the Cross MacKillop.

The elements of the Charism are:

Dignified Relationships

As a Catholic education community we believe that the person is at the heart of Christ's teaching. Our desire for dignified relationships is founded on the following beliefs:

- We believe that we are made in the image of God and understand our compassion and kindness most deeply in our relationships with other people
- St Bernard urged all to use our belief in God to guide and direct us to God's way of living
- St Mary MacKillop's dream saw an Australia wanting a respect for the dignity of each person. She established new ways of living the Gospel which respected the dignity of all
- Our choice of how we act within our relationships is based on our image of God.

Active Believers

We are Active Believers in the teachings of Jesus founded on the following:

- We see God as *forever* present to others, i.e. we are the face of God to others
- St Bernard believed that our strength is in our Spiritual life and urged us to use our belief in God to guide and direct us to God's way of living. St Bernard encouraged us to return to God's sacraments and use them as a way of reflection
- St Mary MacKillop encouraged us to 'Go forward with trust in God acting as a community of disciples.' We are encouraged to "Listen to the small quiet voice of God alive in so many places."

Embrace challenges with wisdom and compassion

- Life is challenging and our role as a lifelong learning community is to *teach* and help children develop their own wisdom in a kind-hearted way
- We are inspired in this by St Bernard and St Mary MacKillop in their approach as every endeavour is made to provide a faith-filled education
- St Bernard believed that everyone has a special gift to share with the wisdom and providence of God. He shared his gift through his religious studies and writing
- St Mary MacKillop saw education as a way of breaking the cycle of poverty.

Stewards of Creation and Community

- Following our Catholic tradition as active disciples of Jesus we care for our world and each other with justice and compassion
- St Bernard believed in Corporal Works of Mercy:
 - To feed the hungry, to give drink to the thirsty, to clothe the naked, to house the homeless, to visit the sick, to fight for those imprisoned, to bury the dead, and
- Spiritual Works of Mercy:
 - To educate, to provide advice for those who ask, to show the right way to do things, to be patient, to forgive, to provide comfort, to pray for the living and those who have died, to act kindly, compassionately and forgivingly towards others

- St Mary MacKillop had a readiness to *recognize* the urgent needs of the time. She said, “Seek first the poorest, most neglected parts of God’s vineyard.”

People of Prayer

As people of prayer we are called to the presence of God who is our hope and strength.

Guided by St Bernard and St Mary MacKillop we:

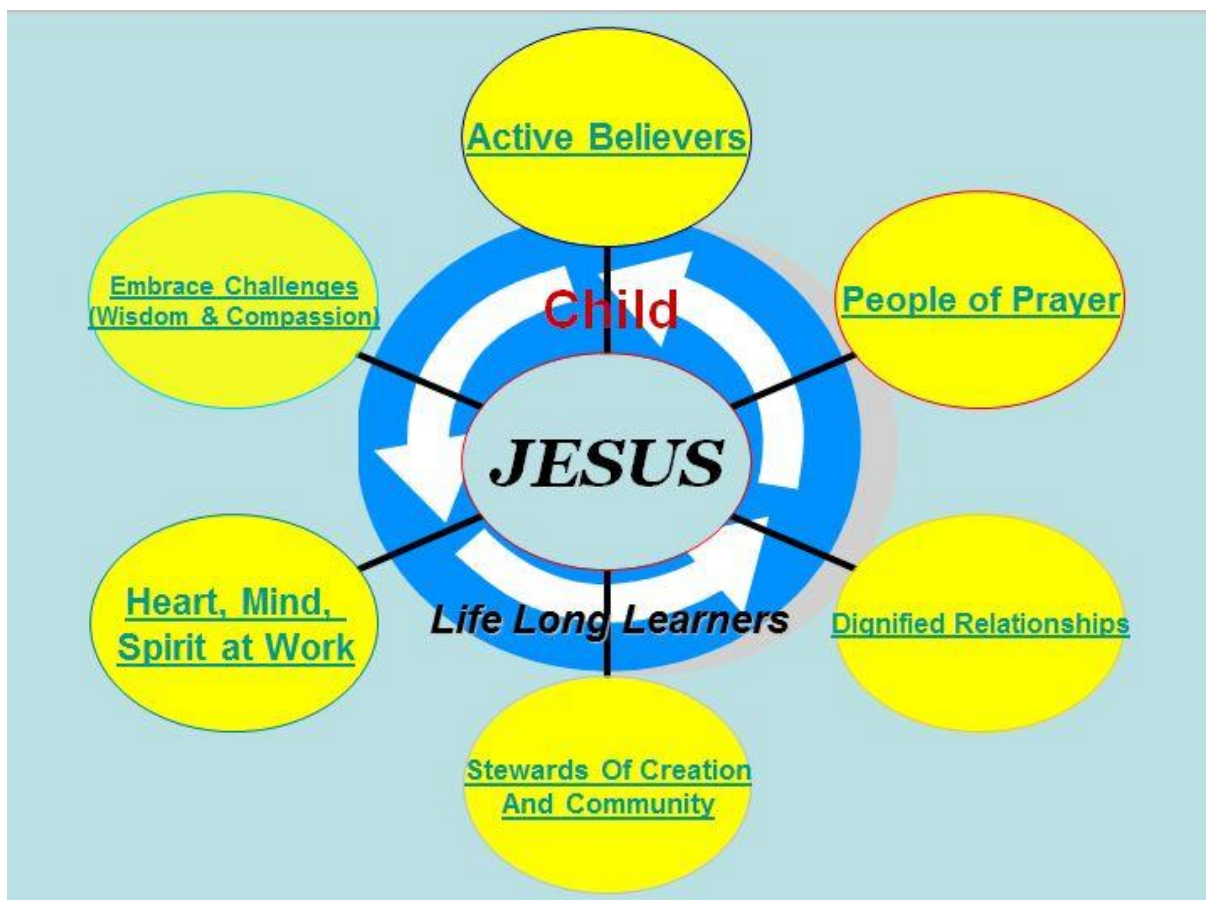
- Long for aloneness with God in prayer far away from the distractions of the world and have a strong belief in traditional prayer. (St Bernard)
- “Listen attentively to the murmur of God, who is alive in so many ways in so many places, in our own heart and the heart of the people. (St Mary MacKillop).

Heart, Mind and Spirit at Work

As a community we work to open our heart to all people and to celebrate our range of cultures.

As part of our Catholic heritage we are aware of anticipating the needs of others, to ensure everyone is included and we all live in peace.

As people of Spirit we continue St Bernard’s devotion to Mary, the Mother of God.



