



An introduction to
St Bernard's Catholic School

1823 Logan Road
Upper Mt. Gravatt Q 4122
Phone: 07 3849 4800 Fax: 07 3349 1436
Email: pupmtgravatt@bne.catholic.edu.au
Web <http://www.stbernards.qld.edu.au/>

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"

INTRODUCTION LETTER	2
COMMONLY SOUGHT INFORMATION	4
HISTORY OF ST. BERNARD’S CATHOLIC SCHOOL	5
PATRONS AND SPECIAL CELEBRATIONS	5
CURRICULUM, ASSESSMENT & REPORTING	6
PARENT INVOLVEMENT	7
COMMUNICATION	7
DAILY ROUTINE.....	7
BEFORE SCHOOL HOURS CARE PROGRAM	7
SUPERVISION OF CHILDREN BEFORE SCHOOL	8
AFTER SCHOOL HOURS CARE PROGRAM.....	8
SUPERVISION OF CHILDREN AFTER SCHOOL.....	8
TRAVEL TO AND FROM SCHOOL.....	8
ABSENCE	8
THE ADMINISTRATION OF MEDICATION TO CHILDREN	8
BEHAVIOUR SUPPORT	9
GRIEVANCE POLICY & PROCEDURES.....	10
FEES & LEVIES POLICY.....	13
SCHOOL UNIFORM AND PERSONAL APPEARANCE POLICY	15
HATS.....	17
SWIMMING.....	17
DENTAL SERVICES	17
CAR PARK ... CONVENTIONS FOR USERS.....	18
SUN SAFE POLICY.....	21
ENROLMENT POLICY	23

Also included:

- St Bernard’s Catholic School Enrolment Form
- Notes booklet for Enrolment Form
- St Bernard’s Catholic School Fee Schedule.
- St Bernard’s Enrolment Procedure
- St Bernard’s Application Fee Form



ST BERNARD'S CATHOLIC SCHOOL

1823 Logan Road
Upper Mt. Gravatt Q 4122
Phone: 07 3849 4800 Fax: 07 3349 1436
Email: pupmtgravatt@bne.catholic.edu.au

Dear Parents and Carers

Thank you for your enrolment enquiry on behalf of your child. This information package aims at sharing some information with you about our school. You can find more detailed and varied information on our school website. <http://www.stbernards.qld.edu.au/>

I invite you to read this information carefully and if you wish to proceed with an application, I ask that you complete the Enrolment Application form enclosed and return it to our School Secretary as soon as possible. Please do not hesitate to call me if you have any questions prior to sending us your Enrolment Application Form.

I look forward to meeting with you to discuss your child's education and how we at St Bernard's can support and nurture your child's development.

Regards

Trish McMahon
Principal

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"

Architectural Overview

Chaplain/ESL

Multi - Purpose

Tuckshop

Uniform Shop

Chatillon

Upper Level

Year 3M Year 3B

Lower Level

Music **Winella** Art

Sports Area

Prep M

Yr 2B Prep B

Yr 1B

Penola

Yr 1M Yr 2M



Toilet Block

Yr 7M

Yr 7B

Upper

STIE ICT B-Out

Dandiriiba
(Meeting Place)

A15-A14-A13-A12

Resource

Yr 4B

Yr 5M

Yr 6B

Yr 6M

Yr 5B

Carpark

Kensington
Lower

Administration

Library

Staffroom

Father Kevin Aspinall Centre

OSHC

COMMONLY SOUGHT INFORMATION

Parish Priest	Father Ian Wren
Principal	Ms Patricia McMahon
Assist Prin Rel Ed	Mrs Denise Child
Secretary	Mrs Evelyn Norcott Mrs Michelle Blair
School Board	Chairperson Meetings held fourth Wednesday of each month in School Library from 7.00 pm-9.00 pm
P & F Association	President Mr Jason Roberts Meetings held second Wednesday of each month in School Library from 7:15 pm - 9.00 pm.
Telephone & Facsimile	Parish 07 - 3849 7158 School 07 - 3849 4800 Outside Hours Care 07 - 3849 7142 Facsimile 07 - 3349 1436
E-Mail Address	pupmtgravatt@bne.catholic.edu.au
Office Hours	8.00am. - 4 pm. Mon - Fri
Primary School Program	8.40am. - 2.55pm.
Tuckshop	Convenor – Keith Taylor Opened Wednesday and Friday
Uniform Shop	Convenor – Mrs Natalie Huenerberg Opened at following times: Monday 8.30am-9.30am Wednesday 8.30-9.30am Thursday 2.30-3.00pm
Outside School Hours Care	Mrs Irene Prendergast

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 was blessed and opened.
- 1982 - The old Church was remodelled 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
- 2011 - Blessing of Kaggar Mabur

PATRONS AND SPECIAL CELEBRATIONS

- Parish Patron:** St Bernard's Feast Day is celebrated on August 20.
- Sisters of St Joseph:** Patron: St Joseph. Feast Day is celebrated March 19.
- Foundress of Sisters of St Joseph:** Blessed Mary MacKillop. Feast Day is celebrated August 8
- School Assemblies** Held on Wednesdays from 9.00 am - 9.45 am

CURRICULUM, ASSESSMENT & REPORTING

We, 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 both the gospel vision and Catholic beliefs / traditions.

