



# 2026 PARENT HANDBOOK





### ST JOACHIM'S STAFF

#### Leadership Team

|                                                |                   |
|------------------------------------------------|-------------------|
| <b>Principal</b>                               | Jayne Solomon     |
| <b>Assistant Principal Religious Education</b> | Mel Quincey       |
| <b>Primary Learning Leader</b>                 | Lachlan Hull      |
| <b>Support Teacher: Inclusive Education</b>    | Tracey Lenarduzzi |

#### Office Staff

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>School Secretary</b>   | Marina Barrett                    |
| <b>Finance Secretary</b>  | Jennifer Morris / Barbara Griffin |
| <b>Admin Support/WHSO</b> | Melissa Durant                    |

#### Classroom Teaching Staff

|                  |                              |                 |                             |
|------------------|------------------------------|-----------------|-----------------------------|
| <b>Prep Blue</b> | Ashleigh Foster              | <b>Prep Red</b> | Taylah Wade                 |
| <b>1 Blue</b>    | Stephanie Carlson / Sam Eddy | <b>1 Red</b>    | Abigail Greene              |
| <b>2 Blue</b>    | Ashleigh Pinto               | <b>2 Red</b>    | Kate Taylor / Laura Newland |
| <b>3 Blue</b>    | James Edwards                | <b>3 Red</b>    | Lara Sheppard               |
| <b>4 Blue</b>    | Beth Musial                  | <b>4 Red</b>    | Colleen Killin              |
| <b>5/6 Blue</b>  | Jo Martorella                | <b>5/6 Red</b>  | Emma Barnes / Emma Turner   |
| <b>5/6 White</b> | Bridie Dwyer                 |                 |                             |

#### Support and Specialist Teaching Staff

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| <b>Literacy and Numeracy Support Teachers</b> | Helen Boyle / Carla Bourke / Emma Turner |
| <b>Teacher Librarian/ ICLT Teacher</b>        | Sam Eddy                                 |
| <b>Performing Arts Teacher</b>                | Emma Emerson                             |
| <b>Visual Arts Teacher</b>                    | Donna Nicholson                          |
| <b>LOTE Teacher (Italian)</b>                 | Paola Pastorelli                         |
| <b>Guidance Counsellor</b>                    | Glenda Sullivan                          |

#### School Officers

|                    |                   |
|--------------------|-------------------|
| Abby O'Neil        | Belinda Quinn     |
| Katrina Manahan    | Christine Van-Eyk |
| Lyn Kidd (Library) | Michelle Winter   |
| Steve Gunderson    | Lisa Farrell      |
| Shannon Batson     | Sally Caltabiano  |
| Meika O'Connell    | William Georgas   |

#### Auxiliary Staff

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Tuckshop Convenor</b>            | Justine Sparrow |
| <b>Catholic Early EdCare (OSHC)</b> | Kristy Ploeg    |
| <b>Grounds and Maintenance</b>      | Nicholas Stiles |

#### Parish Team

|                         |                  |
|-------------------------|------------------|
| <b>Parish Priest</b>    | Fr Thomas Varkey |
| <b>Parish Secretary</b> | 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**

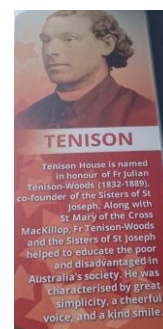
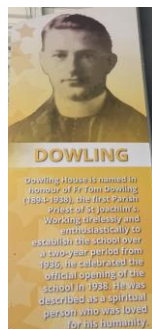
Creator God, light of our world.  
Unite our hearts, hands and voices  
as we celebrate our faith.  
Teach us that everyone is important,  
welcomed and respected at St. Joachim's.  
Inspired by St Mary MacKillop may we  
serve all those in need.  
We make this prayer in the name of  
Jesus Christ our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



### MISSION AND RELIGIOUS EDUCATION

**St Joachim's Catholic Primary School** was founded by the Sisters of Saint Joseph in 1938. In 2026, the school proudly celebrates 88 years of delivering quality Catholic education to the children and families of Holland Park. The school is named in honour of St Joachim, husband of St Anne and grandfather of Jesus.