CURRICULUM

Curriculum

The staff of St Bernard's are committed to working in partnership with you to offer your child developmentally appropriate learning experiences set within the context of the gospel vision and Catholic beliefs and traditions.

The goal of Brisbane Catholic Education is:

As a Catholic Christian community we educate all to live the Gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world.

This goal aligns to the Melbourne Declaration for Education which has shaped the development of the Australian Curriculum. As this is a new curriculum nationwide St Bernard's is in the process of implementing the key learning areas as they become available. Currently key learning areas of Maths, English, Science and History have been written, along with a new Religion Curriculum which Brisbane Catholic Education has written to align with the structure of the Australian Curriculum.

Educating children for the 21st Century has demanded a change in pedagogy which has been addressed by an Inquiry based approach to teaching and learning. Teachers at St Bernard's employ several types of data to inform them as to the learning needs of individual children, and children are taught to their point of need.

Across the P – 6 years of schooling children are given the practical experience to demonstrate their learning in a range of sport and physical education experiences, choir, and liturgical celebrations. Children also have the opportunity to further develop a Christian sense of responsibility through daily interaction with peers and staff across a range of context and through relevant excursions, camps and service type activities.

While St Bernard's is gradually implementing the National Curriculum as each Key Learning Area is produced Brisbane Catholic Religious Education guidelines are at the forefront.

Specialist teaching

Additional specialist lessons are offered as part of the curriculum. All year levels are involved in weekly music education, physical education and information technology lessons. Students in Years Prep to Year 4 have weekly lessons with an Art Education teacher. Students in Years 5 to 6 have Language Other Than English (Japanese) lessons twice weekly with a specialist teacher learning about Japanese culture and language. While working within industrial parameters the school offers these additional specialist lessons as part of the curriculum dependent on enrolment numbers and yearly staffing allocations.

Information and Communication Learning Technologies (ICLT) are integrated within the curriculum as seen to be appropriate by classroom teachers. While contemporary learning recognises the importance of students operating within the global community and being involved in web-based learning which promotes learning for life, this must be seamlessly integrated within the curriculum. With the provision of computers and related technologies in the classroom students are supported in acquiring skills which will extend and enrich their learning.

Substantial financial investment has been made in recent years to creating a technology-rich school environment. By managing school finances, and with support from Brisbane Catholic Education and the Parents and Friends Association, students have ready wireless access to the internet for curriculum work. Each year level has been provided with a bank of 16 laptops with a PC Windows

platform. Classes can borrow additional laptops from other year levels when needed. Access is also available for classes in the school computer laboratory which houses 30 desktop computers and in the library which has 10 desktop computers for student use.

Additionally, four (4) banks of ten iPads are used at various times by classes throughout the school.

Each classroom is fitted with an electronic Interactive White Boards (IWB) as well as the library and computer lab. Each classroom has a Phonic Ear system installed to enhance auditory reception for students. Each classroom teacher is provided with a laptop for classroom use and support.

Children are expected to sign a Code of Conduct for accessing technology at school. They are supported in their knowledge of appropriate use of these technologies with regular lessons focussing on this requirement.

Teaching Support Staff

Dependent on the level of staffing allocated to the school at the beginning of the year due to enrolment numbers a number of part-time specialist staff are employed across the school.

Currently part-time teaching staff who are employed to support the teaching and learning activities with students are:

- Teacher/Librarian – four days per week
- Support Teacher (Inclusive Education) – three days per week
- Information Technology Teacher – three days per week
- Primary Leading Learner – three days per week
- Guidance Officer (teacher) – two days per week
- Art Education Teacher – two days per week
- Music Education Teacher – three part-days per week
- LOTE (Japanese) Teacher – two days per week
- Physical Education Teacher – two and a half days per week
- English Second Language- five part-days per week.

These staff work with both students and staff in the support of the teaching and learning activities across the school. Depending on the staffing level allocated to the school some classes may have some school officer support during the week.

The Curriculum Support Teacher (CST) role is also carried out by the Assistant to the Principal – Religious Education (APRE). This is a part-time role to support teachers in the knowledge and delivery of the ever-developing curriculum.

Supporting teachers, students and parents throughout the school is the part-time School Chaplain – this is not a teaching role. This position is funded by the Federal Government through the National School Chaplaincy and Student Welfare Program, Department of Education, Employment and Workplace Relations.

Assessment

An important part of planning and teaching a unit of work is to write criteria which will allow students to demonstrate success for the work being undertaken. These success criteria are shared with the children as part of their learning and the children are given many and varied opportunities to demonstrate their learning across the curriculum. These success criteria are used for assessment of the child's learning. In the cycle of planning, teaching and assessing, some activities are used as assessment for learning so that the teacher has a sound picture of where the child stands. Added to this is assessment as learning which occurs through the learning cycle when the child gains an understanding of what they know and can do, and uses this to direct their own learning.

