



# Family Handbook



# CONTENTS

<b>St Kieran’s Vision</b> .....	4
<b>St Kieran’s Mission</b> .....	4
<b>Motto</b> .....	4
<b>Principal’s Welcome</b> .....	5
<b>General Information</b> .....	6
School Leadership Team.....	6
<b>Our History</b> .....	7
Staff for 2017 .....	7
<b>Important Dates</b> .....	8
Term Dates 2017 .....	8
Parent and Friends Association Meetings .....	8
Board Meeting .....	8
<b>Religious Education</b> .....	9
Parish Sacramental Program .....	9
Sacramental Policy Notes: .....	9
<b>The Curriculum</b> .....	11
<b>Assessment and Reporting</b> .....	11
Assessing learning .....	12
Reporting learning .....	13
<b>Library Jubilee Centre</b> .....	14
<b>Specialist Teachers</b> .....	14
<b>Health, Physical Education</b> .....	15
<b>Swimming</b> .....	16
<b>Co-Curricular Activities</b> .....	16
<b>Administration</b> .....	17
<b>Supervision</b> .....	18
Before School.....	18
After School .....	18
<b>Leaving School during school hours</b> .....	18
<b>Lost Property</b> .....	19
<b>Illness at School</b> .....	19
<b>Children and Medication</b> .....	19
<b>Tuckshop</b> .....	20
<b>Banking</b> .....	20

<b>Dropping off and Collection of Children .....</b>	<b>20</b>
Parking.....	20
Drop and Go.....	20
Afternoon Pick Up .....	20
<b>Uniform .....</b>	<b>21</b>
<b>St Kieran’s School Uniform.....</b>	<b>21</b>
<b>Girls.....</b>	<b>21</b>
<b>Boys .....</b>	<b>21</b>
<b>Uniforms Shop .....</b>	<b>22</b>
Opening Hours: .....	22
<b>Working Together.....</b>	<b>22</b>
Parental Involvement .....	22
The Importance of Confidentiality .....	23
Volunteer Training .....	23
<b>Parents and Friends Association .....</b>	<b>23</b>
<b>School-Parent Communication .....</b>	<b>24</b>
Parent Information Evenings .....	24
Teacher & Parent Interviews .....	24
Progress Reports .....	24
Written Reports.....	24
School Newsletter .....	24
Parent Portal and BCE Connect App .....	25
If You Have a Concern.....	25
<b>School Assemblies.....</b>	<b>25</b>
<b>School Masses &amp; Liturgies .....</b>	<b>26</b>
<b>Homework.....</b>	<b>26</b>
<b>BCE Student Behaviour Support Policy .....</b>	<b>28</b>
Rationale .....	28
Teach .....	28
Challenge .....	28
Transform .....	28
<b>Bullying .....</b>	<b>29</b>
Types of Bullying.....	30
<b>How to enrol.....</b>	<b>30</b>
Procedure for Application.....	30
Prep Enrolments.....	31
Other Enrolments.....	31
Confirmation of Enrolment.....	31

# St Kieran's Vision

The Vision revealed through Jesus Christ is to live our faith in God and his teaching through our educational and evangelizing ministry striving for excellence in all we do.

# St Kieran's Mission

The Mission of St Kieran's School is to assist the growth of each person, as a follower of Jesus Christ, spiritually, socially, emotionally, physically and academically. Each person is valued and encouraged to be self-disciplined and resilient. They are talents and energy for the good of local and global communities.

# Motto

Strength through Caring



*God our Father  
You know your love is all that we need each day at St Kieran's  
For your love makes us complete*

*Be with us today  
As we are working together  
Spreading the Spirit of St Kieran's  
To all we meet*

*Loving you and each other  
Respecting you love in our kindness  
Growing stronger by caring for one another*

*We make this prayer  
Through Christ our Lord*

*Amen*

# Principal's Welcome

Dear Parents and Friends

Welcome to St Kieran's Primary school. Our school community provides high quality inclusive Catholic education for children from Prep to Year 6 in a co-educational setting. We are proud of our caring, welcoming atmosphere which is reflected in our school motto – Strength through Caring.

At St Kieran's Primary School we are a child-centered Catholic faith community where there is excellence in teaching and learning and where we value the development of the whole child and ensure every student progresses and grows academically, emotionally, spiritually and physically.

Ours is a learning community. Students come to school to work together, face challenges and to learn from both success and failure. This learning is the pathway to personal growth and our students are challenged to grow and learn every day. Students come to school to learn to read and write and speak and listen; to learn about science and technology and mathematics; to develop creatively through the arts and to learn about being healthy and active through sport and play. Just as importantly, students learn about themselves and others as they collaborate, create and problem solve together. We are proud to be developing confident and creative citizens who are learning the knowledge and skills to make positive change in the world.

Ours is a relational community. Students are encouraged to see, hear and notice the best in themselves and in others. We welcome one another, not just our friends but all who join our community. We teach forgiveness, reconciliation, love, hope and courage as fundamental elements of a Catholic education.

We value our partnership with our parents. Our active Parents and Friends Association, our team of Pastoral Parents and our St Kieran's School Board are some of the many ways we work in close partnership with our parents in our shared mission of educating our students.