As part of the Holland Park/Mt Gravatt Parish, St Joachim's works in partnership with Fr Thomas Varkey from the Missionary Congregation of the Blessed Sacrament. Together, the school and parish provide rich opportunities for students to engage in the religious life of both communities through liturgies, Mass, and other faith experiences.

Our Catholic identity continues to be celebrated through the inspiration and example of St Joachim and St Anne, particularly on our feast day. This occasion also includes Grandparents' Day, acknowledging that the love of Christ is experienced through the love of families, especially parents and grandparents.

We 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. Guided by Josephite values and the person of Jesus, we commit to social action, justice, and a preferential option for the poor, both within our local community and beyond. In doing so, we embody 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 in the morning and afternoon 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, as well as being encouraged to develop a prayerful relationship with God.

#### Parish Office

The Holland Park Mt Gravatt Parish Office can be contacted on (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. Should you wish for your child to participate in First Reconciliation, First Eucharist or Confirmation, please contact the Parish Office on (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 for 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 the class curriculum, so all students are expected to attend. An excursion levy is part of the school fee structure. Before attending excursions, permission is sought from parents. This is completed online.

#### Student Buddy System

Our 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 a variety of activities aimed at building strong bonds of friendship. This program also gives our younger children a sense of belonging and security in the wider school context.

#### Digital Learning and Technology Use

At St Joachim's Catholic Primary School, technology plays an important role in supporting student learning. Each classroom is equipped with an interactive projector or Apple TV to enhance teaching and engagement. All students have access to a school-supplied device, enabling them to become independent and self-directed learners.

From Year 3 onwards, students take responsibility for their device by bringing it between home and school. This helps develop organisational skills and accountability.

The internet is used regularly for research, educational videos, and curriculum-related activities. As part of Brisbane Catholic Education, all internet use is monitored to ensure safety and appropriate use.

Parents agree to the Acceptable Use Guidelines at enrolment, and these are revisited annually. In one-to-one device classes, students also sign a Device Contract each year to reinforce responsible and ethical use of technology.

#### Cyber Safety Tips for Parents

- **Supervise online activity:** Encourage children to use devices in shared family spaces rather than bedrooms.
- **Set clear boundaries:** Establish time limits for screen use and discuss appropriate online behaviour.
- **Talk about online safety:** Educate children not to share personal information or passwords.
- **Check privacy settings:** Make sure apps and websites used at home have proper privacy controls.
- **Model good habits:** Show responsible technology use and respectful online communication.

#### Recommended Cyber Safety Resources

- <https://www.esafety.gov.au/parents>
- <https://www.thinkuknow.org.au>
- <https://www.bne.catholic.edu.au>



# ST JOACHIM'S SCHOOL

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### Homework

Homework is assigned to all students in Prep to Year 6. Regular homework is beneficial because it:

- encourages opportunities for the students to review and reinforce learning that is initiated in the classroom
- develop self-discipline and effective study habits that students require in secondary school and later in life; and
- provide parents/caregivers with an opportunity to be directly involved in their child's education.

At St Joachim's, we believe that homework should not cause family stress or impact the right of children to enjoy a balanced lifestyle. Our approach supports the importance of family time, relaxation and play and acknowledges the varied activities outside of school hours 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        | 10 mins                                                                               | <ul style="list-style-type: none"><li>→ Reading to/with/by parents or caregivers.</li><li>→ Review &amp; reinforce 'Heart' words.</li></ul>                                                                                                                                           |
| Years 1 & 2 | 15 mins per day                                                                       | <ul style="list-style-type: none"><li>→ Reading to/with/by parents or caregivers.</li><li>→ Preparations for oral presentations e.g. Show &amp; Tell.</li><li>→ Review &amp; reinforce 'High Frequency' and 'Heart' words/spelling.</li></ul>                                         |
| Years 3 & 4 | Up to 20 mins per day<br><br>Homework may be completed daily or over a weekly period. | <ul style="list-style-type: none"><li>→ Reading to/with/by parents or caregivers.</li><li>→ Preparations for oral presentations e.g. Show &amp; Tell.</li><li>→ Review &amp; reinforce multiplication/ division facts and spelling words.</li></ul>                                   |
| Years 5 & 6 | Up to but not more than 3 hours per week.                                             | <ul style="list-style-type: none"><li>→ Independent daily reading</li><li>→ Review &amp; reinforce multiplication/ division facts and spelling words.</li><li>→ May include extension of class work &amp; working on assignments that are carried over from classroom work.</li></ul> |