The overarching goal of the curriculum in a Catholic school is to *empower learners of all ages to shape and enrich our changing world by living the gospel of Jesus Christ*. We strive to achieve this goal by developing each child's potential as:

- A community contributor.
- A leader and collaborator.
- An effective communicator.
- An active investigator.
- A designer and creator.
- A quality producer.
- A reflective, self-directed learner.

... across the following Key learning Areas: Religious Education, English, Mathematics, Science & Technology, Study of Society and the Environment, Health & Physical Education, The Arts, Cultural Literacy

We offer all children the opportunity to be involved in our Choir, School Band Instrumental Program, and after school sports such as Netball and Touch Football (seasonal).

We endeavour to respond to the learning needs of each child through planning, teaching, assessment and reporting that is outcomes based, futures focussed and data driven.

Across the P - 7 years of schooling children will have the opportunity to experience a range of sport and physical education experiences. In Years 6 and 7 children will have the opportunity of learning about Japanese culture and language. Children will also have opportunities to further develop a Christian sense of social responsibility through daily interaction with peers and staff across a range of contexts and through relevant excursions, camps and service type activities. Our prayer, liturgical and sacramental experiences will continue to offer opportunities for children to reflect upon, appreciate and celebrate the presence of our God in our everyday lives.

In line with Statutory Requirements and Brisbane Catholic Education Policy our Reporting procedures are as follows:

Years Prep-7:

Parents/carers are invited to attend Parent/Teacher interviews at specified times twice per year. Throughout the year interviews and meetings may be organised as initiated by either parent/carers or teacher.

Written reports are provided twice a year.

PARENT INVOLVEMENT

The partnership between home and school is a vital one. Parents may be involved in the education of their child in a multitude of ways ... some of these are:

- Praying with your child at home.
- Celebrating your faith with your child in your faith tradition at your local place of celebration /worship.
- Participating in class / whole school liturgies / Assemblies.
- Reading to/with your child.
- Discussing the day's events with your child.
- Helping your child with home studies.
- Becoming involved in our Parents and Friends Association and / or School Board
- Participating in working bees.
- Assisting in the Tuckshop.
- Participating in parent information evenings.
- Participating in parent/teacher conferences
- Assisting in classroom, physical education and sport programs.
- Participating in consultation processes.

COMMUNICATION

Effective home school communication supports your child's learning. All administration and teaching staff are available at a mutually convenient time, to meet with parents to discuss your child's progress. Classroom related matters are referred to the Class Teacher. Whole school related matters are referred to the Principal or the Assistant Principal Religious Education.

Our Newsletter is a vital form of communication between home and school serving to strengthen our partnership in the education of your child. It is sent home, or optionally emailed, each Tuesday barring exceptional circumstances ... please look out for it!

DAILY ROUTINE

The school day begins and ends as follows:

Prep - 7	08.40 am. - 02.55 pm.
Morning Tea	10.40 am. - 11.10 am.
Afternoon Tea	01.15 pm. - 01.45 pm.

BEFORE SCHOOL HOURS CARE PROGRAM

The Before School Care Program is a Parish - based service for children from Prep - Year 7. It operates from 7.00 am. – 8.20 am. Monday - Friday. For further information & bookings please contact Mrs Irene Prendergast between 3.00 pm. - 6.00 pm. Monday - Friday ... Telephone 07 - 3849 7142.

SUPERVISION OF CHILDREN BEFORE SCHOOL

The supervision of children before school commences at 8.20 am. Children who arrive before this time, who are not involved in sanctioned extra-curricula activities and who are not booked into the Before School Care Program are required to assemble at A Block with their bags upon arrival at school. They may leave this area when the supervising teacher arrives on duty at 8.20am. Usual before school procedures then apply.

AFTER SCHOOL HOURS CARE PROGRAM

The After School Hours Care Program is a Parish - based service for children from Prep - Year 7. It operates from 2.55 pm. - 6.00 pm. Monday - Friday.

