



ST JOACHIM'S SCHOOL

2023

PARENT HANDBOOK

Faith - Respect - Service

ST JOACHIM'S STAFF 2023

Leadership Team	
Principal	Mrs Jayne Solomon
Assistant Principal Religious Education	Mrs Mel Quincey
Primary Learning Leaders	Miss Ashleigh Foster and Mr Lachlan Hull
Support Teacher: Inclusive Education	Mrs Tracey Lenarduzzi

Office Staff	
School Secretary	Mrs Mel Ray
Finance Secretary	Mrs Jennifer Morris
Admin Support/WHSO	Mrs Sharna Shewan

Classroom Teaching Staff			
Prep Blue	Mrs Ruby Carr	Prep Red	Miss Taylah Wade
1 Blue	Mrs Stephanie Carlson	1 Red	Miss Lara Sheppard
2 Blue	Miss Ashleigh Johnston	2 Red	Mrs Kate Taylor/ Miss Madison Turner
3 Blue	Miss Ashleigh Foster/Mr Lachlan Hull	3 Red	Miss Naomi Ansley
4 Blue	Mr Damien O'Flaherty	4 Red	Mrs Jo Martorella
5/6 Blue	Mr James Edwards	5/6 Red	Ms Emma Barnes
5/6 White	Miss Bridie Dwyer		

Support and Specialist Teaching Staff	
Literacy and Numeracy Support Teachers	Ms Helen Boyle / Mrs Carla Bourke / Ms Emma Turner
Teacher Librarian/ ICLT Teacher	Mrs Sam Eddy
Performing Arts Teacher	Mrs Emma Emerson
Visual Arts Teacher	Ms Donna Nicholson
LOTE Teacher (Italian) / EALD / Support	Signora Connie Lammertsma
Guidance Counsellor	Mrs Glenda Sullivan

School Officers	
Mrs Jo Morris	Ms Belinda Quinn
Mrs Katrina Manahan	Mrs Christine Van-Eyk
Mrs Lyn Kidd (Library)	Mrs Michelle Winter
Mr Steve Gunderson	Mrs Lisa Farrell
Miss Michaela McLean	Mrs Lola Humphrys
Mrs Shannon Batson	Miss Madison Cahill

Auxiliary Staff	
Workplace Health and Safety Officer	Mrs Sharna Shewan
Tuckshop Convenor	Mrs Justine Sparrow
Catholic Early EdCare (OSHC)	Mrs Kristy Plegg
Grounds and Maintenance	Mr Geoff Stiles
Cleaning Services	Mr Justin Ranson and Mr Yaveen Fernando

Parish Team	
Parish Priest	Fr Joson Anthony
Parish Secretary	Ms Dot Lomax

SCHOOL VISION, MISSION AND PRAYER



VISION

We are a Christ-centred community empowering our learners through faith, respect and service.


MISSION

Through our words and actions we will live our vision by;

- celebrating our faith in God
- respecting God, self, others and creation
- enriching our community through service



Faith - Respect - Service



School Prayer

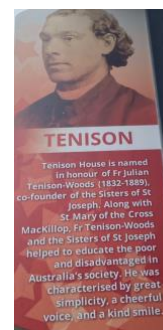
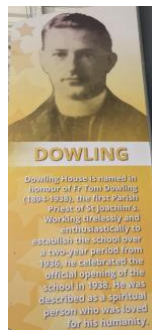
Creator God, light of our world.
Unite our hearts, hands and voices as we celebrate our faith.
Teach us that everyone is important, welcomed and respected at St. Joachim's.
Inspired by St Mary MacKillop may we serve all those in need.
We make this prayer in the name of Jesus Christ our Lord.
Amen

Mary Mother of Jesus, Pray for Us
St Joseph, Pray for Us
St Joachim and St Anne, Pray for Us
St Mary of the Cross, Pray for Us

Faith - Respect - Service

SCHOOL HOUSES

The students and staff are divided into three houses - Tenison, Hyland and Dowling.



TENISON

Tenison House is named in honour of Fr Julian Tenison-Woods (1832-1889), co-founder of the Sisters of St Joseph. Along with St Mary of the Cross, MacKillop, Fr Tenison-Woods, and the Sisters of St Joseph helped educate the poor and disadvantaged in Australia's society. He was characterised by great simplicity, a cheerful voice, and a kind smile.

DOWLING

Dowling House is named in honour of Fr Tom Dowling (1894-1938), the first Parish Priest of St Joachim's. Working tirelessly and enthusiastically to establish the school over two years from 1936, he celebrated the school's official opening in 1938. He was described as a spiritual person who was loved for his humanity.