### 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 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 resources required for homework tasks are easily obtained by the students
- 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
- Select homework tasks that reinforce classroom learning
- To affirm positive attitudes toward homework



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### 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 and gain independence in being responsible for their homework folders, diaries, etc.
- Helping their children monitor the amount of time spent on completing homework, watching television, 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, as well as before school and during lunchtime. Books can be borrowed for two weeks, with the option of extension if required. Prep to Year 4 students require a library bag before borrowing. This ensures books are protected during transit. If 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 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 in Term 4. These lessons are compulsory, and an email from parents is required if students do not participate. An inter-house swimming carnival for Years 2 to 6 is also held during Term 4.

Children need to bring their togs, towel, sun-safe swim shirt, swimming cap, a pair of thongs and may choose to bring goggles. These items need to be clearly labelled and, in a bag, also with their name on it. 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.

### 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

### Positive Behaviour for Learning (PB4L)

As a Catholic school within the Archdiocese of Brisbane, St Joachim's is committed to helping every child reach their full potential. Our school community embraces a whole-school approach to teaching students the importance of being responsible, respectful, and safe. This approach is known as Positive Behaviour for Learning (PB4L).



# ST JOACHIM'S SCHOOL

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PB4L is an evidence-based framework that helps schools organise systems, practices, and data to support positive student behaviour. At St Joachim's, we define, teach, and reinforce appropriate behaviours to create a safe and supportive learning environment.

The principles of PB4L are grounded in Behavioural Theory and Applied Behavioural Analysis, ensuring that our strategies are research-driven and effective. Through this approach, we aim to foster a culture where positive behaviour is consistently taught, modelled, and celebrated.

### Our School Expectations

At St Joachim's, we have three whole-school expectations that guide student behaviour:

- Be Respectful
- Be a Learner
- Be Safe

These expectations have been agreed upon by staff, students, and parents and are outlined in the School Expectations Matrix. They align closely with our school's Learning Dispositions: cooperation, optimism, persistence, resilience, and risk-taking.

### How We Teach Expectations

Explicit teaching of these expectations occurs both inside and outside the classroom. Strategies include examples and non-examples, role play, visual prompts, and opportunities for practice with feedback to ensure understanding.

### Practical Examples

#### In the Classroom

- *Be Respectful*: Listen when others are speaking, use polite language, and care for classroom resources.
- *Be a Learner*: Stay on task, ask questions, and try your best even when learning is challenging.
- *Be Safe*: Sit properly on chairs, walk inside the classroom, and use equipment correctly.

#### In the Playground

- *Be Respectful*: Take turns, include others in games, and speak kindly.
- *Be a Learner*: Follow game rules, solve problems calmly, and learn from mistakes.
- *Be Safe*: Use play equipment appropriately, keep hands and feet to yourself, and stay in supervised areas.