SUPERVISION OF CHILDREN AFTER SCHOOL

The supervision of children after school is offered in the area beside A Block where children waiting for parents are required to assemble. This supervision concludes at 3.30 pm. unless children are involved in a sanctioned after school curricular activity or enrolled in the After School Hours Care Program all children should have departed the school campus by 3.30 pm.

TRAVEL TO AND FROM SCHOOL

Parents of children who travel by bus, walk or ride bicycles to and from school are encouraged to regularly revise with children, relevant safety guidelines which support their well being. Such safety guidelines include:

- How to safely use pedestrian crossings.
- How to safely wait at bus stops and board / depart / travel safely.
- Road safety rules for bicycle riders.
- Stranger danger.

Parents who pick children up from school are encouraged to regularly revise with the children procedures if the parent is delayed, that they go to the School Office.

ABSENCE

If a child is absent from school please telephone the Absent/Sick Line on 3343 8162. In support of the child's welfare, if a child is absent and we do not hear from you, we shall contact you to enquire about the child's whereabouts. A courtesy note to the class teacher is both expected and appreciated upon the child's return to school.

MEDICATION FOR CHILDREN

Schools are only able to assist children to take medication prescribed by a doctor. If your child requires medication while at school the following procedures must be followed:

Parent / guardian completes Student Medication Request Form (available from Reception).

Parent / guardian forwards Student Medication Request Form with medication in its original packaging to the Principal.

The Principal acts upon the written request (this action involves making provision for entering the request in the medication register and for ensuring that the medication is safely stored. With the child assisted to take the appropriate amount at the appropriate times).

BEHAVIOUR SUPPORT

Policy

Behaviour Support is an integral part of school life. The child's self-esteem is promoted through appropriate, consistent, positive measures, which encourage a balance between justice and our faith basis of forgiveness. Our BERNI expectations and our Anti-Bullying Policy form a major part of our Behaviour Support programme.

BERNI Expectations:

As a school community we believe that every child is responsible for his/her own behaviour. We have adopted the following as our behaviour expectations for all members of our school community:

Be Safe

Encouraging words

Respect all

Nurture excellence

Invite and include

These expectations are taught directly across a number of contexts in our school – the classroom, the playground, the church etc. Children have a clear understanding of what is expected and their responsibilities for themselves and others.

Procedures

Children are made aware of their rights and responsibilities and these, together with our school rules, are discussed at regular intervals to encourage children to see 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 actioned.

Consequences for inappropriate behaviour may be actioned by the class teacher or principal. If inappropriate behaviour persists, parents will be contacted.

GRIEVANCE POLICY & PROCEDURES

POLICY

Our shared sense of moral purpose, the learning and welfare of the children and of each other, is supported by our mission, policies, procedures and practices. As in all community life, there will be times when a member of our school community has a genuine grievance in relation to one or more of these elements. Such times are an opportunity for information gathering and sharing, reflection and evaluation which leads to new knowledge and understandings, enriching the lives of individuals in particular and community life in general. The following expectations, guiding principles and procedures serve to guide members of our school community (children, their parents and members of staff) in responding to grievances so that the dignity of all concerned is respected while leading to accountability for our actions and the restoration of right relationships.

EXPECTATIONS

All members of our school community are expected to:

- Be punctual.
- Act in a manner that promotes the physical safety of self and others.
- Maintain the school environment in a clean and tidy state.
- Take appropriate care of personal property and that which belongs to others.
- Treat others with courtesy and respect.
- Be accountable for our words and actions.
- Promote goodwill.
- Commit to the resolution of conflict in a manner which seeks truth and understanding and which respects the rights and dignity of all concerned.
- Do our best in relation to our respective roles as students, parents and members of staff.

Guiding Principles

It is recognised that each of us may perceive the same reality differently.

People's feelings about what happened are important and need to be communicated.

We each seek to listen to one another's accounts and to understand one another's perspectives in order to develop new knowledge and new understandings about / from what has happened.

Each party has a right to natural justice at all times.

Confidentiality is maintained.

The right to advocacy / support is respected.

The dignity of those concerned, accountability for our actions and the restoration of right relationships are the desired outcome.

PROCEDURES

Members of our school community are informed about grievance procedures.

Children are taught to self-manage Step 1.

It is important to give a factual account of what has led to the grievance.

It is expected that most grievances will be resolved at the conclusion of Stage 1.

There may be times when the aggrieved person judges that a particular stage is not appropriate to the situation and chooses to go immediately to the next stage.