HYLAND

Hyland House is named in honour of Sr Imelda Hyland rsj (1909-1994), first Principal of St Joachim's. The school and parish owe much of its foundation to Sr Hyland and the other Sisters of St Joseph. She maintained high expectations of the students in her care and was a talented tennis player, often playing against the students after school. Sr Hyland had an outgoing personality, and her giftedness as a teacher inspired her young students to always give their best.



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MISSION AND RELIGIOUS EDUCATION

St Joachim's Statement of Religious Character

The Sisters of Saint Joseph established St Joachim's Catholic Primary School in 1938. 2023 will see the school celebrate 85 years of delivering quality Catholic Education to the children and families of Holland Park. The school was named in honour of St Joachim, husband of St Anne and Grandfather of Jesus.

St Joachim's Catholic Primary School is part of the Holland Park/ Mt Gravatt Parish. In partnership with Fr Joson Antony from the Missionary Congregation of the Blessed Sacrament, the school and parish work together to provide many opportunities for the children to engage in the religious life of school and parish through various experiences in liturgy and Mass.

We celebrate our school's Catholic identity through the inspiration and example of St Joachim and St Anne, particularly on our feast day. We also celebrate grandparent's Day on this day and acknowledge that the love of Christ can be experienced through the love of families, especially loving parents and grandparents. We also live out the charism of the Sisters of St Joseph and their foundress, St Mary of the Cross MacKillop, Australia's first saint and patron of the Archdiocese of Brisbane. We embrace the values of the Josephite charism and the person of Jesus through our work in social action, justice, and preference for the poor in our local community and beyond. In doing so, we are living out the words of St Mary of the Cross MacKillop 'never see a need without doing something about it'.

St Joachim's School Vision Statement

We are a Christ-centred community empowering our learners through faith, respect and service.

St Joachim's School Mission Statement

Through our words and actions, we will live our vision by:

- celebrating our faith in God
- respecting God, self, others and creation
- enriching our community through service

Religious Education

Our religious education program is developed from the Guidelines of the Archdiocese of Brisbane and is a school-based program. Throughout the year, there are opportunities for classes to celebrate together through prayer, liturgy and sacrament.

Prayer & Worship

Prayer and Worship play an important part in the life of our school. In class, the children pray regularly at morning and afternoon prayer and give thanks before meals. Each classroom has its own prayer space. During the year, children learn the age-appropriate prayers of the Catholic Church and are encouraged to develop a prayerful relationship with God.



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St Joachim's School Prayer

Creator God,

You are the light of our world.

Unite our hearts, hands and voices as we celebrate our faith

Teach us that everyone is important, welcomed and respected at St. Joachim's

We make this prayer through in the name of Jesus Christ, Our Lord.

Amen.

Mary, Mother of Jesus, pray for us.

St Joseph, pray for us.

St Joachim and St Anne, pray for us.

St Mary of the Cross, pray for us.

Faith- Respect - Service

Parish Office

The Holland Park Mt Gravatt Parish Office can be contacted at (07) 3349 2280. Office hours are from 8.30 am to 4.00 pm on Monday to Friday.

Parish Sacramental Program

The Sacramental Program is run through the Holland Park Mt Gravatt Parish. If you wish for your child to participate in First Reconciliation, First Eucharist or Confirmation, please get in touch with the Parish Office at (07) 3349 2280.

LEARNING AND TEACHING

Book Lists

Towards the end of each school year, a book list for the upcoming school year will be issued to parents. Parents can choose part or the entire book list to be supplied by the designated school supplier. Alternatively, parents can source items on the book list themselves. If purchased through our supplier, they will be home-delivered.

Excursions

Each excursion is closely related to class work so all students are expected to attend. An excursions levy is part of the school fees structure. Before attending excursions, permission is sought from parents. This is completed online.

Student Buddy System

Students right across the school are buddied with students in other classes. Prep students are buddied with our senior classes. This is a special program run by our teachers, which gives children a constructive time together. During buddy sessions, the students learn and work collaboratively through various activities to build strong bonds of friendship. This program also gives our younger children a sense of belonging and security in the wider school context.



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Information and Communication Technologies

All classrooms have an interactive projector or Apple TV. All students have access to a school-supplied device that enables them to be self-directed learners. From year three onwards, students take the device between home and school.

The internet is regularly accessed to enhance learning across the school, whether it be for research, viewing educational videos or engaging in curriculum-related websites. Being a Brisbane Catholic Education School means that internet use is monitored for safety and appropriate use.

Parents sign 'Acceptable Use Guidelines' on enrolment. These guidelines are revisited each year, especially in the one-to-one device classes where students are required to sign a Device Contract each year.

Homework

At St Joachim's, we believe that homework should not cause family stress or jeopardise the right of children to enjoy a balanced lifestyle. Our homework policy supports the importance of family time, relaxation and play and acknowledges the varied outside-of-school hours activities in which the students participate.