### Encouraging Positive Behaviour

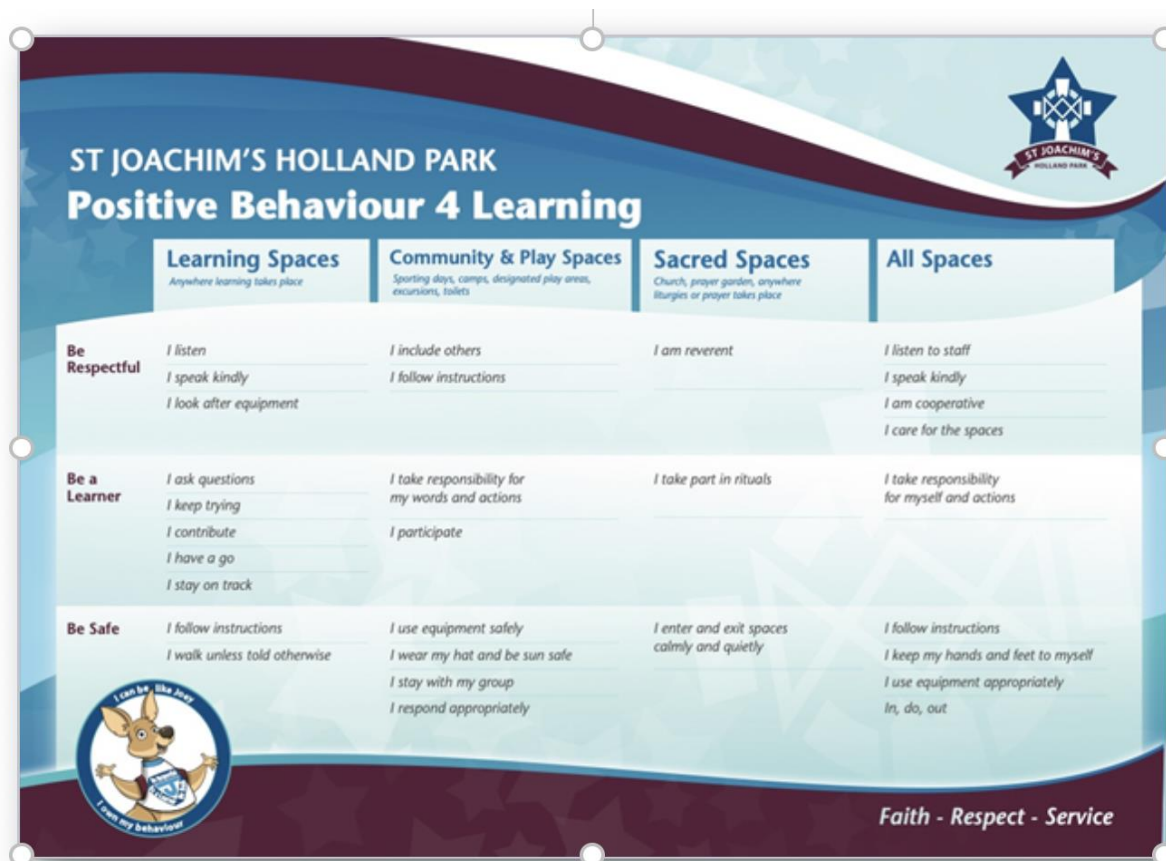
Expected behaviours are reinforced through specific positive feedback, classroom rewards, and recognition such as Joey's Brightest Star Awards, presented at weekly assemblies.

### Responding to Inappropriate Behaviour

When inappropriate behaviour occurs, responses are tailored to the student's developmental stage and viewed as learning opportunities. This involves instruction, consequences, feedback, and encouragement to support improvement.

### Managing Behaviour

Teachers use the ENGAGE database to record and monitor student behaviour. This data informs plans and programmes to support positive behaviour management and may relate to individual students, groups, or specific areas of the school.



Our three school expectations—**Be Respectful, Be a Learner, Be Safe**—are displayed in every classroom and in key areas where students learn and play.

These expectations are designed to help each student take responsibility for their behaviour and learning choices. By following them, students can feel safe, enjoy their school experience, make positive choices, develop a sense of belonging, and feel valued.

Students are encouraged to take ownership of their behaviour, understanding that their actions contribute to a positive and supportive school environment.

### Joey's Brightest Stars

Joey's Brightest Star Awards are presented during the weekly school assembly each Friday at 8:30 am. These awards may be presented for any positive student behaviours or achievements and can be used to reinforce the school's expectations.

### Classroom Rules

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



### School Procedures for Addressing Bullying

Bullying will not be tolerated, and we aim to make our children and parents 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, sometimes continuing for weeks or months. Bullying can occur through several types of anti-social behaviour. It can be:

**PHYSICAL:** A child can be deliberately physically hurt by another child.

**VERBAL:** Verbal harassment 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 excluded from games/discussions/activities, with those they believe to be their friends.