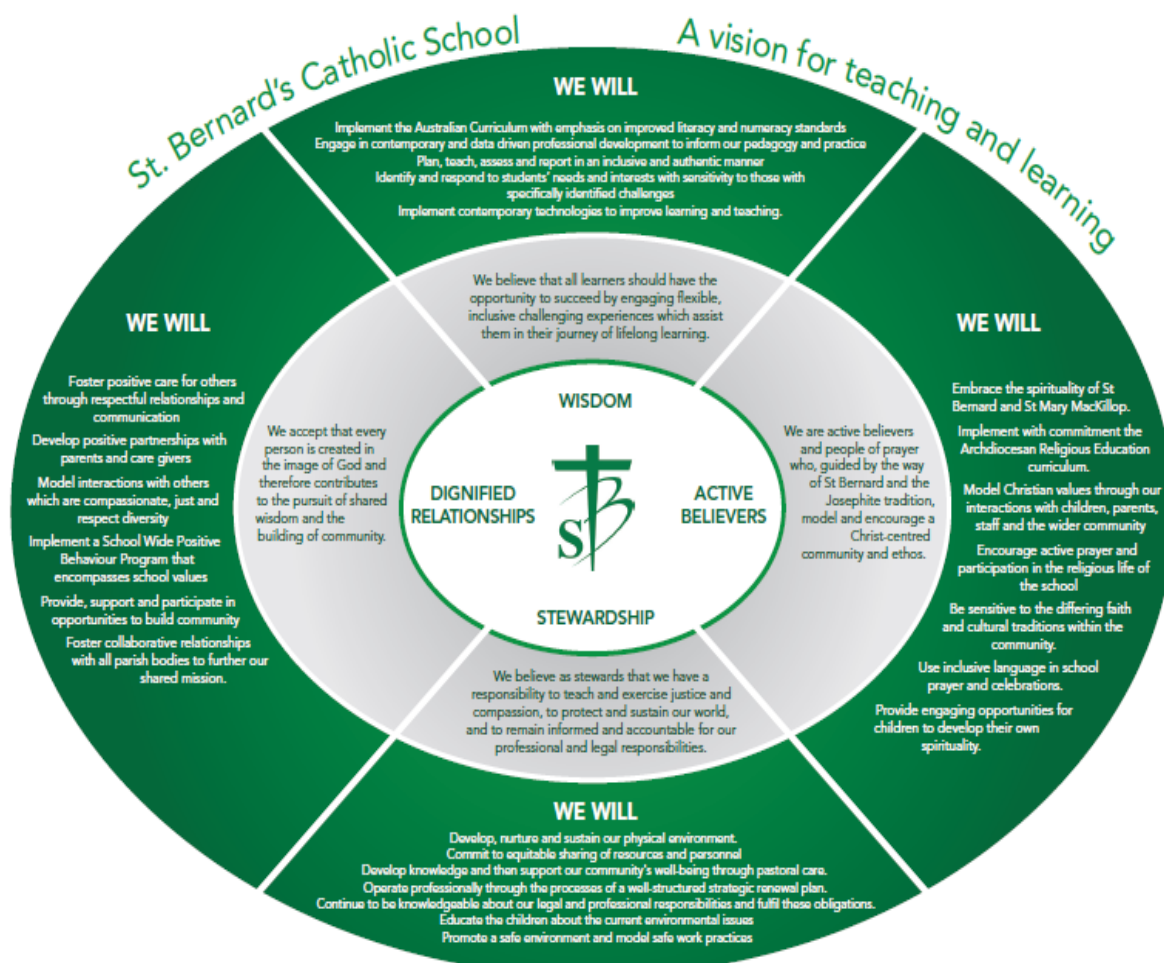
Reporting

In line with statutory requirements and Brisbane Catholic Education policy, reporting procedures are as follows:

- Parent – Teacher interviews are held at specified times throughout the year
- Parents who have concerns are welcome to make appointments to meet with teachers at mutually convenient times to discuss their child’s progress
- Teachers who have concern about a child’s progress can make mutually convenient appointments with parents/carers to discuss concerns and a way forward
- Written reports are provided twice a year.

Excursions

At times teachers select to support class activities by engaging the services of outside agencies. This may be by going to a specific location to participate in activities which will enrich the curriculum focus (excursion) or it may be by having a presenter come into the school for a specific purpose (incursion). The cost of most of these activities is covered within the school fees.



'BERNI' PROGRAM (BEHAVIOUR EXPECTATIONS)

A School-Wide Positive Behaviour Support (SWPBS) program has been developed over a number of years by the staff with support from outside agencies. This program is implemented across the school both in classrooms and during play times. A matrix has been developed which supports positive behaviour and specifically nominates particular positive behaviours which are to be put into action.

As the school has worked consistently for a number of years to implement and promote a positive culture regarding behaviour and interactions it has developed the BERNI Rules. These expectations stand for:

- B** - Be Safe
- E** - Encouraging Words
- R** - Respect All
- N** - Nurturing Excellence
- I** - Invite and Include

BERNI Achievement Awards are presented at whole school assemblies. BERNI Stars are given to those students who are noticed for positive actions during outdoor activities.

Behaviour Expectations

Children are made aware of their rights and responsibilities and these, together with our school expectations, are discussed at regular intervals to encourage children to appreciate their value in our school community.

Self-discipline is encouraged by giving children responsibility and by discussing with them the consequences of their actions. When necessary, consequences that are appropriate to the behaviour and to the child/children involved will be implemented. Consequences for inappropriate behaviour may be actioned by the class teacher or principal. If inappropriate behaviour persists, parents will be contacted.

Parents, as part of the school community, are expected to model exemplary Christian behaviour in word and action to their children. While the school abides by the requirements of the Privacy Act all adults are expected to fulfil their obligations to these principles.

SUPPORTING GROUPS

There are many levels of support structures within the school.

Assisting classroom teachers with teaching and learning activities are: Support Teacher Inclusive Education (STIE) - part-time, Guidance Officer – part-time, English Second Language Teacher (ESL) – part-time, Teacher Librarian (T/L) – part-time, Literacy Support Teacher – part-time.

Supporting the whole school are other groups within our community. These groups include:

- Classroom Convenors
- Parents and Friends Association (P & F Assoc)
- School Pastoral Board
- Parish Pastoral Council
- Parish Finance Council
- School Chaplain (funded by the Australian Government)
- Parent Involvement

Class Convenors

Class Convenors are volunteer parents who liaise with their child's teacher to help provide teacher support and to build community within the class and year level as well as within the whole St Bernard's community. Initially a list of parent contact details for the class is sourced at the beginning of each school year with ease of contact through a group email list.

A Handbook is distributed at the beginning of each year which details the role and the convenor group is co-ordinated by the School Chaplain who holds a meeting once a term for convenors and who keep email contact with all convenors about school matters. Being a Class Convenor is a very positive experience and much can be gained by volunteering in this manner.

Parents and Friends Association

The St Bernard's School Parents and Friends Association (P&F) is an integral part of the school and provides a formal structure for parents and others interested in the welfare of the students to participate in activities within the School and to work for the benefit of the School.

The P&F Association's mission is to:

- create a welcoming and friendly environment for families and the community, consistent with a Christian ethos
- assist in the achievement of the School's educational goals by offering financial support for the purchase of resources as requested by the School principal, in consultation with staff and parents
- offer all school community participants the opportunity to provide input and to actively volunteer within our community, and
- co-ordinate fund raising activities in order to meet the goals listed above.

The P&F Association runs fundraising and social events, assists with the celebration of key events throughout the year (e.g. Mothers'/Fathers' Day, World Teachers' Day) and organises working bees for minor capital works. During the school term the P&F meets in the Library at 7.15pm on the 2nd Wednesday of the month. All are encouraged to participate.

Working Bees

All parents are encouraged to attend Working Bees which are organised by the P & F Association once per term. At these working bees items of a general nature may be attended to as well as specific tasks which will improve the outdoor learning environment for the students. Tasks for all levels of ability are identified. Involvement in these once per term events, which are on either a Saturday or Sunday morning, is a great way for parents to support their child's learning and another way for parents to meet.

Parent Participation Program

As a way of providing opportunities to share their talents and expertise with the community in support of their child's education, the Parents and Friends Association has developed a Parent Participation Program. Each family is asked to contribute in at least one area of school life throughout the year. Present students are the beneficiaries of previous parental participation, and the Association seeks to ensure that this legacy continues into the future. Further information is available at monthly P & F meetings.