Year Level	Amount of time that you may expect your child to spend on homework	Homework is likely to consist of the following activities
Prep	Optional	<ul style="list-style-type: none"> • Reading to/with/by parents or caregivers. • High Frequency Words
Years 1 & 2	15 mins per day	<ul style="list-style-type: none"> • Reading to/with/by parents or caregivers. • Preparations for oral presentations e.g., <i>Show & Tell</i>. • Review & reinforce sight words/spelling.
Year 3 & 4	Up to 30 mins per day Homework may be completed daily or over a weekly period.	<ul style="list-style-type: none"> • Reading to/with/by parents or caregivers. • Preparations for oral presentations e.g., <i>Show & Tell</i>. • Review & reinforce multiplication/division facts and spelling words.
Years 5 & 6	Up to but not more than 3 hours per week.	<ul style="list-style-type: none"> • Independent daily reading • Review & reinforce multiplication/division facts and spelling words. • May include extension of class work & working on assignments that are carried over from classroom work.



Homework – Roles and Responsibilities

Responsibilities of the students:

- To always aim high and take pride in their work
- To take responsibility for all necessary materials required for homework tasks
- To bring completed homework to school by the due date
- To talk to parents and teachers if they are having difficulty with homework

Responsibilities of the teachers:

- To encourage self-responsibility on the part of the students
- To communicate homework expectations to the students and parents
- To ensure that the students easily obtain the resources required for homework tasks
- To provide ways for parents to communicate with teachers about homework
- To discuss homework practices with year-level colleagues to ensure consistency at each year level
- To ensure that no new concepts or skills are introduced through homework
- To select homework tasks that reinforce classroom learning
- To affirm positive attitudes to homework

Parents and caregivers can help their children by:

- Reading with/to their children or providing opportunities for independent reading
- Encouraging their children to organise their time, gain independence in being responsible for their homework folders, diaries etc.
- Helping their children to monitor the amount of time spent on completing homework, watching television, using social media, playing computer games and engaging in physical and other recreational activities
- Affirming and celebrating their learning successes

Library

The Library is a space in which we foster a love of literature and learning. Students are encouraged to borrow books through weekly borrowing with their class and during the second break. Books can be borrowed for two weeks, with the option of an extension if required. Prep to Year 4 students require a library bag before borrowing. This ensures that books are protected during transit. In the event, a book is lost or damaged while in the care of a student, parents are encouraged to notify the library as soon as possible so that replacement arrangements can be made.

The library is a place where students and staff can gather to create and connect with their learning through group activities. Facilities include access to a media room and equipment to support all areas of learning.

Swimming

Swimming lessons are conducted for Prep to Year 6 students; these lessons are compulsory, and a written note from parents is required if students do not participate. An inter-house swimming carnival for Years 2 to 6 is held during Term 4.

Children must bring their togs, towel, sun-safe swim shirt, swimming cap, and a pair of thongs and may choose to bring goggles. These items need to be clearly labelled and in a bag with their name. These lessons are levied through the school fee system. All students will attend the lessons with their class to hear instructions regardless of whether they are swimming or not.



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Camp

Every year the Year 5 and 6 students are involved in a camp experience as part of the school curriculum.

Reporting Student Learning to Parents

Parents are invited to attend interviews with their child's teacher. Interviews are offered at the end of Term 1. Written reports are provided at the end of Semesters 1 and 2 and are available via the Parent Portal. Parents may request an interview at the end of the year or at any stage by contacting the class teacher for an appointment.

SCHOOL-WIDE BEHAVIOUR SUPPORT PROGRAMS

Behaviour Management

As a Catholic School within the Archdiocese of Brisbane, St Joachim's places great importance on seeking to develop our children to their full potential. As a school community, St Joachim's has embraced a school-wide approach to teaching our students the importance of being responsible, respectful and safe. This is known as PB4L or Positive Behaviour for Learning approach, which we support with the 1,2,3 Magic Approach.

The Positive Behaviour for Learning approach is a research evidence-based framework and process for schools to organise their systems, practices and use of data in the area of student behaviour. At St Joachim's, we define, teach, and support appropriate student behaviours. The theoretical and conceptual understandings of PB4L are firmly linked to Behavioural Theory and Applied Behavioural Analysis.

There are three whole school expectations at St Joachim's:

- Be Respectful, Be a Learner, Be Safe

Explicit teaching of behaviours for learning occurs at St Joachim's inside and outside the classroom through examples, non-examples, role play, visuals (such as Joey, the school mascot), 'By following these expectations, the students are able to learn, to feel safe, to have fun, to make choices, to belong and feel valued. Students also are encouraged to take ownership of their own behaviour.

Encouraging the expected behaviours occurs through specific positive feedback such as classroom rewards, Joey's Playground Star Cards, and Joey's Brightest Star Awards presented during the weekly school assembly.