**DAMAGE TO PROPERTY OR THEFT:** A child may have their property damaged or stolen.

Should a case of alleged bullying occur, the class teacher, Principal or Assistant Principal needs to be informed immediately, and a thorough investigation will take place to establish the facts. If what has happened can be proven to be *bullying*, an incident report form will be completed, and all parents of the students involved 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 a 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 to eliminate prejudiced attitudes as much as possible.

What are the disciplinary steps taken to deal with bullying?

- Student/s are officially warned.
- 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.
- Student 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 Code of Conduct and Student Code of Conduct refer to volunteers and students respectively.

On our school website, we also display a Code of Conduct for both parents and students.

### 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 the child has 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 that require first aid will be recorded in the first aid book. Parents will be notified of more serious accidents, especially those that 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 the 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, the school needs to be able to contact you immediately.

#### Emergency Evacuation & Lockdown Procedures

Teachers and children carry out emergency evacuation and lockdown procedures each term 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

At our school, we aim to always provide a healthy and safe environment. To ensure our school maintains a high standard of workplace health and safety, 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 each week.



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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](http://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

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 lunchtime, 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 present, we have several students who require an EPIPEN (automatic injector device to administer adrenalin). As a community, we can work together to minimise risks associated with being exposed to foods that trigger such attacks.

### 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 emphasise the importance of hygiene when eating food at home and at school – washing hands.



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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 through 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 is comprised of representatives from the school administration team, teaching staff, parents and community.

Its purpose is to support the Principal on matters of policy and governance, working within a constitution.

#### 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](http://www.bluecard.qld.gov.au)

Training can be undertaken through a home-based module. Parents must agree to a Code of Conduct and register as volunteers 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 parents may occasionally have cause to make a complaint 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 member of the teaching staff. 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.



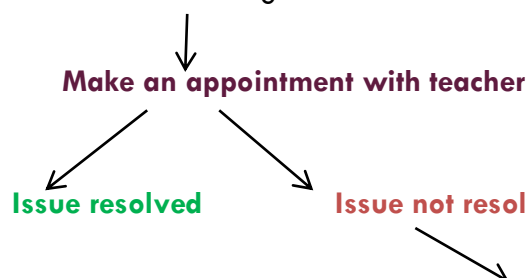
# ST JOACHIM'S SCHOOL

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### FLOWCHART FOR SCHOOL AND CLASSROOM QUERIES AND CONCERNS

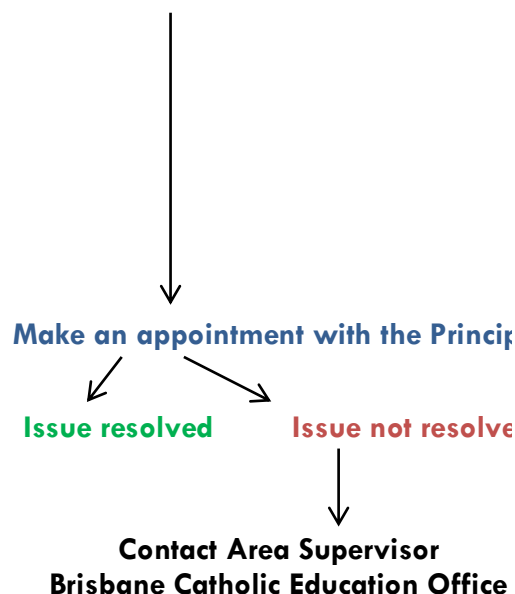
#### Classroom Issues, Concerns and Enquiries

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



#### School Issues, Concerns and Enquiries

- Enrolment
- School Organisational Health and Safety
- Staffing



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.

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 linked to student performance and is 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) an email 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.



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### Assemblies

Each alternate **Monday afternoon from 2.15 pm** Year 6 student leaders lead our school assembly in the church with a prayer liturgy facilitated by each year level. Special achievement awards for the Joey's Brightest Stars and Joey's Playground Stars are presented at the weekly **Friday morning assembly from 8.30 – 8.40 am** in the undercover area. The weekly Joey's Brightest Stars awards are named in the newsletter on the Wednesday following the assembly.

Parents and caregivers are welcome to join us each week for our assemblies.