School Pastoral Board

A Pastoral School Board was instigated in 2002 to support the Principal in ensuring that the school functions in accordance with its Vision and Mission statement and Charism document. Meetings are held once a month. Membership of the Board is in accordance with its constitution with persons coming from parish, finance, P & F, staff and parent groups. The Parish Priest is an ex-officio member of the Board. Agreement on issues is by consensus with no voting occurring. The agenda is set by the Principal and forwarded to members in advance.

Parish Pastoral Council

As the school is a ministry of the parish a report to the Parish Pastoral Council is provided either in written form or by attendance by the Principal at the monthly meeting. Information regarding events which have taken place during the preceding month as well as upcoming major events informs members of the parish regarding school activities. Support by the Pastoral Council further develops the relationship with the parish.

Parish Finance Council

Each month reports regarding the school's financial position are provided to members of the Parish Finance Council. As the Corporation of the Archdiocese is the legal entity of the school the Finance Council ensures that the school abides by its financial responsibility and that it meets its financial commitments. Stewardship of school resources is monitored and supported.

School Chaplain

The role of the School Chaplain is a part-time position currently funded by the Australian Government through the National School Chaplaincy and Student Welfare Scheme, and covers four (4) key areas:

- Provide assistance to any student as identified by teachers, the School Guidance Counsellor and/or staff members
- Co-ordinate of the Class Convenor group of volunteer parents
- Facilitate programs, such as Seasons for Growth, as required
- Support the Assistant to the Principal – Religious Education (APRE) as required with the organisation of special days, such as Harmony Day, Mothers' Day, ANZAC Day, Fathers' Day, and community occasions.

Parent Involvement

The partnership between home and school is a vital one. Parents are able to be involved in the education of their child/ren in a multitude of ways, such as:

- Praying with their child at home
- Celebrating their faith tradition with their child at their regular place of celebration/worship
- Participating in class / whole school liturgies / assemblies
- Reading to and with their child
- Discussing the positive events of the day with their child
- Helping their child with their home studies
- Becoming involved in the Parents and Friends Association and / or School Pastoral Board
- Participating in Working Bees
- Assisting at the tuckshop
- Participating in parent information evenings
- Attending parent/teacher meetings
- Assisting in the classroom / supporting class excursions / helping with swimming/sport sessions
- Participating in any consultation processes.

Volunteering

Many opportunities exist for parents to volunteer across the school. Teachers sometimes require assistance with classroom activities, such as, reading helpers, assisting students with swimming activities, supporting activities on excursions when requested, in addition to being on the tuckshop roster, covering books in the library, providing food for class morning teas, attending Working Bees, attending P & F meetings, Under 8's Day activities, Biggest Morning Tea gathering, Spring Fair, Chocolate Drive sorting, fundraising and social events, student discos, counting student banking as well as many other incidental opportunities.

Parents need to be aware of the Student Protection Policies and Procedures in place across the school. Prior to volunteering parents need to have read this information, sign that they have read this information provided, and act in accordance with the requirements. This information booklet is available from the school office. Two copies of this document are provided to parents, with parents returning one signed and dated copy.

SCHOOL HOURS

Supervision is provided from 8.20 a.m. until 3.15 p.m.

(Out of School Hours Care is available before and after these times.)

School commences at 8.35 a.m. and finishes at 2.55 p.m.

| | | | | |
|---------------------|-------------------------|-----------|----|------------|
| The day consists of | 1 st Session | 8.35 a.m. | to | 10.40 a.m. |
| | 2 nd Session | 11.10a.m. | to | 1.15 p.m. |
| | 3 rd Session | 1.45 p.m. | to | 2.55 p.m. |

Supervision is provided for 10 minutes of eating before play and during play time.

GENERAL CALENDAR

During the year there are some regular events each term. These may include:

Term 1 - 'Tea and Tissues' morning tea, Opening School Mass, Parent/Teacher evening, Parent/Teacher interviews, upper school swimming carnival, Year 6 Leadership ceremony, Cross Country carnival

Term 2 – ANZAC Day prayer celebration, Mothers' Day Prayer and Gathering, Cross-country race,

Term 3 – Athletics carnival, School Patron Feast Day, Fathers' Day Prayer and Gathering

Term 4 – Lower school swimming carnival, Year 6 Liturgy of Blessing, Christmas Gathering, End of Year Mass

OTHER GENERAL DATES

| 2018 | |
|---|---|
| Term 1 | Tuesday 23 January - Friday 29 March (10 weeks) |
| Term 2 | Tuesday 16 April - Friday 29 June (11 weeks) |
| Term 3 | Monday 16 July - Friday 21 September (10 weeks) |
| Term 4 | Tuesday 8 October - Friday 7 December (9 weeks) |
| Professional Development and Planning Days | Wednesday 17 January Thursday 18 January Friday 19 January Administration Day Monday 22 January 2 PDP days in Easter vacation or as approved by Area Supervisor Moderation/CTJ Day Monday 22 October |

Other important dates will be advised as they become available e.g. Assemblies, class and whole school liturgies, excursions, Choir and Band Performances, Book Week, Catholic Education Week, NAIDOC Week, etc.

GENERAL INFORMATION

Absences / Sick Line

When a child will be absent from school due to sickness parents are able to leave a message at any time on the Absentee/Sick Line, Ph: **3343 8162**.

If a child is absent for more than one day and the school is not informed contact will be made. A courtesy note to the class teacher is both expected and appreciated upon the child's return to school.

Assembly

Students assemble each morning in the undercover area. They are permitted to play safely before school under the supervision of a teacher from 8.20 a.m. After the school bell has rung students sit in their class area where they will be collected by their teacher and taken to class. (On Monday morning there is a brief message time with all joining in the School Prayer to commence the week). On most Monday Afternoons (2:15pm) a whole school assembly takes place in the Aspinall Centre. This assembly commences with prayer by a nominated class.

Communication

Effective home and school communication supports a child's learning. All administration and teaching staff are willing to meet with parents at a mutually convenient time to discuss a child's progress or any issue. Classroom related matters need to be referred to the class teacher in the first instance. If this first step is not followed an issue will be referred back to the class teacher. Whole school matters are referred to the Principal or Assistant to the Principal—Religious Education (APRE).

Early / late arrival and departures

Students arriving after school has commenced for the day at 8.35 a.m. or leaving before school finishes for the day at 2.55 p.m. must be signed in or out (as applicable) at the school office by an accompanying adult. Students who arrive late will be given a 'Late Slip' to be passed to their teacher after being signed in. Parents collecting students before the cessation of school need to meet their child/ren at the school office (not the classroom).