Discouraging and responding to inappropriate behaviours is responsive to student needs and is an opportunity for teachers to teach and a student to learn through instruction, consequences involving re-teaching, practise feedback and encouragement. When required, students will complete a *Working it Out Plan*. This plan helps students to identify what it was that they were doing, which was not in line with the school expectations, and what they should have been doing.

All teachers use the ENGAGE online database to record and monitor students' behaviour and drive plans and programs to assist with positive student behaviour management. The data may relate to individual students, groups of students or particular areas of the school.




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ST JOACHIM'S HOLLAND PARK Positive Behaviour 4 Learning

	Learning Spaces <small>Anywhere learning takes place</small>	Community & Play Spaces <small>Sporting days, camps, designated play areas, excursions, toilets</small>	Sacred Spaces <small>Church, prayer garden, anywhere liturgies or prayer takes place</small>
Be Respectful	<ul style="list-style-type: none"> <i>I listen</i> <i>I speak kindly</i> <i>I look after equipment</i> 	<ul style="list-style-type: none"> <i>I include others</i> <i>I follow instructions</i> 	<ul style="list-style-type: none"> <i>I am reverent</i>
Be a Learner	<ul style="list-style-type: none"> <i>I ask questions</i> <i>I keep trying</i> <i>I contribute</i> <i>I have a go</i> <i>I stay on track</i> 	<ul style="list-style-type: none"> <i>I take responsibility for my words and actions</i> <i>I participate</i> 	<ul style="list-style-type: none"> <i>I take part in rituals</i>
Be Safe	<ul style="list-style-type: none"> <i>I follow instructions</i> <i>I walk unless told otherwise</i> 	<ul style="list-style-type: none"> <i>I use equipment safely</i> <i>I wear my hat and be sun safe</i> <i>I stay with my group</i> <i>I respond appropriately</i> 	<ul style="list-style-type: none"> <i>I enter and exit spaces calmly and quietly</i>



Faith - Respect - Service

Joey's Brightest Stars

Joey's Brightest Star Awards are presented during the weekly school assembly to students who are selected by the classroom teacher. These awards may be presented for any positive student behaviours or achievement and can be used to reinforce the school expectations.

Joey's Playground Stars

Students who follow the *School Expectations* while in the playground may be given a Joey's Playground Star Card. This card is given to the student who places it in the Joey's Playground Star box. There is a box for Prep & Year 1 students, a box for Years 2 to 4 students, and a box for Years 5 to 6 students. Each week at assembly, two Joey's Playground Star Cards are pulled out of each box. These students receive a small reward e.g. a tuckshop voucher.

Joey's Playground Star Cards are issued at the discretion of the teacher/school officer on duty for any positive behaviours observed.

Classroom Rules

Each classroom sets their class covenant and expectations at the beginning of the school year. These class rules reflect our school behaviour management procedures.

Classroom Rewards and Consequences

Individual classroom teachers may choose to use a reward and consequence-based system which supports *St Joachim's PB4L* to assist in the management of student behaviour.



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School Procedures for Addressing Bullying

Bullying will not be tolerated, and we aim to make our children and parents well aware of this. We rely on communication between home and school to overcome bullying. We believe our pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

Our school defines bullying as a form of behaviour that is usually hurtful and deliberate, often persistent. Bullying can occur through several types of anti-social behaviour. It can be:

PHYSICAL: A child can be repeatedly punched, kicked or hit.

VERBAL: Verbal abuse can take the form of name-calling and teasing. It may be directed towards gender, ethnic origin, physical/social disability, or personality.

EXCLUSION: A child can be bullied simply by being excluded from games/discussions/activities with those they believe to be their friends.

DAMAGE TO PROPERTY OR THEFT: Pupils may have their property damaged or stolen. The bully may use physical threats in order that the pupil will hand over the property to them.

Should a case of alleged bullying occur, the Principal or Assistant Principal will be informed immediately, and a thorough investigation will take place to establish the facts. If what has happened proves to be *bullying*, an incident report form will be completed, and both the parents of the bully and the victim will be informed.

Our school supports students who are victims of bullying in the following ways:

- Offering an immediate opportunity to talk about the experience with their class teacher, another teacher or member of administration if they choose.
- Informing the victim's parents/guardians.
- Offering continuing support when they feel they need it.

Although our school has disciplinary action in response to incidents of bullying, we also try to support students who have made these choices in the following ways:

- Talking about what happened, to discover why they became involved.
- Informing the student's parents/guardians.
- Continuing to work with the student in order to eliminate prejudiced attitudes as much as possible.

What are the disciplinary steps taken to deal with bullying?

- Student/s are officially warned to stop offending.
- Parents/guardians/carers are informed.
- A student/s may be excluded from the playground at break and/or lunch times for a period of time deemed appropriate.
- Students may be placed on an individual behaviour management plan.