### School Bell Times

|                                       |          |
|---------------------------------------|----------|
| <b>Warning Bell (start of school)</b> | 8.27 am  |
| <b>Start of Day Bell</b>              | 8.30 am  |
| <b>First Break Bell</b>               | 10.40 am |
| <b>End of First Break Bell</b>        | 11.10 am |
| <b>Second Break Bell</b>              | 1.10 pm  |
| <b>End of Second Break Bell</b>       | 1.50 pm  |
| <b>End of Day Bell</b>                | 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 of the pick-up zones and undercover area 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.

### Birthday Celebrations

Birthdays are a special time, and it is nice to share this occasion with the class, particularly in the younger grades. Individual patty cakes, ice blocks or fruit pieces should be sent to school to celebrate birthdays. It can be difficult to cut 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 & Smartwatches

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 school office for safekeeping at the start of the day and collected at the end of the school day.

### 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, etc.
- Vegetables/pasta salad



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- 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 to be included in children's lunchboxes, these include:

- Ring pull cans/tins
- Lollies/chocolates
- Soft drink cans
- Difficult to open items e.g. 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.

### 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 your child's teacher that students will be attending OSHC on particular days is important to assist with the end of day procedures. 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 several 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 childcare 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 8 am to 9 am and 2.30 pm to 3.30 pm.

At the end of the day the children in Prep to Year 6, who are not going to OSHC or waiting for parents in the undercover area, are walked to one of the two designated pick-up/drop-off zones. One is located on Yuletide Street and the other is on Crown Street. These two areas are supervised by a teacher from 2.55 pm to 3.10 pm. 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.htm](http://www.brisbane.qld.gov.au/traffic-transport/school-transport/school-parking/index.htm) 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 there is still a car 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 four 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.

| Date          | able for Prep | able for Year One |
|---------------|---------------|-------------------|
| 18 to 30/6/19 |               |                   |
| 19 to 30/6/20 |               |                   |
| 20 to 30/6/21 |               |                   |

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 is 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.



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### 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 that 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.

### School Terms

#### Student free dates for 2026

→ Administration Pupil Free Day Tuesday 28<sup>th</sup> January 2026

| Term   | Dates                                                             | Length   |
|--------|-------------------------------------------------------------------|----------|
| Term 1 | Wednesday 29 <sup>th</sup> January – Friday 4 <sup>th</sup> April | 10 weeks |
| Term 2 | Tuesday 22 <sup>nd</sup> April - Friday 27 <sup>th</sup> June     | 10 weeks |
| Term 3 | Monday 14 <sup>th</sup> July - Friday 19 <sup>th</sup> September  | 10 weeks |
| Term 4 | Tuesday 7 <sup>th</sup> October - Friday 5 <sup>th</sup> 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.



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The school tuckshop orders are taken via an online booking system. Please contact the school office for the web address. Online orders must be completed before 8.00 a.m. on 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 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.

### 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

- Day Dress or
- Day Blouse with
- Day Culottes
- Hat – broad brimmed
- Socks (white/stripe)
- Black school shoes

##### BOYS

- Day Shirt
- Day Shorts
- Hat – broad brimmed
- Socks (short grey/stripe)
- Black school shoes

#### SPORTS UNIFORM

##### GIRLS

- Sports Polo
- Sports Knit Shorts
- Socks (white sports)
- Black or White joggers

##### BOYS

- Sports Polo
- Sport Knit Shorts
- Socks (white sports)
- Black or White joggers

#### WINTER UNIFORM

##### As above with:

- Fleecy Sweatshirt
- Zip-front Jacket
- Track Pants (sports days only)
- Tights

##### The following school uniform rules are at the discretion of the Principal:

- Students are required to wear the correct school uniform at all times.
- Hats must be worn when outdoors.
- Jewellery is not permitted other than studs for earrings, a simple crucifix on a chain or a watch.
- Shoes must be cleaned and polished.
- Students should have a neat and reasonable hairstyle (natural hair colour only).
- No undercuts, tracks, mullets etc are acceptable.
- Collar or longer length hair must be secured with bands, ribbons or a scrunchie in school colours.
- Make up and coloured nail polish is not allowed.