Our families love our wide open spaces. We have beautiful grounds and the air conditioned classrooms are well resourced to assist with learning.



We love to welcome new families to our community so please contact the school office for more information about our wonderful school.

Kind regards

Marissa Clark  
*Principal*

# General Information

SCHOOL ADDRESS: ..... 15 Greenwood Street,  
Brighton Qld 4017

TELEPHONE: ..... 07 3869 5989

FAX: ..... 07 3269 2319

EMAIL: ..... pbrighton@bne.catholic.edu.au

WEBSITE: ..... www.stkieranbrighton.qld.edu.au

SCHOOL HOURS: ..... 8.30am - 3.00pm

Morning Tea: ..... 10.30am to 11:15am

Lunch: ..... 1:15pm to 1.45pm

OFFICE HOURS: ..... 8.10am - 3.30pm

TUCKSHOP: ..... 3 days per week

PARISH PRIEST: ..... Fr Modestus

PARISH OFFICE: ..... 10 Greenwood Street,  
Brighton Qld 4017

PARISH PHONE: ..... 07 3869 1377

## School Leadership Team

PRINCIPAL: ..... Mrs Marissa Clark

Assistant Principal Religious Education: ..... Mrs Caroline Lewis

# Our History

In 1959 after many efforts by parish priest Father Tom Armstrong to establish a school at Brighton, the Canossian Sisters agreed to provide two nuns, to run a school in the parish. This was to be one of the first schools in Australia run by the Italian order of Canossian nuns. On February 2nd 1960 classes began in the presbytery under rather difficult conditions with 72 children in Grades 1 and 2. Mother Mary Conti and Mother Mabel De Souza travelled daily to Brighton on public transport from Canossa House, Gregory Terrace.

The existing church was lifted and moved to accommodate the building of classrooms underneath and the church itself took on the role of school during the week as desks were moved in after Mass on Sunday. In 1963 the convent was built and the sisters took up residence. They were to continue teaching for another nine years and then worked in the parish until 1987 when the time came for them to work in another community.

In 1966 the existing school was built to accommodate high school students but this was to close down after only one year due to economic reasons.

The first lay principal was Ray McNamara followed by David Greig, Ken Hall, Mike Lalor and Charlotte Robinson. Each one in turn made improvements to the facilities. Over the last ten years major refurbishments throughout have made the school a modern and inviting learning environment.

Marissa Clark, the current principal, continues to lead the work of providing a contemporary quality Catholic education to our students.

## Staff for 2017

- Principal
- Assistant Principal (Religious Education)
- Classroom Teachers
- Support Teachers for Inclusive Education
- Guidance Counsellor
- Teacher/Librarian
- Japanese Teacher
- Physical Education Teacher
- The Arts Teacher
- Teacher Assistants
- Library Assistant
- Finance Secretary
- School Secretary
- IT Technician
- Tuckshop Convenor
- Grounds Keeper

# Important Dates

## Term Dates 2017

- Term 1            Tuesday 24 January - Friday 31 March
- Term 2            Tuesday 18 April - Friday 23 June
- Term 3            Monday 10 July - Friday 15 September
- Term 4            Tuesday 3 October - Friday 1 December

Anzac Day - 25 April

Labour Day - 1 May

Brisbane Show Holiday - 16 August

Queens Birthday - 2 October

Pupil Free Day - 16 October

## Parent and Friends Association Meetings

Our P & F meetings are held every 2nd Tuesday at 7.00pm. All parents are welcome to attend.

## Board Meeting

The School Board meetings are held every 1st Monday at 7.00pm. Membership is open every 3 years through expression of interest.





# Religious Education

The schools and colleges of the Archdiocese of Brisbane aspire to educate and form students who are challenged to live the gospel of Jesus Christ and who are literate in the Catholic and broader Christian tradition so that they might participate critically and authentically in faith contexts and wider society. (The Shape of Religious Education: Vision for Religious Education).

Religious Education at St Kieran's includes the classroom teaching and learning of Religion and the nurturing of faith. Classroom teaching and learning of Religion, along with other curriculum areas, aims to develop life-long learners. Units of work may be connected with other curriculum areas.



The Religious Life of the School permeates the whole school climate and is evident in school prayer celebrations, school and class liturgies, prayer assemblies, religious symbols and student well-being policies. These come under four interrelated components:

- Religious Identity & Culture
- Evangelisation & Faith Formation
- Prayer & Worship
- Social Action & Justice

## Parish Sacramental Program

In 1997, the Archbishop launched new Archdiocesan Sacramental Policy, to be used across the diocese. This policy clearly places the preparation for the Sacraments with the family and the celebration within the Parish setting. The co-ordination of the program rests with the Parish Sacramental Co-ordinator. The teachers at St Kieran's also support this in the classroom by teaching specific units at the time children are preparing to receive the Sacraments.

## Sacramental Policy Notes:

### BAPTISM, CONFIRMATION, FIRST COMMUNION

Infants are baptised at the request of their parents, usually in the first year of life and in their home parish. At least one parent should be Catholic. In the year when the children turn eight (Year 3), they are sealed with the gift of the

Holy Spirit in the Sacrament of Confirmation administered by the Bishop or his delegate. In the year when the children turn nine (Year 4), they are welcomed to the Lord's Table and receive Holy Communion for the first time. This is the climax of their Christian initiation.