If the student does not stop the behaviour, then an out-of-school suspension is considered in accordance with the School Behaviour Support Policy available on the school website via this link: [St Joachim Behaviour Support Plan](#)



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Codes of Conduct

Our school staff work under the policies and guidelines provided by Brisbane Catholic Education. The Code of Conduct clarifies and affirms the standards of behaviour that are expected of employees, volunteers and students in our school.

The Employee Code of Conduct applies to all employees in our school contracted on a temporary, casual, fixed-term, or continuing basis.

The Volunteer and Student Code of Conduct refer to volunteers and students, respectively. Parents' and students' Code of Conduct can be accessed through the school's website.

SUPPORTIVE, SAFE & CARING SCHOOL ENVIRONMENT

Medication & Injury Management Procedures

Parents are asked to keep their children at home when they are sick and to notify the school if they have been exposed to any infectious illness, disease or pests. For example, head lice, school sores, and conjunctivitis. Parents will be notified if children become ill at school. Children will be cared for until a parent or carer arrives to take them home. If your child has specific health problems, please discuss these with the teacher so they can best help your child.

Medications must be handed in at the **office**. All medicines administered will be recorded daily in the medication book. Medication must be labelled specifically for the child, prescribed by a doctor and be recorded and signed for at the office.

All incidents which require first aid will be recorded in the first aid book. Parents will be notified of more serious accidents, especially those which require ongoing treatment. If parents cannot be contacted, the school will contact the 'emergency contact person' nominated on the child's enrolment form. An ambulance will be called if your child requires emergency medical treatment. This is then recorded in Brisbane Catholic Education's online database.

Emergency Contact Details

It is each parent's responsibility to keep emergency contact details current. Your current contact details are very important to your child's well-being. Should your child be unwell or require urgent medical attention, it is vital for the school to be able to contact you immediately.

Emergency Evacuation & Lockdown Procedures

Teachers and children carry out emergency evacuation and lockdown practices each semester to ensure a safe and efficient evacuation of everyone in case of any emergency. Any parent present at the school when an evacuation lockdown occurs must comply with the directions of staff.

Workplace Health & Safety

Our school aims always to provide a healthy and safe environment. In order to ensure our school maintains a high workplace health and safety standard, we have a Workplace Health and Safety Committee, which meets four times a year. St Joachim's School employs a qualified WH&S Officer for 6 hours weekly.



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Procedures for Infectious Diseases – Exclusion from School

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. A copy of the Queensland Government's 'Time Out' poster can be downloaded from www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf. This poster provides information on the recommended minimum exclusion periods for infectious conditions and helps schools, parents and doctors to meet the requirements of the Public Health Act 2005.

Student Protection

Our school implements the Brisbane Catholic Education Guidelines and 'Feeling Safe Strategies' which aim to teach children they have the right to feel safe at all times, both within the school community and beyond. If you have a concern about any aspect of student safety, please make contact with one of the school's Student Protection Contacts:

- Jayne Solomon (Principal)
- Mel Quincey (APRE)
- Tracey Lenarduzzi (Support Teacher: Inclusive Education)
- Glenda Sullivan (Guidance Counsellor)

BCE Student Protection Policies can be accessed on the School Website via this link:

[Student Protection](#)

Sun Safety

All students must wear school hats during break times, on the way to school and from school.

- No Hat - No Play

A student may wear an alternative hat if they have a note of explanation.

Parents are encouraged to apply sunscreen cream on their children before they arrive at school. Parents can supply roll-on sunscreen cream for students to apply before lunch time, sports and other outdoor activities. Roll-on sunscreen cream can be stored in the classroom or in students' bags.

School Procedures for Meeting the Needs of Students with Anaphylaxis

Students enrolled at our school who suffer from significant health problems deserve and require a supportive and flexible school environment that understands and responds to their individual needs. The purpose of these procedures is to minimise the risk of an anaphylactic reaction by students in our care.

We have children attending St Joachim's School who suffer from an anaphylactic reaction to insect bites, peanuts and/or tree nuts. These reactions can be serious and even life-threatening.

The symptoms of anaphylactic shock may include hives, itching, swelling, watery eyes, runny nose, vomiting, diarrhoea, stomach cramps, coughing, wheezing, throat tightness/closing, difficulty swallowing, difficulty breathing, dizziness, fainting, loss of consciousness or a change of skin colour. The most dangerous symptoms are breathing difficulties or a drop-in blood pressure, which can be potentially fatal.

At the present time we have a number of students who requires an EPIPEN (automatic injector device to administer adrenalin). As a community we can work together to minimise risks associated with being exposed to foods which trigger such attacks.