Fees

School fees are charged to cover the running costs of the school. While the school does receive financial assistance from the State and Federal Governments the monies received only partly covers teacher salaries and some other funded programs. This results in fees needing to be charged to ensure the smooth operation of the school and to resource the teaching and learning activities. School fees also cover every-day running costs for services, such as, insurance, rates, electricity, water and cleaning services. Each year there is a slight increase in fees to take into account increased charges to the school.

Partial assistance may be offered to families who demonstrate genuine hardship in meeting basic living needs. No concession is offered for discretionary household spending.

Failure to meet the financial commitment to the school by parents will result in outside agencies being contacted for the collection of outstanding school fees after all avenues for collection have been tried.

Fees are charged on a monthly basis (10 invoices per year) with invoices being forwarded by either email or post. Direct debit and credit card payments are preferred with other options available.

All invoicing is carried out by the school's Financial Secretary.

A schedule of fees for the year can be found at the back of this booklet.

Food at school

Healthy eating habits for students are encouraged at school. 'Nude Food Practices' are encouraged whereby food sent to school with students comes in minimal packaging. Re-useable containers for food are encouraged. This practice supports the sustainability efforts of the school.

For those who wish to purchase food at school the Tuckshop operates on each Wednesday and Friday with orders submitted by 9.00 a.m. of the preceding day.

A "no sharing of food" among the students with their lunches is emphasised due to some students suffering from food allergies, either to a minor or life-threatening degree. Food containing nut products is highly discouraged. Some dairy, wheat, egg or citrus products will also cause major reactions for some students. Extra care needs to be exercised when providing food for special morning teas or birthday treats.

Issues of medical and / or custody concern

For those students who have *medical issues* parents need to voluntarily inform the school regarding these matters as soon as the condition is known. A management plan needs to be provided by the student's medical practitioner. (A list of medical exclusions and time away from school is provided at the end of this booklet.)

In relation to *legal and/or custody issues*, parents need to voluntarily provide legally verified copies of these documents to the school. While parenting documents from the Family Law Court relate to the applicant and the respondent the school remains as a neutral party. As the school is not listed as either applicant or respondent it is not legally bound by Orders of these documents though it endeavours to implement some points where practicable as a sign of its neutrality.

Out of School Hours Care (OSHC) / Vacation Care

A Parish-based service operates Before School from 7.00 a.m. until 8.20 a.m. from Monday to Friday in a facility beside the Fr Kevin Aspinall Centre.

After School Hours Care operates from 3.00 p.m. until 6.00 p.m. from Monday to Friday.

Registration with this parish-based facility can be made with the OSHC Co-ordinator, Ph: 3849 7142.

A Vacation Care program operates during most school holiday periods for students in Years Prep to 6 from the same facility. Times of operation are from 7.00 a.m. until 6.00 p.m.

Fees are charged for these services with some rebates possibly available to some families. Dialogue regarding this matter needs to occur with the OSHC office staff.

Supervision – before and after school

Supervision of students occurs before school from 8.20 a.m. until 8.35 a.m. with two (2) teachers on duty. Students in Years 4 to 6 are able to play in the park, with all students able to be in the undercover area.

After school two staff members are on duty from 2.55 p.m. until 3.15 p.m. Students are expected to wait at the pick-up area if they are being collected from there. During this time students are not permitted to play as a safety measure.

Students who are at school outside of teacher supervision times should be booked into Out of School Hours Care for their safety and protection.

Student Protection

St Bernard's School implements all mandatory Student Protection requirements and regulations. Staff regularly participate in professional development in services related to these matters. Volunteers are required to read the material in the 'Student Protection – Handbook for Volunteers', sign that they have read the material, and abide by the requirements of the document.

Mandatory reporting procedures are followed as required by statutory authorities.

Swimming

Swimming lessons are an integral and compulsory component of the school's Physical Education program. All children are expected to participate in these lessons. A medical certificate must be provided for any students unable to participate. Due to availability to either the Our Lady of Lourdes Primary Sunnybank or Citipointe Christian College lessons are on one day per week for 6 weeks in Terms 1 and 4 only.

A one-piece swimming costume is required to be worn by girls. A swimming cap is compulsory for all students along with the wearing of a sun-protecting rash-shirt.

Tuckshop

The school operates a Tuckshop facility on Wednesday and Friday of each week. Orders need to be placed electronically **by 9.00 a.m. of the preceding day** via the QKR online app.

Orders can be placed days and weeks in advance. Having orders placed in advance allows for the streamlining of food procurement and preparation. Hot foods are served at first break with sandwiches also available at second break. Snack items are served over the counter at second break. For further information contact can be made with the Tuckshop Convenor.

Uniform Shop

The Uniform Shop is run by the Parents and Friends Association, and supplies all of your child's uniform needs (shoes being the exception). It is open three (3) times during the school term week. Current hours are:

| | |
|-----------|-----------------------|
| Monday | 8.15 a.m. – 9.30 a.m. |
| Wednesday | 8.15 a.m. – 9.30 a.m. |
| Wednesday | 2.45 p.m. – 3.30 p.m. |

A price list / order form is also able to be left at the office outside of these hours and the order will be sent home with your child at the earliest possible convenience. Orders are also able to be phoned through when the shop is open. Again, the items will be sent home with your child that afternoon when the shop is open. Second-hand uniforms are also available at a nominal cost.

Uniform requirements for Prep students are:

Sports shirt and short or sports skort (girls), school socks, black leather sports shoes, school hat, school bag, library bag.

For students in Years 1 to 6 there is the addition of the formal, checked day uniform items.

EXTRA CURRICULAR ACTIVITIES

All children are offered, at different stages of their education, the opportunity to be involved in the School Choir, School Instrumental Band Program (carried out during school hours), and after school sports, such as Netball and Touch Football (seasonal competitions).

Choir

Under the guidance of the Music Education teacher, Mrs Danuta Cleland, the school has two (2) choirs – Junior and Senior. Choir practice times are on Tuesday, Wednesday and Thursday mornings before school. Throughout the year these students support the singing at liturgical celebrations and at specific prayer times. Also, during the year, choir groups may participate in Festivals and Eisteddfods, as well as singing for the Seniors group in the parish. They may also be invited to join in other community celebrations.

Instrumental Music

An extra-curricular opportunity is available to students from Year 3 and above who wish to learn either a woodwind, brass or percussion instrument. A private music teacher, Mr Donald Smith, has been involved with the school for many years and teachers students from this school each Tuesday. Students attend a small group lesson according to their instrument and ability level. Senior Band practice takes place before school with Junior Band practice after school. Some performances occur throughout the year whereby the students showcase their development.