## **PENANCE (RECONCILIATION)**

Introducing children to the greatness of God's mercy in the Sacrament of Penance is a two-step process. A simple celebration of the 2nd Rite of the Sacrament of Penance is included as part of the preparation for First Communion. In the year when the children turn 10 (Year 5), they are prepared to celebrate more fully the Sacrament of Penance with individual confession and absolution (1st Rite). This builds on the work of the previous year as they take the second step and learn in greater detail what it means to examine their conscience.

## **PREPARING CHILDREN FOR THE SACRAMENTS**

Celebrations of the Sacraments are not isolated events. They take their place within a process of growth in faith from birth to adolescence. Discernment of a child's readiness for the Sacrament by parents and Priest is more important than the child's age or year level and might mean that the Sacraments are celebrated earlier or later than the norm.

Like the catechumenate for adults, the process of sacramental preparation is marked by prayer and ritual, catechesis and learning, conversion of life and a developing sense of mission. It is a collaborative process; parish-based, family-centred and school-supported.

The PARISH is responsible for establishing and running programs for sacramental preparation and for the celebration of the Sacraments.

The FAMILY is where the faith is learned and lived. Parents, the first educators of their children, share with them the Catholic faith and the experience of belonging to the Church. They are best placed to discern readiness for the Sacraments and make the formal request of the parish for their child's admission to sacramental preparation.

St Kieran's provides both classroom teaching of religion and also experience of the faith through its own religious life. These occur at each year level, before, during and after the periods of sacramental preparation.

Families with children who wish to be initiated into the Catholic faith are to contact the Parish Office on 3869 1377.

# The Curriculum

The Australian Curriculum sets consistent high standards for what all young Australians should learn as they progress through schooling. It prepares Australia's next generation for the future and lays the building blocks for generations to come.

The Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach. It also gives attention to seven general capabilities that are important for



life and work in the 21st century. The general capabilities and the cross-curriculum priorities are not added as additional subjects. They are dealt with, where relevant, through the learning area content on which the curriculum is built.

The Australian Curriculum names the learning areas for students. Some learning areas include more than one subject. St Kieran's implements the Australian Curriculum in these learning areas: English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies, Health and Physical Education. In addition, Religious Education is implemented from Prep to Year 6.

To keep parents up to date with specific curriculum content, appropriate to their child's developmental level, teachers will communicate this information in a variety of ways at different stages throughout the year.

Contemporary teaching practices in line with the Australian Curriculum are highly valued at St Kieran's. Professional learning of teachers and support staff is of high priority so as to provide quality teaching and learning.

# Assessment and Reporting

At St Kieran's, assessment and reporting about student progress and achievement occurs regularly throughout the academic year. Teachers work collaboratively to ensure our assessment and reporting processes play a strategic role in moving student learning forward.



# Assessing learning

## WHY DO WE ASSESS LEARNING?

Assessing student learning is an integral part of the school classroom. It improves learning and informs teaching. It is the process through which teachers identify, gather and interpret information about student achievement and learning in order to improve, enhance and plan for further learning.



## WHAT LEARNING DO WE ASSESS?

The Australian Curriculum defines the knowledge, understanding and skills that students are entitled to learn each academic year in the achievement standard for each learning area. The achievement standard determines the learning intentions and the success criteria that teachers plan for their students. Teachers monitor student progress for both formative and summative assessment purposes.

## FORMATIVE ASSESSMENT (ASSESSMENT FOR LEARNING)

Formative assessment allows students and teachers regular opportunities to monitor learning. Students engage in a variety of embedded formative assessment tasks so teachers can 'check in' on student progress regularly throughout a lesson or series of lessons. Students will be familiar with many of these techniques, including; 2 stars and a wish, traffic lights, no hands up and exit cards.

Teachers use formative assessment information to provide clear and specific feedback to each student to assist them to understand what they need to do to move their learning forward.

## SUMMATIVE ASSESSMENT (ASSESSMENT OF LEARNING)

Teachers must also make judgements about student learning against the achievement standard for summative reporting purposes. The purpose of summative assessment, or assessment of learning, is to judge the extent and quality of student learning at a point in time. Teachers use a range of assessment tools to make summative judgements about student learning including student/teacher consultation, focused analysis of work samples and teacher observation.

## EQUITY OF ASSESSMENT

Students are expected to engage in summative assessment tasks independently to demonstrate achievement at the expected standard. We recognise, however, that at times, some students require support to participate in assessment tasks equitably.

## Reporting learning

### CONSISTENCY OF TEACHER JUDGMENT IN REPORTING

The use of Australian Curriculum achievement standards as a common reference point for reporting to parents should contribute to national consistency in reporting. To support consistency of teacher judgement, teachers engage in moderation discussions with colleagues at St Kieran's and from other BCE schools over the year in order to confirm their judgements about students' achievements against the achievement standard.