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School Procedures

- Our school tuckshop will not sell food items containing nuts. This does not apply to foods labelled 'may contain traces of nuts'.
- Food is not allowed to be shared between children.
- Food distributed by staff will not contain nut ingredients.
- Education for students on food allergies and healthy foods is incorporated into the school curriculum.
- Parents and guardians are asked not to include nuts and nut products, especially peanut butter and Nutella, in their child's lunch box.
- We emphasize the importance of hygiene when eating food at home and at school – washing hands.

Whilst the school can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nut oil, we hope people will assist in working towards minimising the risks and looking at alternatives to nut products.

PARENTAL COMMUNICATION AND INVOLVEMENT IN THE SCHOOL

Parent-Teacher Interviews

Parent - Teacher interviews are held at the end of Term 1 and at other times during the year if the need arises. All interviews must be arranged through the classroom teacher.

Parent-Teacher Information Nights

Parent - Teacher information evenings are held early in the school year to inform parents of the general program and procedures for the year.

Newsletter

Our School newsletter is sent out fortnightly by Schoolzine.

Parents & Friends Association

The Parents and Friends' Association is an integral part of our school. The Parents & Friends' Association meet in Penola Place (school library) at 7.00 pm on the second Tuesday of each month. All parents are invited to attend meetings. The P&F is a dynamic partner in the educative process of our children. A variety of social functions are held throughout the year to help raise funds and build a social school community.

All parents are encouraged to take an active part in the P&F.

Pastoral School Board

The Pastoral School Board comprises representatives from the school administration team, teaching staff, parents and community. Its purpose is to advise the Principal on matters of policy and governance, working within a constitution.



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Parents Volunteering in the School

Before starting any volunteering, legislation requires all volunteers to complete volunteer online training. Volunteers who are not parents of children at our school must also obtain a Blue Volunteer Card. The forms can be found on the Queensland Government blue card service website : www.bluecard.qld.gov.au

Training can be undertaken through a home-based module. Parents, Grandparents and friends agree to a Code of Conduct and register as a volunteer in our school. Once you have access to the Parent Portal via our school website, you will be able to access the training.

Grievance Procedures for Formal Complaints

Our school acknowledges that parents may occasionally have cause to complain about an issue of concern concerning their child's education.

The Principal and staff of St Joachim's Catholic Primary School are committed to resolving issues raised by parents or guardians in a prompt, positive and open manner. The school provides a grievance procedure for parents for the early resolution of issues through consultation, cooperation and discussion.

Complaints may be received, either verbally or in writing, by any teaching staff member. Our school aims to resolve complaints at the first point of contact with a staff member. If a complaint is not resolved at this point, the matter may be escalated to a higher authority (i.e. from teacher to Principal) for resolution.

Generally, complaints regarding specific issues in relation to an individual child should be discussed with the classroom teacher. However, matters related to our school more generally, including issues of school policy, should be discussed with the Principal.



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Flowchart for School and Classroom Queries and Concerns

Classroom Issues, Concerns and Enquiries

- Curriculum
- Class routines
- Homework
- Social issues
- Behaviour Management

Make an appointment with teacher

Issue resolved

Issue not resolved

School Issues, Concerns and Enquiries

- Enrolment
- School Organisational Health and Safety
- Staffing

Make an appointment with Principal

Issue resolved

Issue not resolved

Contact Area Supervisor
Brisbane Catholic Education Office

The Principal has final responsibility for the management of all complaints related to school management issues. The Principal will ensure school processes will align with Brisbane Catholic Education's policies and guidelines on the matter.

GENERAL SCHOOL INFORMATION

Absences

School attendance is importantly linked to student performance and therefore monitored by the Principal.

Parents are requested to email or phone the school office if a student is to be absent. If a student needs to leave school during school hours (e.g. doctor's appointment), a note to the class teacher and school office is essential beforehand. If an emergency occurs, parents may telephone or come to the office to be identified. The student must be collected at the school office, NOT the classroom.

Arriving Late

If a student is late for school, they must report to the office. Students will be provided with a late slip to hand to their teacher. This procedure is applicable from 8.30 am each school day.

Assembly

Each Monday afternoon from 2:15 – 2.45 pm. Year 6 student leaders lead our school assembly in the church with a prayer liturgy facilitated by each year level across the year. Special achievement awards for the Joey's Brightest Stars and Joey's Playground Stars are presented at the Friday morning assembly from 8.30 – 8.40 am in the undercover area. The Classroom teacher will notify parents if their child is receiving an award. Parents and caregivers are welcome to join us each week for our assemblies.



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School Bell Times

Warning Bell (start of school)	8.27 am
Start of Day Bell	8.30 am
First Break Bell	10.40 am
End of First Break Bell	11.10 am
Second Break Bell	1.10 pm
End of Second Break Bell	1.50 pm
End of Day Bell	2.50 pm

Before school, there is teacher supervision on the large, grassed oval and undercover area from 8.15 am until the first bell rings at 8.27 am. After school, there is supervision at each pick-up zone until 3.10 pm.