Though this is a private arrangement with Mr Smith invoicing is done via the School Fee invoice. It is required that full school fees are paid before parents make a decision regarding their child's involvement in this extra-curricular activity.

Sports Club

St Bernard's Netball Club has been running since about 1990 and, along the way, has provided fun and convenience for girls to be able to play with their school friends in team sport. Many of the players are from the school but players from surrounding schools are encouraged to join the club. Players are aged from 7 to 17 years and family participation in all of their activities is encouraged. Games are played on Saturdays at MacGregor Netball Courts, Granadilla Street, MacGregor. Fees are kept to a minimum to make this a fun, affordable sport.

New players are welcome to the club as it offers training, friendship and a sense of belonging. Further enquiries can be made by emailing: stbernardsnetballclub@hotmail.com.

Touch Football

Touch Football is the one of many extra-curricular activities offered at St Bernard's. Promoting fun, fitness and teamwork, Touch Football boasts one of the highest levels of sport participation at the school for both girls and boy.

Touch Football is also taught as part of the Physical Education program and students are able to practise and develop their skills while representing their school in a variety of competitions with the support of qualified coaches and volunteer parents. This season runs during Term 3 and involves training one afternoon after school.

OTHER INFORMATION

Clairvaux MacKillop College

Adjacent to St Bernard's Catholic Primary School is the Brisbane Catholic Education Archdiocesan Secondary College of Clairvaux MacKillop College. This co-educational Catholic College provides a quality, inclusive education for high school students. While currently the College is from Years 8 to 12, in 2015 it will be a Year 7 to Year 12 facility. A majority of students from St Bernard's move on to Clairvaux MacKillop College for high school. Contact can be made by phoning the Enrolments Officer on Ph. 3349 8977.

Parish Links / Sacramental Program

As St Bernard's School is a ministry of the Upper Mt Gravatt – Wishart parish every endeavour is made to involve the students in the life of the parish. Regular contact is made with the parish office with contact made with either priest of the parish, the parish manager or the pastoral associate.

As preparation for children to receive the sacraments for the first time is carried out through the parish contact for these celebrations needs to be made through the parish office (Ph: 3849 7158). Much information can be gained by reading the weekly parish newsletter.

Dental Services

Free dental services are available for children aged 4 years through to those in Year 10 from Metro South Oral Health Service, Queensland Department of Health. Parents will also be advised when the mobile clinic will be at the school.

For emergencies and other problems please phone the Yeronga Clinic on 1300 658 549.

UNIFORM

STANDARD OF UNIFORM

The uniforms are described as follows and are available to buy both new and second-hand only through the School Uniform Shop (shoes being the exception).

DAY UNIFORM

- Boy's** Broad brimmed bottle green hat with school logo – hat **MUST** be worn when outside (St Bernard's Knitted Beanie is an option for inside classrooms in winter)
Check shirt
Bottle green shorts
School socks
Black Leather shoes, or Black leather joggers (lace-ups or velcro) [Volleys, buckle slip-on shoes, etc., are not part of the uniform]
Bottle green micro fibre track suit with white stripe
- Girl's** Broad brimmed bottle green hat with school logo – hat **MUST** be worn when outside (St Bernard's Knitted Beanie is an option for inside classrooms in winter)
Check blouse
Bottle green culottes
School socks
Black Leather shoes, or Black leather joggers (lace-ups or velcro) [Volleys etc., are not part of the uniform]
Bottle green micro fibre track suit with white stripe.
- Or**
- Broad brimmed bottle green hat with school logo – hat **MUST** be worn when outside (St Bernard's Knitted Beanie is an option for inside classrooms in winter)
Check dress - action back same collar as blouse, half sleeve
School socks / Green or Flesh coloured tights for winter
Black Leather shoes, or Black leather joggers (lace-ups or multi velcro) [Volleys, etc., are not part of the uniform]
Bottle green micro fibre track suit jacket with white stripe

SPORTS UNIFORM:

- Broad brimmed bottle green hat with school logo
- Polo shirt
- Green unisex micro fibre shorts with school logo (Girls Green Netball Skirt)
- Green sports skort
- School socks
- Black sport joggers
- Bottle green micro fibre track suit with white stripe

Hats

In accordance with the school's SunSmart Policy, and to promote life-long health and safety practices, the wearing of a school hat for all outdoor activities throughout the year is compulsory. If a child does not have their school hat they will not be playing during break times. This practice also extends to outdoor activities including P.E. lessons.

School Bag

Student's school bag is available for purchase from the Uniform Shop.

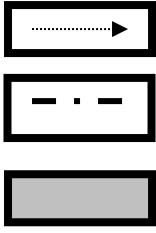
CAR PARK AND TRAFFIC FLOW

CAR PARK ... CONVENTIONS FOR USERS

These practices promote the convenience and safety of all.

- Speed limit in the school grounds is 5 km per hr.
- Parents (entry only via Klumpp Road) dropping off children or collecting them in the afternoon must proceed along the designated driveway. Cars are not to be parked or left in the designated driveway.
- Children being collected by vehicle are required to wait in the pick-up zone near the library - The pick-up and drop-off zone is marked on the driveway beside the library. Children are not permitted to leave or enter cars until the vehicle has entered and stopped in this pick-up zone. *It is a requirement of pick-up zone use that children are able to do up their own seatbelt as parents are not to leave the driver's seat.*
- Parents who wish to park their vehicle for a visit to the school must use the designated parking area.
- Parents who park cars when picking up children are required to leave the car, walk to the waiting area and accompany children to the car. Children are not permitted to walk to parked cars unless accompanied by an adult. Use of the pedestrian walkway is expected.
- Exit from the school property is via the southern driveway closest to the Council park on Logan Road or via the driveway between the church and the presbytery onto Klumpp Road.
- Children who walk home must use the pedestrian areas and for safety reasons are not permitted to use the exit roadway around the Church.
- Parking and "U" turns are not permitted in the access of the roadways at the entries to the Church and Clairvaux MacKillop College.
- Those attending weekly morning Masses are requested to utilize the designated parking area.
- In the case of congested traffic situations every effort will be made to assist with parking and traffic flow.
- The co - operation of parents/adults with those directing traffic flow is both appreciated and expected.