### TWICE YEARLY REPORTING – THE WRITTEN REPORT

In addition to a wide variety of reporting practices that allow students, teachers and parents to monitor and celebrate student progress against the achievement standard, we report student achievement twice yearly as a written report for each student. This is reported using a Commonwealth Government mandated A-E reporting framework. Student achievement at St Kieran's is described using this 5 point scale:

*\*Well below expected standard \*Below expected standard \*Achieving at expected standard \*Above expected standard \*Well above expected standard*

### REPORTING STUDENT PROGRESS THROUGHOUT THE YEAR

We emphasise however that reporting is a process, not simply a report card. No single method, such as a twice yearly written report, can be left to carry the whole burden of reporting student progress each year. At St Kieran's, we



believe the most effective reporting occurs when various approaches are used throughout the year.

**Parents are also encouraged to contact their child's teacher at any time throughout the year to discuss their child's learning at a time convenient to teachers and parents.**

## Library Jubilee Centre

At St Kieran's, the Library facilitates and supports the teaching and learning goals of the school. It is integral to the school mission statement and is aligned with the effective implementation of the curriculum. A wide range of quality resources and information services facilitate and contribute to the development of our students as lifelong learners. It is staffed by a Teacher-Librarian and a Library Assistant.



At present, the Library provides:

- Flexible teaching and learning areas that allow whole class or small groups to engage with digital devices e.g. interactive whiteboard, lap-tops and iPads
- A range of software and on-line resources for both teachers and students
- A wide range of quality, print resources that support all areas of the curriculum

Student & Teacher Access to the school's resource collection through "Oliver" the on-line database.

Opportunities are available for students to be involved in literary events. Some of these may include the annual *Book Week celebrations*, *Scholastic Book Fair and Book Club* and the *Premier's Reading Challenge*.

Students are encouraged to make informed choices about what they borrow. Assistance is provided at the beginning of the school year through discussions about designated areas for different year levels, tips about borrowing and how to locate books on the database and on the shelves. Students are encouraged and assisted to read for learning and enjoyment.

The Library is open Monday to Friday from 8.30am until 3.00pm.

## Specialist Teachers

In addition to the classroom teachers St Kieran's has specialised teachers in Music, The Arts and LOTE.

All students participate in a weekly music program conducted by specialist music teachers. Our specialist choir "St Kieran's Young Voices" and two bands form part of the schools co-curricular program. Individual instrumental music lessons are also available.



The LOTE program teaches Japanese and aims to introduce students to a new language and teach them about the culture of the language, making links to the English language and the overall curriculum content of the school program.

The Arts curriculum includes dance, drama, media, music, visual arts and combinations of these forms, integrated across other curriculum areas. The Arts are a vital part of our community and so we provide the students with many opportunities to express themselves and to have their work appreciated both within and outside our School Community

## Health, Physical Education

At St Kieran's we believe that physical education and sport are an integral part of the curriculum. We encourage participation, and seek to nurture in the children a positive attitude towards physical activity. Our school Sports' Carnivals are a highlight of the school calendar. These include an Athletics Carnival and Cross Country Carnival for all grades and a Swimming Carnival for Years 3-6.



### CLASSROOM PHYSICAL EDUCATION PREP TO YEAR 6

St Kieran's employs a qualified Physical Education Teacher and every class from Prep to Year 6 have a PE lesson each week. Our PE Program focus for the early years is on the development of fundamental motor skills. Fundamental skills are taught as they are a requisite for children to function fully in the environment. For middle and upper year levels, the students are introduced to specialised skills used in various sports. The use of fun games and modified sport games allows the children to then apply learned skills in a meaningful way.

### INTER-HOUSE SCHOOL CARNIVALS

The school houses Canossa, Cuthbert and Armstrong compete annually in our inter-house Swimming, Cross Country and Athletic Carnivals. The main focus of these events is developing within each child a positive attitude towards participation and competition.

## INTER-SCHOOL ZONE 6 AND GALA DAYS

The school will select students from our inter-house carnivals for representation at Zone 6 Swimming, Cross Country and Athletics Carnivals. St Kieran's also participate in Gala Days (whole day competitions) in a variety of sports such as netball, Australian rules football and touch football.

## BRAMBLE BAY AND MET NORTH

Throughout the year students who are aged 9 and older will have the opportunity to nominate to compete in Bramble Bay and Met North external sporting teams and competitions. There are specific requirements and criteria set to attend these events.

St Kieran's hosts a variety of professional sporting associations for before and after school programs throughout the year, which students from Prep to Year 6 can access.

## Swimming

As part of the Physical Education and Sport Program students engage in swimming lessons with an external provider. Girls must wear a one-piece swimsuit and boys are required to wear swimming trunks (no board shorts). Swim rash shirts and swimming caps are also required for both girls and boys.



## Co-Curricular Activities

At St Kieran's, the extensive co-curricular program complements the academic program to extend the individual capacities and talents of each student. They have been planned to engage a variety of interests to meet the diverse needs of our energetic and enthusiastic student community.

Cultural programs include: music program, performance band, choir, chess club and gardening club.

Sporting programs include: interhouse carnivals, athletics, cross country, swimming, AFL, rugby union, soccer, cricket, netball, touch football and tennis.

Student identity programs include: buddy program, enrichment, student leadership ministries, excursions, camp and pastoral care.