The pick-up zones are either at the Crown Street or Yuletide Street gates. Parents are asked to wait in one of these areas (not outside the classroom) until the students are dismissed at 2.50 pm.

Lunch – Recommended Food

To give your child the best chance to focus and learn throughout the day, it is important to consider their food for lunch. Our school has two eating breaks, the first at 10.40 am and the second at 1.10 pm.

Every child is different, and their eating behaviours vary, but here are a few suggestions for daily lunch boxes:

- Sandwiches/rolls/wraps with low-sugar spreads, salad, meat, baked beans etc.
- Vegetables/pasta salad
- Fresh vegetables
- Yoghurt
- Fresh or dried fruit
- Plain popcorn
- Savoury muffins
- Pikelets

In keeping with a healthy food approach and for easy access to food, there are some foods our school would prefer not be included in children's lunchboxes, these include:

- Ring pull cans/tins
- Lollies/chocolates
- Soft drink cans
- Difficult to open items eg. yoghurt tubes needing scissors to open
- Items that require heating
- Items with a high sugar/preservative/additive content

St Joachim's is a NUT AWARE SCHOOL. We realise it is impossible to guarantee there will be no nuts (or traces of nuts) in food brought to school.



ST JOACHIM'S SCHOOL

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Birthday Celebrations

Birthdays are a special time, and it is nice to share this occasion with the class if you wish to do so. It is preferable for individual patty cakes, ice-blocks or fruit pieces to be sent to school to celebrate birthdays. It can be difficult cutting a cake into many slices.

Custody and Access Orders

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

Mobile Phones & other Electronic Equipment

Expensive electronic equipment or games should not be brought to school. Our school will not accept responsibility for the loss or damage of these items. If it is essential for a mobile phone to be brought to school, it must be handed into the Office for safekeeping at the start of the day and collected at the end of the school day.

Outside School Hours Care

We are fortunate that Centacare, a vicariate of the Archdiocese of Brisbane, facilitates an Outside School Hours Care Service for families of St Joachim's School. OSHC provides before and after school care to students from Prep to Year 6. A note advising the school that students will be attending OSHC on particular days is essential. Students are cared for in the OSHC room, adjacent to the hall. Hours of service are:

- Before school – 6.45am to 8.27am
- After school – 2.50pm to 6.00pm

Children enjoy a number of fun and varied indoor and outdoor activities, supervised by capable, qualified and friendly staff. Please contact the service directly for enquiries or bookings on 3847 9820. For federally funded child care benefits and rebates, parents must apply to the Family Assistance Office.

Parking & Pick Up Zones

Parking is only permitted in drop off zones **outside** the hours of 8am to 9am and 2.30pm to 3.30pm.

At the end of the day the children in prep to year 6, who are not going to OSHC or wait for parents in the undercover area, are walked to one of the two designated pick up/drop off zones. One is located in Yuletide Street and the other in Crown Street. These two areas are supervised by a teacher from 2.55pm to 3.10pm. It is important for all parents collecting children to please wait outside the fenced area.

The following information has been taken from the Brisbane City Council website at www.brisbane.qld.gov.au/traffic-transport/school-transport/school-parking/index.html and applies to BOTH drop off zones in Crown and Yuletide Streets.





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How to use two-minute zones

Do:

- move forward as space becomes available. Do not pull out if a car is still in front of you. Wait until that car moves on and follow it
- ensure children move promptly into the vehicle
- load and unload children only into the first three cars at the head of the line.
- inform grandparents and others who may be collecting the children of our procedures
- display your surname on your passenger-side visor

Do not:

- park for more than two minutes – you can be fined.
- call children to the bottom of the queue or across the road

Enrolment Procedures

St Joachim's Catholic Primary School is a community of children, parents and staff within the Holland Park Mt Gravatt Parish. St Joachim's Catholic Primary School is an inclusive school where enrolment is open to Catholic, and where possible, non-Catholic children. Our enrolment capacity is determined by our physical resources and our ability to cater for the holistic education of each child.

Prep is now the first year of compulsory schooling.

Birth Date	Eligible for Prep	Eligible for Year One
1/7/16 to 30/6/17	2022	2023
1/7/17 to 30/6/18	2023	2024

The Principal may consider other factors (such as the date of receipt) in determining enrolment offers. At all times, the Principal has the right to approve or refuse an enrolment if the criteria, as set by Brisbane Catholic Education, cannot be satisfied.