These procedures apply to grievances within the following sets of relationships in our school community, namely:

- ✓ Student-student
- ✓ Student-staff member
- ✓ Staff member-staff member
- ✓ Staff member- parent
- ✓ Parent-Parent

These procedures do not apply to grievances between parents and students. In instances where a grievance between a parent and a student other than their own child arises, the parent proceeds straight to Stage 2.

The term staff member applies to all members of staff (administration team, teachers, secretaries, teacher aides, grounds person etc.)

Stage 1 The aggrieved person arranges to meet with the other party to discuss the grievance. Suggestions for this stage of the process:

- Negotiate a mutually convenient time / place to meet.
- Greet one another at the start and state your appreciation for the time given by the other person to discuss the grievance.
- Aggrieved party outlines the grievance.
- Other party listens, summarizes what has been said and responds to the outline.
- Identify areas of agreement and disagreement.
- Identify possible follow up action.
- Agree on follow up action.
- Establish a way to review the effectiveness of the agreed upon action eg. Another meeting or telephone call.
- Thank one another for their time.

Ensure that the review is followed through.

If no resolution is arrived at through Step 1 then either of the parties involved may contact the Principal.

Stage 2 The Principal is contacted. The Principal or his / her nominee will:

- Determine whether or not Stage 1 has been engaged.
- If Stage 1 has not been engaged then the Principal will refer the aggrieved person back to Stage 1

OR

Discern whether or not Stage 2 needs to be engaged.

To engage Stage 2 the Principal or his / her nominee will:

- Investigate the grievance.
- Facilitate a resolution using one or more of the following procedures:

(a) The Restorative Justice Procedures (O'Connell, T., 2003)

(b) Grievance and Dispute Procedures (Refer: BCE Intranet, Administrative Index 673_these procedures apply to grievances relating to working environment, pay, conditions of service etc)

(c) The Assessment of Teachers With Special Needs Procedures (Refer: BCE Intranet, Administrative Index 675_these procedures apply to grievances relating to work performance)

If no resolution is arrived at through Step 2 then either of the parties involved may contact the school's Area Supervisor by telephone.

Stage 3 The Area Supervisor is telephoned. The Area Supervisor or his / her nominee will:

-Facilitate a resolution using the Complaints About Schools Procedures (Refer: BCE Intranet, Administrative Index 024.3). These are outlined below

If the complaint is received by telephone and the caller has not contacted the school the caller is asked to approach the principal or the school.

If the complaint is delivered in person or in writing, or if the person has already approached the principal, then the area supervisor:

Responds to the complainant;

Contacts the principal and informs him / her of the complaint;

Works with the principal to develop a strategy for dealing with the issue;

Attempts to ensure that complainant is appropriately involved in and informed of the outcome; and

Files all documentation related to the complaint in the appropriate central file.

If no resolution is arrived at through Step 3 then either of the parties involved may contact the Executive Director, Brisbane Catholic Education, in writing.

Stage 4 The Executive Director is contacted in writing. The Executive Director or his / her nominee will:

-Initiate a review of the management of the grievance.

FEES & LEVIES POLICY

RATIONALE

St. Bernard's Catholic parish community is committed to offering a Catholic education to all children whose parents/carers desire it. St Bernard's Catholic School is guided by the traditions of the Sisters of St Joseph and its Mission Statement in determining financial arrangements related to student enrolment. The school is committed to exploring all reasonable means of containing fees, levies and charges on parents/carers, so as to maintain its inclusivity and diversity.

POLICY

The acceptance by parents/carers of an enrolment offer on behalf of their child in St. Bernard's Catholic School assumes the ability to pay fees and levies in full. We are aware that, from time-to-time some parents/carers find themselves in financial difficulties. Compassion and support extended to families in need are integral to the philosophy of St Bernard's Catholic School.

- It is appreciated that changing family circumstances will sometimes require that a child transfer to another school. Fees and levies will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice was impractical.
- Fees and levies (including tuition fees, subject levies and other charges that may be applied in relation to participation in activities such as excursions, camps, etc.) are revised annually in line with the recommendations of the Brisbane Catholic Education Council, and approved by the Parish Finance Council. A copy of our current Fee and Levy Schedule is included in pamphlet form with the Application for Enrolment package.
- Fee concessions can be considered in cases where children have already enrolled and/or where financial circumstances have subsequently changed in such a manner as to make fee and /or levy adjustments necessary.

With this in mind, our aim is that no Catholic child will be denied a place in our school due to parents/carers' genuine inability to pay full or even part fees or levies.

ROLES AND RESPONSIBILITIES

The annual school fees and levies charges will be endorsed by the School Board and ratified by the Parish Finance Council.

The Principal will be responsible for the setting and distribution of accounts and the collection of monies. Consultation with all relevant parties will be an integral part of setting and adopting the annual charges.