Co-curricular activities teach students the positives of being part of a team, sharing their sense of fun with others, and keeping mentally and physically active.

## Administration

School Office Hours: 8:10am to 3:30pm

### PUNCTUALITY

Parents are requested to ensure that their children are punctual for classes each day. We recommend that they arrive in sufficient time to unpack their bags and ensure that they are prepared for the school day by 8.20am. Children who arrive late can disrupt lessons that are in progress and miss vital learning time. Every minute of learning over the years of schooling make a difference.

### ABSENT STUDENTS

If your child will be absent please contact the Office by 9.30am by calling the Absentee Line on 3869 2185. If you do not notify the school of your child's absence, a text message will be sent to the parent/caregiver seeking a reason for the student's unexplained absentee.

### CHANGE OF ADDRESS

The school must be notified immediately if there is a change in address or phone number at home or work. This is to ensure contact in case of an emergency.

# Supervision

## Before School

Students are not allowed on school grounds before 8.10am. Until this time there is no supervision provided by our staff. If children do arrive before 8.10am they must attend Before School Care (OSHC).

## After School

In the afternoon, the following arrangements are made to ensure that children leave school safely and on time:

Children collected by parents/care givers on foot are to do so at our North Road gates.

Children collected by car are to do so at the front of the school at Greenwood Street. This is a 2 minute loading zone and children are required to enter the vehicle and fasten their seat belts independently.

Supervision of children by the school will be undertaken between 8.10am and 3.20pm. All school play equipment is out of bounds to children and toddlers before and after school. In the interest of your children's safety and the school's liability, parents and children are required to follow this requirement.

## Leaving School during school hours

We encourage student appointments to be made outside learning hours, however if this is unavoidable, children must be accompanied by an adult if leaving the grounds in school hours. If a caregiver not known to the school staff is going to collect a child during school hours, parents need to alert the school staff beforehand by phone or note that another nominated person will be calling and signing out the child.

The procedure for collection of a child is:

1. Parent or caregiver nominated by parent goes to the office.
2. At the office the parent or caregiver identifies him or herself to the office staff and signs the student out via the Electronic Student Register.
3. Office staff will phone the class room teacher of the student and alert them to the fact that a parent or caregiver is waiting in the office to collect the child.
4. Parent or caregiver accompanies the student off the premises.

## Lost Property

We strongly urge parents to clearly mark every item of your child's so that lost property can be reclaimed or returned promptly. Items of lost property are stored near the school tuckshop. At the end of each term any items or articles still not collected, will be placed in the second-hand uniform pool for distribution or disposed of. Children are not to bring expensive toys, swap cards and electronic games etc to school.

## Illness at School

Every effort is made to contact parents if children become ill or suffer from accidents at school. Parents must keep emergency contact details up to date with our office staff. One member of staff with Senior First Aid qualifications is rostered as First Aid Officer each day. All visits to the First Aid Room are recorded in our First Aid Register, with a phone call made to parents for significant issues. Head injuries will always be alerted to parents.

## Children and Medication

Should a student require the administration of medication during school hours, a letter of authority completed by the parent/care-giver is required.

**Prescription Medications:** Where a medication has been prescribed by a Medical Practitioner and the child is well enough to attend school but needs medication during the day, parents are required to complete a Student Medication Authority Form. The form is to include the name of the medication, the dosage and the time(s) to be administered. Student Medication Authority forms are available on request from the school office or from our website. Pharmacist's directions and the child's name must be clearly displayed on the container and be handed in to the School Office (refrigerated if needed).

Alternatively, you as parent may wish to come to school and administer the medication.

**Non-prescribed Oral Medications:** Where a non-prescribed oral medication (such as analgesics) is required, a Student Medication Authority Form needs to be completed accompanied by a current Doctor's written instructions.

**Children administering Medications:** Children are not to administer their own medication except in the case of asthma inhalers. A note from the doctor advising the necessity for the child to always carry the inhaler, is required.

**Storage of Medication:** All medication is to be labelled and stored securely in the school office and administration is monitored. An official register for the "Administration of Medication" to students is kept and maintained in the School Office.

Administration of Medication during School Excursions: During school excursions, teachers are authorised to give medication.

## Tuckshop

The St Kieran's tuckshop provides healthy lunches and morning tea available for purchase on three days per week. Orders are processed through an online app called QKR.

Menus are available from the tuckshop or our website with specials advertised via our fortnightly newsletter and emails. The tuckshop depends on volunteer labour and your support is sought to keep it running. The children enjoy seeing their parents at school, so please offer your services where you can.

## Banking

The Commonwealth Bank has a "Dollarmite" electronic savings bank service operating within the school conducted by the P & F each Thursday morning. St Kieran's earns a small commission for each transaction. Early in the school year all new children will receive information about the service.

## Dropping off and Collection of Children

### Parking

Parents are to utilise street parking when walking their children into school. School Crossing Supervisors supervises the crossings on North Road and Greenwood Street from 8.15am to 8.45am and 2.45pm to 3.30pm.

### Drop and Go

There is a drop-off/pick-up zone located at the front of the school in Greenwood Street. This is for a duration of 2 minutes only and parents are reminded not to leave their vehicles. It is therefore important that children are capable of disembarking the vehicle independently and are also able to fasten and unfasten their seatbelts.