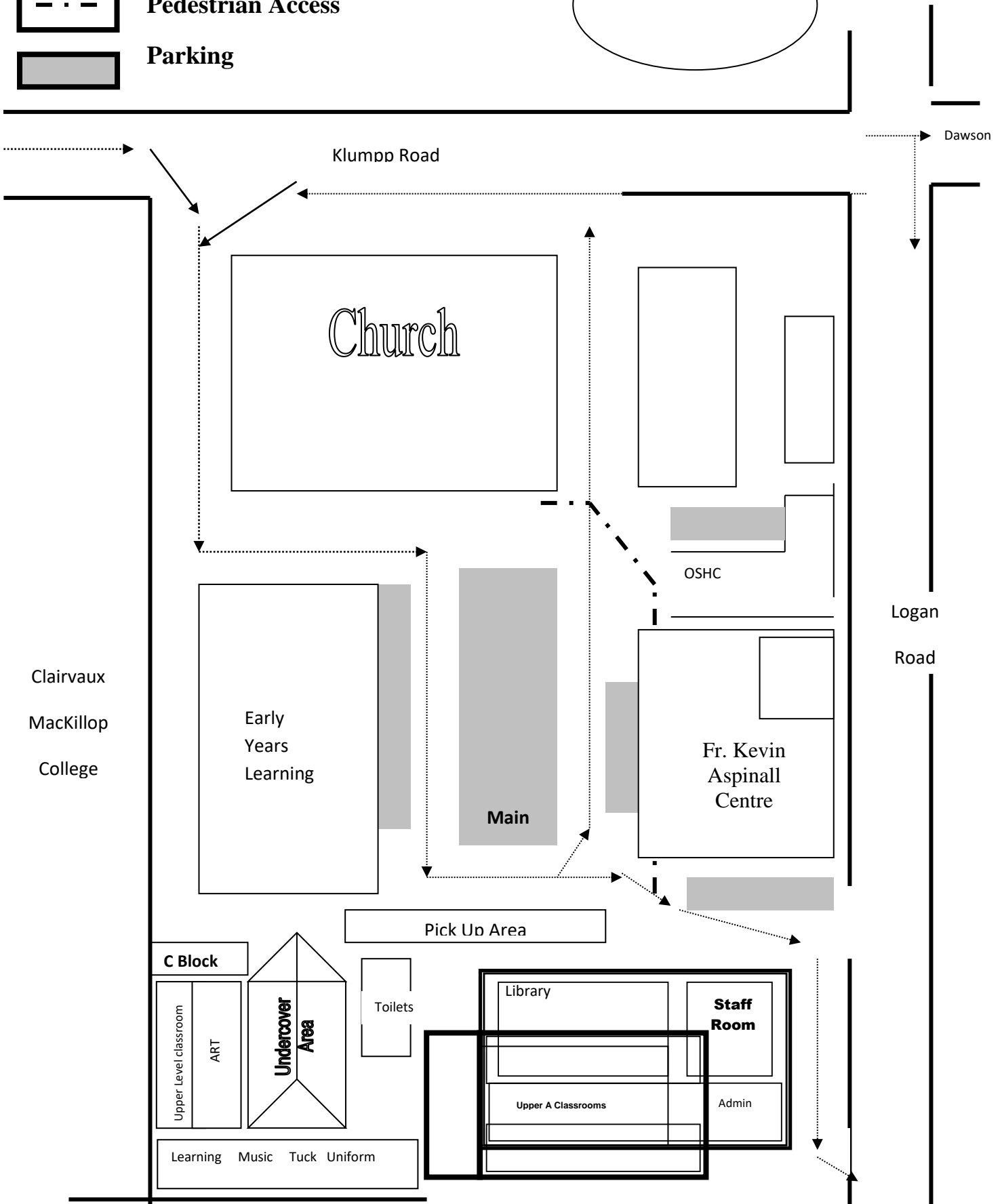
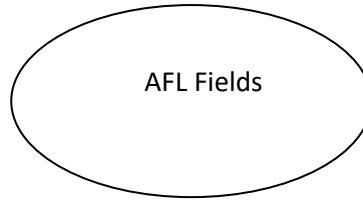
CARPARK ... MAP FOR USERS (over)



**Vehicle Access/
Movement**

Pedestrian Access

Parking



Clairvaux
MacKillop
College

C Block

Upper Level classroom
ART

**Undercover
Area**

Toilets

Library
Staff Room
Upper A Classrooms
Admin

Learning Music Tuck Uniform

PEDESTRIAN ACCESS

To and From Logan Road via Council Park to side gate

Brisbane City Council Park

SCHEDULE OF SCHOOL FEES

In accepting an offer of an enrolment place parents make a commitment to pay the school fees and levies as set. Payments need to be made by the due date. Being mindful of ever-increasing costs all attempts are made to keep yearly rises in fees and levies as close to the CPI increase as possible. If outside agencies are needed to be employed in the collection of outstanding school fees the associated costs will be added to the outstanding amount and will be passed on to parents.

| | 1 Child | 2 Children | 3 Children | 4 Children |
|--|--------------------|--------------------|--------------------|-------------------|
| Total School Fees (Includes Tuition Fee, Student Levies, Capital Levy, P&F Levy) | \$2400.00 | \$3300.00 | \$4130.00 | \$4500.00 |
| TOTAL FEE LEVIES | \$ 2,400.00 | \$ 3,300.00 | \$ 4,130.00 | \$ 4500.00 |

| Extra Charges | | |
|----------------------|--|-----------|
| All Year Levels | Foot Step Dance (Included in School Levies) | Nil |
| Year 3 | Magazine Subscription | \$ 8.00 |
| Year 4 | One to One Laptop and Magazine Subscription | \$ 483.00 |
| Year 5 | One to One Laptop and Magazine Subscription | \$ 483.00 |
| Year 6 | School Camp, Magazine Subscription and School Diary One to One Laptop | \$ 750.00 |

| Band Charges | |
|------------------------------|-----------|
| String Lessons | \$ 600.00 |
| String Hire | \$ 120.00 |
| Junior Band | \$ 520.00 |
| Senior Band | \$ 520.00 |
| Band - 1/2 fees keyboard etc | \$ 260.00 |
| Instrument hire from school | \$ 200.00 |

Band Charges – Billed over ten monthly payments (Min. Commitment 2 Terms)

Payment of Accounts

Fees are billed 10 times per year. Payment is due by the date shown on the account. Invoices are forwarded electronically to the nominated email address. For those families with no internet access invoices are posted to the home address.

- Payments can be made weekly, fortnightly or monthly.
- Payments can be made by Direct Debit, B Pay, Cheque, Cash or Credit Card.

When making payment by cash please place in an envelope marked *SCHOOL TUITION & LEVIES* with *FAMILY NAME (with the Christian name only of the child/ren)*.

Families who are experiencing genuine financial hardship regarding fee payments are asked to contact the Principal, Ms Trish McMahon, to discuss the matter ... Ph. 07 3849 4800.