Payment of Accounts:

- The school will issue an account of full fees and levies in the second week of each term, payable within 21 days of issue.
- Any arrangements to vary the terms of payment **must** be made with the Principal. The agreed upon arrangements will be placed in writing and require the signature of both the Principal and the payee.
- Reminders on outstanding accounts will be processed within seven (7) days after the due date.
- Accounts that remain outstanding fourteen (14) days after the due date will be responded to in the form of a reminder letter from the Principal.
- Personal contact (phone call or interview) will follow up with any families failing to respond to the reminder letter.
- Where accounts still remain unpaid one month after the due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector.

Concessions:

- Families wishing to apply for concessional fees should do so on the form "Application for Concessional Fees" obtainable from the secretary.
- Families requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices as evidence of housing costs.
- Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.
- If there is a perceived problem on the part of either party, an interview may take place.
- The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.

- No allowance is made for repayments on such items as holiday houses, investment houses, pools, etc.
- Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. If family circumstances change the school must be informed.
- If concessions are required beyond the current year, new arrangements must be negotiated each school year.
- The school is willing to arrange different methods of payment if this is a help to the family.
- Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation must be sent to the Principal.
- Any concessional fee arrangements may be reviewed by the Parish Priest.

SCHOOL UNIFORM AND PERSONAL APPEARANCE POLICY

RATIONALE

St Bernard's Catholic School recognises that the wearing of the school uniform is an important part of creating a sense of community, as well as a sense of identity for students as part of the school community. The wearing of the school uniform contributes in a meaningful way to ensure that each student has pride in being a member of the St Bernard's Catholic School community.

POLICY

Guided by our Mission Statement, St Bernard's Catholic School encourages children to take pride in themselves and their school identity through the wearing of the approved school uniform. The school uniform acknowledges the tradition of Sisters of St Joseph and takes into account the Queensland Government SunSmart requirements.

The St Bernard's Catholic School uniform will-

- reflect the heritage of our school.
- reflect the respect and dignity that students have in themselves, each other and the school community as a whole.
- provide equity for all and an identity which enhances the school spirit.

ROLES AND RESPONSIBILITIES

St Bernard's Catholic School will -

- inform parents/carers of the Uniform and Personal appearance Policy when they enrol their child;
- include the Uniform and Personal appearance Policy statement in the school prospectus;
- seek ongoing support from parents/carers and the school community for the Uniform and Personal appearance Policy and its implementation, through newsletters, parent meetings, etc.;
- ensure that all students wear the correct uniform and comply with the school's SunSmart Policy in wearing the uniform;
- ensure the school uniform:
 - complies with SunSmart guidelines,
 - reflects contemporary styling while remaining modest,
 - reflects the demands of our climate,
 - is practical for multiple purposes;
- ensure that parents/carers are informed of days of the week that the day uniform and sports uniforms are to be worn;
- approve variations to the application of this policy where cultural, religious or other appropriate grounds are provided to the Principal for consideration and approval;
- inform students and parents/carers that participation in school events, excursions, carnivals, outings or activity is dependent upon the student complying with this policy.

Parents/Carers will -

- ensure that students dress in the approved school uniform on the required days
- support the school's Uniform and Personal appearance Policy;
- ensure each student's uniform is clean, pressed and in good condition;
- instruct each child to wear the full and correct uniform between home and school at all times;
- clearly and permanently mark all clothing with the child's name;
- ensure that the sports uniform is worn only on designated sports days;
- remind children that the school hat is worn for all outdoor activities;
- ensure that jewellery is limited to - watches and studs/sleepers for pierced ears - one per ear. An inexpensive crucifix may be worn around the neck. These are safety and security issues;
- ensure that the child's hair is well-groomed. Colouring and streaking etc. of hair is not permitted. For girls, if hair is shoulder length, it is to be tied back using ties of the school colours. For boys, the hair is to be short, neat and of one length - no spiking, tracks, undercuts etc.
- ensure that approval is provided by the Principal or class teacher before allowing a student to wear any item that represents a variation to the approved day dress and sports day styles.

Students will -

- be aware of the school's Uniform and Personal appearance Policy;
- take shared responsibility for complying with the required uniform and personal appearance requirements set out above;

- act as positive role models for other students in all aspects of uniform wearing and personal appearance behaviour;
- wear the full and correct uniform between home and school at all times.

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.