### Afternoon Pick Up

Parents collecting their children on foot should do so at our North Road gates. Students will be walked out in year level group to the collection point by a teacher and supervised until collected by a parent or caregiver.

# Uniform

Our school uniform is a visual symbol of who and what we are to the people of our community. The uniform should always be worn correctly. The wearing of our uniform demonstrates pride in our school and is an advertisement for our school community.

St Kieran's School Uniform	
Girls	Boys
<b>Formal Uniform (Tues &amp; Thurs)</b>	<b>Formal Uniform (Tues &amp; Thurs)</b>
<ul style="list-style-type: none"> <li>• Checked dress</li> <li>• Checked blouse with navy blue culottes</li> <li>• Short plain white socks</li> <li>• Plain black leather shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Checked button through shirt</li> <li>• Blue shorts (worn above the knee)</li> <li>• Short plain white socks</li> <li>• Plain black leather shoes</li> </ul>
<b>Sports Uniform (Mon, Wed, Fri)</b>	<b>Sports Uniform (Mon, Wed, Fri)</b>
<ul style="list-style-type: none"> <li>• St Kieran's Sports Shirt</li> <li>• Navy blue culottes</li> <li>• Navy blue sports shorts</li> <li>• Short plain white socks</li> <li>• Plain black leather shoes</li> </ul>	<ul style="list-style-type: none"> <li>• St Kieran's Sports Shirt</li> <li>• Navy blue shorts or sports shorts</li> <li>• Short plain white socks</li> <li>• Plain black leather shoes</li> </ul>
<b>Winter Uniform</b>	<b>Winter Uniform</b>
<p>As above with the following optional accessories:</p> <ul style="list-style-type: none"> <li>• St Kieran's navy blue track suit</li> <li>• Navy blue tights (instead of socks)</li> <li>• Navy woolen jumper with school logo</li> </ul>	<p>As above with the following optional accessories:</p> <ul style="list-style-type: none"> <li>• St Kieran's navy blue track suit</li> <li>• Navy woolen jumper with school logo</li> </ul>
<b>Hat</b>	<b>Hat</b>
<ul style="list-style-type: none"> <li>• St Kieran's navy wide brim hat</li> </ul>	<ul style="list-style-type: none"> <li>• St Kieran's navy wide brim hat</li> </ul>

**Hair:** Shoulder length hair must be worn up and tied with blue or yellow ribbons, headband or hair band. Hair should be its natural colour. It should be free from colours, rinses, streaks and tints. This includes extreme hair styles.

**Jewellery:** The only jewellery items permitted are watches or items of religious, cultural or medical significance. For safety, students with pierced ears should wear studs rather than sleepers.

**ALL ARTICLES TO BE MARKED CLEARLY WITH CHILD'S NAME**



# Uniforms Shop

For your convenience, the Uniform Shop is located at St Kieran's in the front room of the Parish Hall.

## Opening Hours:

Monday 2.15pm to 3.15pm

Thursday 8.15am to 9.00am

A limited supply of good second hand uniforms are also available.

A St Kieran's school bag is also available for purchase from the Uniform Shop.

# Working Together

The primary role of a Catholic school is to support parents in the academic, physical, emotional and spiritual growth of their children in a faith learning environment. Parents play an integral role in the life of the school and can contribute in many positive ways to the education of their children. When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure and demonstrate a greater sense of self-worth.



## Parental Involvement

Parents are involved at St Kieran's:

1. As parent helpers in the classroom
2. As volunteer helpers for various activities such as tuckshop, library, uniform shop, working bees, or helpers on excursions.
3. As members of the school community they can nominate and may be elected as members of the School Board after a period of training.
4. All parents in the school are members of the Parents and Friends Association and may be elected to serve on the Committee each year.
5. By supporting various social functions and fund raising activities held throughout the school year.

Parents are invited and welcome to be part of the many educational activities in the school, as well as assisting in other areas of school life. Parental assistance in the classroom should be seen as a privilege and an opportunity to forge a partnership of care for all children.

## **The Importance of Confidentiality**

Any quality interaction with others in the course of day to day living requires respect for their dignity and privacy. Confidentiality, commitment, consistency, trust and respect are all essential elements in establishing and maintaining effective relationships and meaningful interactions. These principles are of particular importance for any person involved in the welfare and education of family, to have respect for the dignity and the privacy of the child and the child's family. Whether that involvement stems from a formalised, paid position, or from a less formalised and voluntary capacity, it is essential that trust and confidentiality is preserved and protected at all times.

## **Volunteer Training**

All volunteers must undergo a school-based induction before commencing volunteer work. This training is held at various times throughout the year by school staff.

## **Parents and Friends Association**

All parents are members of the St Kieran's Parents and Friends Association and are most welcome to attend meetings and gatherings. The P & F meet on the second Tuesday of each month at 7.00 pm in the boardroom. All parents are welcome. The P & F aim to support parents in their role as the primary educators of their children and support the school in its endeavour to provide a holistic Catholic education to all students.