POLICIES

Please refer to the school website for existing policies:

Behaviour Support

Enrolment

Fees and Levies

Grievance

Relationships

School Uniform and Personal Appearance

SunSmart

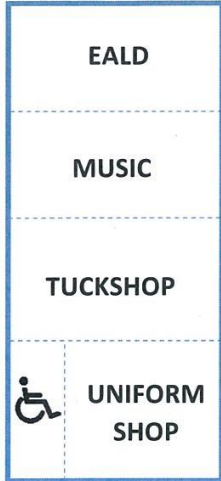
OUTLINE OF YEAR OF BIRTH FOR STUDENTS ENTERING PREP

Children need to be five (5) years of age by 30 June in the year they start in the preparatory class.

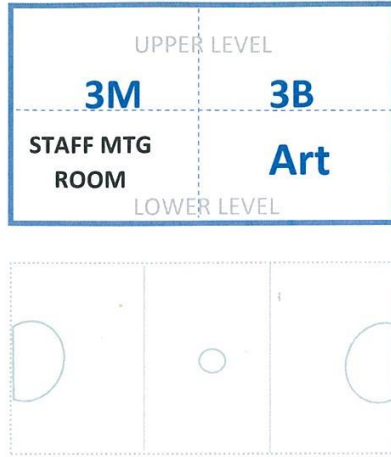
| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|-------------|-------------|-------------|-------------|-------------|-------------|
| Child born 1 July 2011 to 30 June 2012 | Prep | | | | | |
| Child born 1 July 2012 to 30 June 2013 | | Prep | | | | |
| Child born 1 July 2013 to 30 June 2014 | | | Prep | | | |
| Child born 1 July 2014 to 30 June 2015 | | | | Prep | | |
| Child born 1 July 2015 to 30 June 2016 | | | | | Prep | |
| Child born 1 July 2016 to 30 June 2017 | | | | | | Prep |

ST BERNARD'S CATHOLIC SCHOOL 2018

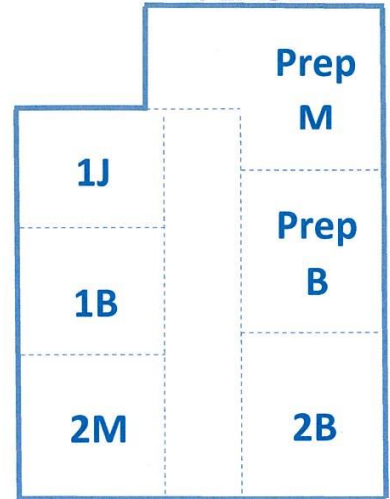
CHATILLON



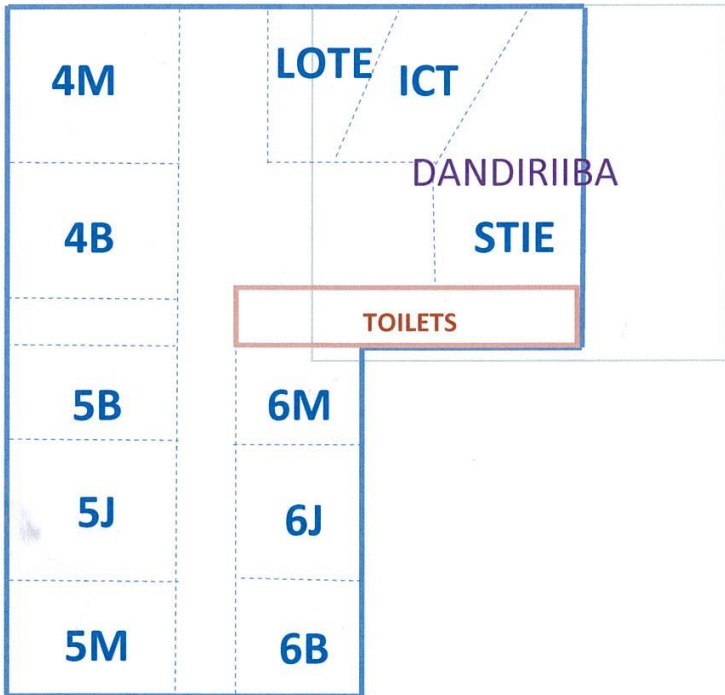
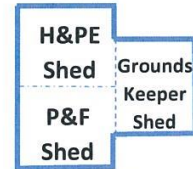
WINELLA



PENOLA



TOILETS



CARPARK

Library

KENSINGTON
School Office

Staff Room

ASPINALL
CENTRE

OSHC

MEDICAL / HEALTH EXCLUSIONS

Department of Health

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) |
|---|---|--|
| Chickenpox (varicella) | Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children. | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible. |
| Cold sores (herpes simplex) | Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible. | Not excluded. |
| 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 <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • 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 two 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. |
| <i>Haemophilus influenzae</i> type b (Hib) | Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days. | Not excluded. Contact a public health unit for specialist advice. |
| 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 a medical certificate of recovery is received and until at least seven days after the onset of jaundice. | Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group. |
| 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. |
| Measles ³ | Exclude for four days after the onset of the rash. | Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case. |

Time out

| Condition | Exclusion of case (person with infection) | Exclusion of contacts ¹ (person exposed to the case with the infection) |
|--|---|---|
| Meningitis (bacterial) | Exclude until well and has received appropriate antibiotics ⁴ . | Not excluded. |
| Meningitis (viral) | Exclude until well. | Not excluded. |
| Meningococcal infection ³ | Exclude until appropriate treatment has been completed. | Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case. |
| Molluscum contagiosum | Exclusion not necessary. | Not excluded. |
| Mumps | Exclude for nine 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 ³ (whooping cough) | Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing. | Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts. |
| Poliomyelitis ³ | 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 | Exclusion not necessary. | Not excluded. |
| Rubella (German measles) ³ | Exclude until fully recovered or for at least four 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 are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical. | Not excluded. |
| Shigellosis | Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative. | Not excluded. |
| 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) ³ | Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious. | Not excluded. |
| Typhoid ³ , paratyphoid | Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative. | Not excluded unless considered necessary by public health unit. |
| Whooping cough – 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 concerned, contact your local public health unit.
 - Diarrhoea: the definition is two 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 concerned, 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 additional information please refer to the National Health and Medical Research Council publication 5th Edition – *Staying Healthy – Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
 - or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
 - For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/edb/timeout_poster.pdf

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcg/contacts.asp>

SCHOOL PRAYER

Loving God

You are always with us.

Help us to know you and to feel your love in our lives.

Lead us to have a love of learning like St Bernard.

Guide us to love others like St Mary MacKillop
and 'never see a need without doing something about it'.

May we find you in many people and places
and may you always be a part of our lives.

We ask this through Jesus our teacher.

Amen.