DAY UNIFORM

Boy's Broad brimmed bottle green hat with school logo
St Bernard's Knitted Beanie 'option for inside in winter' (Hat must be worn when playing outside)
Check shirt
Bottle green shorts
White socks
Black Leather shoes, or Black leather joggers (lace-ups or multi velcro) Volleys, Lady Janes, buckle slip ons; t-bar shoes etc are not part of our uniform
Bottle green micro fibre track suit with white stripe

Girl's Broad brimmed bottle green hat with school logo
St Bernard's Knitted Beanie 'option for inside in winter' (Hat must be worn when playing outside)
Check blouse
Bottle green culottes
White socks
Black Leather shoes, or Black leather joggers (lace-ups or multi velcro) Volleys, Lady Janes, buckle slip ons; t-bar shoes etc are not part of our uniform
Bottle green micro fibre track suit with white stripe.

Or

Broad brimmed bottle green hat with school logo
St Bernard's Knitted Beanie 'option for inside in winter' (Hat must be worn when playing outside)
Check dress - action back same collar as blouse, half sleeve
White socks / Green or Flesh coloured tights for winter
Black Leather shoes, or Black leather joggers (lace-ups or multi velcro) Volleys, Lady Janes, buckle slip ons; t-bar shoes etc are not part of our uniform
Bottle green micro fibre track suit jacket with white stripe

SPORTS UNIFORM:

Broad brimmed bottle green hat with school logo
Polo shirt
Green micro fibre shorts with school logo
Green netball skirt
Green 'sports pants' (Must be worn under netball skirt)
White socks or ankle socks
Black shoes
Bottle green micro fibre track suit with white stripe

RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- SunSmart Policy Guidelines

REVIEW

This policy will be reviewed AS REQUIRED:

- As new developments/research occurs
- Legislation updates occur
- Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers.

ENDORSEMENT

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

HATS

In the interests of health and in accordance with our school's Sun Smart policy, the Queensland Health Council strongly recommends the wearing of hats. Children are to wear hats for ALL outdoor activities throughout the year.

SWIMMING

Thongs may not be worn to, from, or at school. On school swimming days, suitable foot wear is brought to school and worn from the classroom to the pool and back. Children must then change back into their school shoes and socks on return to school.

Parents are responsible for ensuring that children conform to the school uniform regulations. Should there be any serious reason why a child cannot wear the uniform at any time a note ought to be forwarded to the class teacher.

DENTAL SERVICES

Dental services are available for children through the School Dental Service, Queensland Department of Health. Parents will be advised of the time when the mobile clinic will be at the school. In emergency situations the Dental Superintendent at Mt Gravatt East may be phoned on 3349 0000.

CAR PARK ... CONVENTIONS FOR USERS

These promote the convenience and safety of all.

The speed limit in the school grounds is 5 km per hr.

Parents (entry 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 beside A Block - The pick up and drop - off zone is marked on the driveway in beside A Block. Children are not permitted to leave or enter cars until cars enter and stop in this pick - up zone.

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.

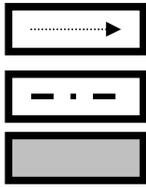
Children who walk home must use the pedestrian areas and for safety reasons are not permitted to use the exit roadway around the Church.

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 with those directing traffic flow is both appreciated and expected.