# School-Parent Communication

Every effort is made to maintain an open line of communication between home and school. Trust and openness are needed by all parties in the best interest of all members of the school community. Parents are encouraged to keep in regular contact with class teachers. Consideration should be given to teacher preparation time and class responsibilities. It is preferable to arrange a mutually agreed upon time to meet so that teachers can prepare adequately for the meeting and avoid disturbing time in class.

We encourage face to face or phone conversations in our school and home communication when discussing student progress. Email is best for brief organisational information.

## Parent Information Evenings

At the beginning of each school year, each Year Level holds a Parent Information Evening. The purpose of these nights is to inform the parents as to the expectations of the different year levels. At least one parent/guardian is expected to attend.

## Teacher & Parent Interviews

Formal opportunities for communication between the school and parents exist throughout the year. The Principal and teachers are available to answer any queries regarding your child's education, but we ask that you make an appointment through the office so that a mutually convenient time can be arranged.

## Progress Reports

Throughout the year teachers will keep parents fully informed about their child's progress through interviews and reports, portfolios of work samples and celebration of learning. Regular communication by parents is also encouraged.

## Written Reports

Detailed formal reports are available online at the end of Terms 2 and 4.

## School Newsletter

The School Newsletter is published every second week and distributed to every family by email. Copies are available from the school website or BCE Connect app. As this is our most regular and comprehensive form of communication parents are encouraged to read the newsletter in order to keep updated with school news. Our principal also sends regular emails regarding school procedures and upcoming events.



## Parent Portal and BCE Connect App

Comprehensive information is available to parents via the St Kieran's Parent Portal and BCE Connect App. They contain information about upcoming events, school notes and what's happening in the classroom each week. Parents are strongly encouraged to use these sites to keep informed with up-to-date information.

## If You Have a Concern

St Kieran's encourages open communication between home and school. Any parent that has a concern or question about their child, please contact the class teacher. After having approached the class teacher in the first instance, parents are welcome to discuss the matter further with the Principal, and an agreed way forward will proceed. It is preferable to arrange an appointment by telephoning the school office staff or email [pbrighton@bne.catholic.edu.au](mailto:pbrighton@bne.catholic.edu.au)

## School Assemblies

Each fortnight a whole school assembly is held on Thursday mornings at St Kieran's Place. This involves each class taking turns preparing a class assembly to the rest of the school. Awards assembly is held on alternate Thursday mornings. Parents are welcome to attend assemblies.



# School Masses & Liturgies

The community of St Kieran's shares its faith and worships together through prayer, liturgy and Mass. Liturgies including Masses are held regularly during the school term on Thursday mornings with a different class taking responsibility for preparing and leading the celebration. In addition, students and their families are invited to a School Parish Mass once a term with the parish.



Parents are most welcome at these celebrations and we encourage them to be present.

## Homework

Homework is set according to the learning structures and needs of individual children and groups by the class teacher. At different stages in a child's education there will be varied expectations as to the amount and format of set homework.

We believe the completion of homework has several purposes:

- to develop time management skills
- to reinforce concepts and skills taught in school
- to keep parents conversant with children's work
- to provide feedback for teachers on children's handling of set work and independent work skills

The following guidelines are provided for parents and teachers:

In general homework may be given weekly (eg Contract) in order to allow children some flexibility to cater for extra curricula activities

### **HOMEWORK SHOULD BE RELEVANT TO CLASS WORK**

Guidelines for time allocated and parental involvement will be discussed at parent-teacher meetings early in the school year.

Teachers will consider the amount of, and due date of homework at times when school and other events are infringing upon a group's or individual's routine.

The prime responsibility for completion of homework rests with the child. Teachers will correct homework and provide feedback to each student about their progress.

Parents have a supportive role with regard to homework. Parents are encouraged to assist children by providing the necessary resources, listening to children and reading over written work. This support role should not take away from the prime responsibility of the child.

Parents may aid their children and support the teachers' role by:

- providing a quiet area in which to do homework
- structuring a routine which balances homework, family and extra curricula activity
- setting realistic time limits for homework to be completed (as discussed during parent/teacher meeting at the beginning of the year)
- alerting the teacher as to any major difficulties the child has experienced in doing the homework
- discussing with the teacher special needs or concerns in relation to homework as early as possible, so as a more beneficial routine is developed early.
- encouraging and expecting a high personal standard of work



# BCE Student Behaviour Support Policy

Catholic schools in the Archdiocese of Brisbane provide all students with opportunities to develop positive behaviours and self-discipline in a safe, supportive environment where mutually respectful relationships are the defining features of a dynamic, Christ-centred community.

## Rationale

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

## Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

## Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

## Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and the marginalised.

The Vision Statement for Catholic Education above underpins and guides the development and implementation of this policy. Catholic schools are committed to positive, proactive practices in support of student behaviour. This policy is based on the belief that young people in Catholic schools are on a journey to spiritual, social, emotional, physical, psychological and intellectual wholeness and maturity.

Formation in appropriate behaviour and respectful relationships in Catholic schools occurs in a safe, supportive community where students are provided with models of Christ-centred living; where they can learn from their mistakes and build and restore right relationships in a climate of safety, acceptance and reconciliation.