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

- Siblings of students attending St Joachim's Catholic Primary School
- Catholic children living within the boundaries of the Holland Park Mt Gravatt Catholic Parish
- Catholic children living outside the Holland Park Mt Gravatt Catholic Parish
- Children living in the Parish area who are not baptised Catholic
- Children living outside the Parish area who are not baptised Catholic

Enrolment Application Support Process (EASP) for students with additional needs are conducted according to the Brisbane Catholic Education Policy and Guidelines.



School Fees Procedures

The setting of school fee levels is the responsibility of the Principal guided by the policies and levies set by Brisbane Catholic Education.

School fees are sent out each term and may be paid through direct debit, EFTPOS, BPay, bank transfer, or via cash/cheque. Please see our office staff for details.

Procedures:

1. Payment of Fees

- 1.1 School fee accounts will be issued at the start of a new term and are to be settled within 14 days unless payment is made in instalments or other arrangements are made with the Principal within those 14 days.
- 1.2 Fees may be paid in instalments or by way of direct debit from a suitable financial institution account if it is more convenient for families to do so.
- 1.3 All occasions of leave of absence of a child/ren from school attendance will be paid in full unless the child/ren cease to be enrolled at the school.
- 1.4 Fees will be calculated on a per week pro-rata scale for an enrolment of a student after the first day of term or if a child departs the school before the end of term.
- 1.5 Families seeking short-term enrolment will be required to pay a pro-rata fee negotiated with the Principal.

2. Recovery of Unpaid Fees

- 2.1 In justice to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.
- 2.2 Individual reminder notices for overdue accounts will be issued. However, a prominent general reminder notice will appear in the school newsletter when the accounts are issued.
- 2.3 Parents/caregivers who are unable to pay by the due date are expected to contact the school to make alternative arrangements which respect the principle of reciprocal obligation.
- 2.4 If there is a failure to pay fees within 14 days of the due date, the following action will be taken:
 - 2.4.1 The school may contact the family by phone requesting a meeting to discuss the matter.
 - 2.4.2 If the school cannot resolve the outstanding school fee accounts with the parents/caregivers, debt collection procedures may be undertaken to recover the amounts owing.
- 2.5 The school may cancel an enrolment where:
 - 2.5.1. Outstanding school fee amounts are owing to the school, and
 - 2.5.2 Where satisfactory explanation and fulfilment of agreed payments have not been made.



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School Terms

Student free dates for 2023

- Administration Day Monday 23 January 2023

2023		
Term	Dates	Length
Term 1	Tuesday 24 January – Friday 30 March	10 weeks
Term 2	Monday 17 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 1 December	9 weeks

Telephone Numbers

School Office – (07) 3397 9087

Outside Hours School Care – (07) 3847 9820

Parish Office – (07) 3349 2280

Tuckshop

Our tuckshop is run by a paid convenor assisted by parents and is fully compliant with the Queensland Government regulations regarding food served in tuckshops/canteens.

The purpose of tuckshop is to provide children with an opportunity to purchase nutritious food for morning tea and/or lunch. Buying from the tuckshop also gives children an opportunity to practise using money.

The school tuckshop is open on Wednesday, and orders are taken via an online booking system. Please get in touch with the school office for the web address. Online orders must be completed before 8.00 am Wednesday each week.

A tuckshop price list is available from the office and school website.

Visitors to School

To meet the requirements of Workplace Health and Safety in our school, all visitors must enter the premises by way of the main office. There they must enter their name, time of arrival and location on the premises in a visitor's book and collect a visitor's identification card to wear for the duration of the visit. On departure, visitors must sign out, indicate departure time and return the visitor's identification card.

Parents who are on-site between 8.30 am and 2.55 pm must also sign in as a visitor.

When arriving at the administration building, please come to the reception area. Our office staff will direct you to other relevant areas within the building.



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School Uniforms

The wearing of the school uniform is compulsory at St Joachim's. It gives children a sense of pride and identification with St Joachim's community.

The Uniform Shop operates Tuesday and Friday mornings from 8.00 am to 10.30 am.

DAY UNIFORM

GIRLS	BOYS
<ul style="list-style-type: none">• Day Dress or• Day Blouse with• Day Culottes• Hat – broad-brimmed• Socks (white/stripe)• Black school shoes	<ul style="list-style-type: none">• Day Shirt• Day Shorts• Hat – broad brimmed• Socks (short grey/stripe)• Black school shoes

SPORTS UNIFORM

GIRLS	BOYS
<ul style="list-style-type: none">• Sports Polo• Sports Knit Shorts• Socks (white sports)• Black or White joggers	<ul style="list-style-type: none">• Sports Polo• Sport Knit Shorts• Socks (white sports)• Black or White joggers

WINTER UNIFORM

As above with:

- Fleecy Sweatshirt
- Zip-front Jacket
- Track Pants
- Long Pants (girls - optional)
- Tights (girls - optional)
- Long Pants (boys - optional)