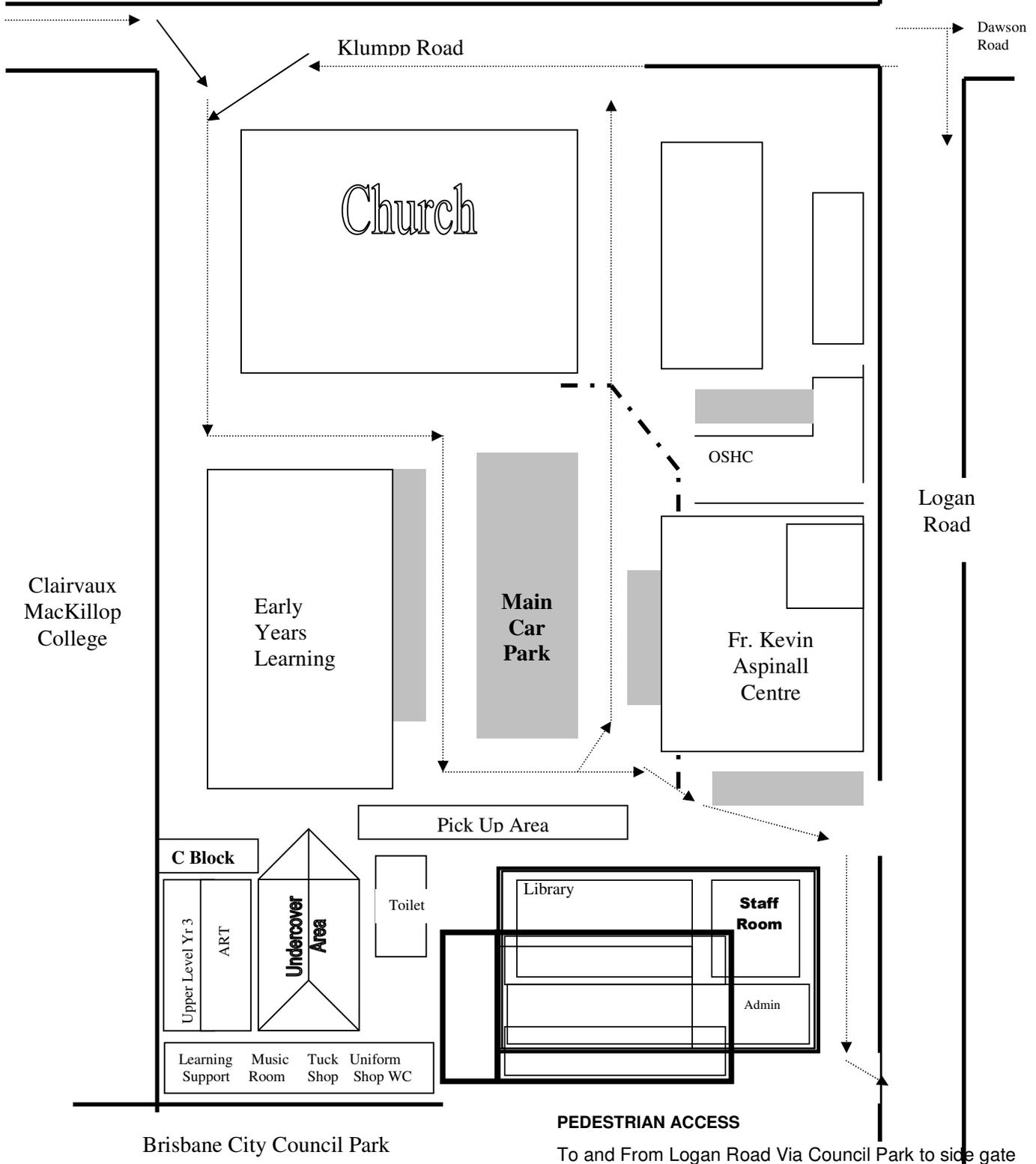
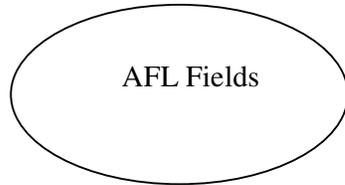
CARPARK ... MAP FOR USERS



Vehicle Access

Pedestrian Access

Parking



PEDESTRIAN ACCESS
To and From Logan Road Via Council Park to side gate

DATE CLAIMERS

The 2012 school year commences on Tuesday 27th January for children.

2013	
Term 1:	Wednesday 30 January - Thursday 28 March
Term 2:	Monday 15 April - Friday 21 June
Term 3:	Monday 9 July - Friday 20 September
Term 4:	Monday 7 October - Friday 6 December
Professional Development and Planning Days	3 days in January vacation 3 days in April vacation Monday 21 October

Other important dates will be advised as they become available e.g. Assemblies, class and whole school liturgies, excursions, Swimming & Athletics Carnivals, Annual Cross Country Championships, Choir and Band Performances, Book Week, Education Month etc.

SUN SAFE POLICY

RATIONALE

St Bernard's Catholic School provides a written reference point on the subject for students, school staff, parents and care-givers and assists them in adopting Sunsmart behaviours.

Data indicates that Queensland has the highest rate of skin cancers in the world. Research shows that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Childhood and adulthood damage cannot be reversed, but further damage can be prevented by reducing exposure to ultraviolet radiation (UVR) while involved in outdoor activities. Given that the school operates between 8am to 3pm daily, there is potential for sun exposure to UVR.

Under the Queensland Workplace Health and Safety Act, there are obligations imposed on a range of persons to reduce the risk of injury and/or illness.

POLICY

Guided by our Mission Statement to safeguard the physical well-being of all students, St Bernard's Catholic School has identified and recognised the risk to our students and school staff from sun exposure, and is determined to reduce this risk by managing the unprotected sun exposure of all members of our school community.

Assessing the risks associated with sun safety will be an ongoing requirement of the school's operation and will inform the following functional operations:

- Building and landscaping
- School uniforms
- Sports day functions
- Daily school activities and planning
- Educational focus

St Bernard's Catholic School will implement the policy through consultation with the representatives of all parties in a proactive manner.

ROLES AND RESPONSIBILITIES

St Bernard's Catholic School will -

- inform parents of the SunSmart Policy when they enrol their child;
- include the SunSmart Policy statement in the school prospectus;
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees;
- incorporate into the school curriculum, educational programs that focus on skin cancer prevention;
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour;
- seek ongoing support from parents and the school community for the SunSmart Policy and its implementation, through newsletters, parent meetings, etc.;
- ensure that all students and staff wear hats that protect the face, neck and ears, ("No Hat – No Play" rule), and SPF 30+ broad-spectrum, water-resistant sunscreen, when involved in outdoor activities;
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times;
- review the school dress code to conform with the Queensland Cancer Fund SunSmart clothing guidelines;
- ensure that a SunSmart swim shirt or T-shirt is included in the swimming programme;
- ensure that adequate shade is provided at sporting carnivals and other outdoor events;
- ensure that SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit.

Parents/carers will -

- act as positive role models by practising SunSmart behaviour;
- support the school's SunSmart Policy and help to design and regularly update the policy.

Students will -

- be aware of the school's SunSmart Policy;

- take responsibility for their own health and safety by being SunSmart;
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen;
- use shaded or covered areas when outdoors;
- act as positive role models for other students in all aspects of SunSmart behaviour;
- help to design and regularly update the SunSmart Policy;
- participate in SunSmart educational programmes.

ASSOCIATED SCHOOL DOCUMENTS

- Mission Statement
- Code of Conduct
- School Uniform and Personal Appearance Policy

RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- Queensland Government SunSmart Policy
- Brisbane Catholic Education Workplace Health and Safety Guidelines
- Queensland Workplace Health and Safety Act 1995

REVIEW

This policy will be reviewed annually or at the following:

- As new developments/research occurs
- Legislation updates occur
- Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers.

ENDORSEMENT

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

ENROLMENT POLICY

RATIONALE

Guided by its Mission Statement, St Bernard's Catholic School furthers the educational mission of the church as a part of the St Bernard's parish community. We provide educational opportunities to students from varying cultural and socio-economic backgrounds and faith traditions, whose families demonstrate that they share in the expressed values of the school. St Bernard's Catholic School is committed to supporting each child's development in an environment founded upon Christian values and aims to ensure success for all learners.

POLICY

St Bernard's Catholic School recognises the role of parents/care-givers and families as the primary educators of their children. The school works in partnership with parents/care-givers and families to share the responsibility of nurture the development of each student and to provide an authentic experience of Catholic community. In partnership with St Bernard's Parish, the school is committed to providing high quality inclusive schooling as a visible expression of the mission of the parish. In keeping with this ethos, St Bernard's Catholic School seeks to enroll *'the family'*. Enrolments are offered to Catholic families who share in the values, vision and mission of St Bernard's Parish Community and families of other faiths who support and value of our catholic beliefs and faith traditions.

Special consideration may be given for enrolment under compassionate grounds.

The enrolment of children with special educational needs is conducted in accordance with Brisbane Catholic Education Centre policy.

ROLES AND RESPONSIBILITIES

Parents seeking enrolment should –

- contact the school (either by phone, web/email or in person) and request an enrolment information package;
- read through the information package;
- complete the Enrolment Form and return this along with the following documents to the School
 - ◆ copy of Birth Certificate
 - ◆ copy of Immunisation Records
 - ◆ copy of Baptismal Certificate
 - ◆ Release of Information Form

St Bernard's Catholic School will either -

- forward a letter to the parent/care giver which will offer your family an enrolment or invite you to accept or decline the enrolment offer in writing.
- forward a letter to the parent/care giver which will offer your child placement on our waiting lists. We will monitor available vacancies and contact families when an offer of enrolment can be made.

ASSOCIATED SCHOOL DOCUMENTS

- St Bernard's Catholic School's Mission Statement
- Educational Brief as part of the 2004 Master Plan
- Strategic Renewal Plan 2007-2011

RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- Enrolment of Students in Catholic Schools Policy – June 2004
- The Pastor and the Parish School - April 1993

REVIEW

This Policy will be reviewed annually or -

- As required due to exceptional circumstances;
- As Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers

ENDORSEMENT

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

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

	2013	2014	2015	2016
Child born 1 July 2005 to 30 June 2006	Yr 2	Yr 3		
Child born 1 July 2006 to 30 June 2007	Yr 1	Yr 2		
Child born 1 July 2007 to 30 June 2008	Prep	Yr 1		
Child born 1 July 2008 to 30 June 2009		Prep		
Child born 1 July 2009 to 30 June 2010			Prep	
Child born 1 July 2010 to 30 June 2011				Prep