In Catholic schools, positive student behaviour support is considered to be an integral part of all learning and teaching experiences. Learning becomes rich, real and relevant when individuals, in all their diversity, experience

connectedness and feel valued and safe. It is acknowledged that a diverse range of personal, social, cultural, family, technological and religious influences can impact on the relational and behavioural responses of students at any given point in time.

The Melbourne Declaration on Educational Goals for Young Australians (2008) recognises that schools play a vital role in promoting and improving the educational goals for all students. The National Safe Schools Framework (2011) provides schools with the following vision: “All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing”. In light of these influences, Catholic schools seek to develop throughout the school community appropriate behaviours and respectful relationships that are infused with gospel values.

Student Behaviour Support assists schools in their integrated delivery of the curriculum and pastoral care programs through classroom strategies that reflects a proactive whole-school learning and teaching focus for all students and that develops effective student safety and wellbeing policies and practices.

- Quality relationships and partnerships – the fostering of respectful interpersonal relationships among and between all community members
- A commitment to justice and service - identifying and eliminating barriers that hinder students’ participation and achievement
- Diversity is respected and valued - welcoming and including students from culturally diverse backgrounds; responding to the diverse needs of students who experience learning and social-emotional difficulties
- Social and emotional learning - developing students’ social/emotional skills, qualities of self-discipline, reciprocal responsibility, responsible decision making and a social conscience
- Effective networks of care across the community - partnerships with parents, the wider community, church groups, support services, respite care and health services
- Supportive Organisational structures - the establishment of specific whole school approaches and structures, processes and arrangements to support student formation and redirection, grievances and appeals, reconciliation and restoration.

## Bullying

Bullying is recognised as any type of unacceptable ongoing behaviour, that can be described as threatening, embarrassing, frightening, uncomfortable, humiliating, intimidating, and occurs within an unequal power relationship.

## Types of Bullying

- Physical aggression - physical harm or destroying property
- Social aggression - rumors, racial slurs or exclusion from a group. Verbal aggression - name-calling, teasing, or threatening. Intimidation - phone calls, dirty tricks, or taking possessions.
- Written aggression - threatening notes or graffiti.
- Sexual harassment - comments or actions of a sexual nature, which make the recipient uncomfortable.

### Our Process When Responding to Bullying Behaviours

- Interview the child who believes they are the target of the bullying behavior.
- Interview the child who is named as the protagonist role.
- Focus on the thinking and emotions of both children. Identify who was involved in the bullying incident.
- Convene a meeting with the children involved: Child who is the target of the bullying behavior, child who engages in the bullying behavior and bystanders.
- Explain the problem from the perspective of the child who was the target of the bullying behavior. Do not allocate blame to the group.
- Share responsibility for solving the problem. Focus on resolving the problem.
- Ask each member of the group for their ideas about how to assist the child to feel safer and happier in school.
- Ask the group for a commitment on proposed actions.
- Plan with the group how to follow through with selected actions.
- Later in the week meet each child individually and discuss with them what has been happening.
- Ascertain if the bullying behavior has stopped and that the child is feeling safer and happier in school.
- If ongoing parental involvement in an Active Management Plan.

## How to enrol

### Procedure for Application

Parents are required to complete an Application for Enrolment form if wishing to enrol their child/ren at St Kieran's. The Enrolment Forms are available from our website or the school office.



Please note that there is a non-refundable \$50.00 Enrolment Application Fee per child that is paid to the School when submitting the Application for Enrolment form to St Kieran's.

## **BELOW IS A CHECKLIST OF REQUIREMENTS FOR ENROLMENT**

- Completed Enrolment Application (signed by all custodial parents)
- Copy of Birth Certificate
- Copy of Baptism Certificate (If applicable)
- Copy of immunisation records
- Copy of Visas (if applicable)
- Payment of \$50.00 enrolment fee

## **Prep Enrolments**

A first round of interviews with families of prospective students for the following year will be held in Term 2 of each year. Please ensure that you have lodged your enrolment application for Prep by this time. The school will contact you to arrange an interview time. It is important that your child as well as both parents, where possible, is able to attend the enrolment interview. After all Prep interviews have been held, offers of a place in our Prep program will be made by letter. An orientation Prep morning will be held in October to assist you and your child in preparing for Prep.

## **Other Enrolments**

Enrolments for other grades can be made at any time of the year dependant of space available. Once your enrolment application has been lodged, you will be invited to attend an enrolment interview. It is important that your child or children who are enrolling attend this interview, with both parents if possible. Confirmation of enrolment will then be made within a few days of the interview.

If there are not enough places available, students will be placed on a waiting list. Parents will be contacted when a place becomes available.

## **Confirmation of Enrolment**

Upon receiving a letter of placement offer, you will need to confirm your enrolment by completing a Confirmation of Enrolment Form. This form will need to be returned to the school office prior to commencing school and a Confirmation of Enrolment fee of \$100 paid.

You are most welcome to visit our school prior to the formal enrolment process. Please telephone and a time can be arranged for you to do so.



**15 Greenwood St,  
Brighton QLD 4017**

**Phone: 3269 5989**

**Absentee Line: 3869 2185**

**Fax: 3269 2319**

**Email: [pbrighton@bne.catholic.edu.au](mailto:pbrighton@bne.catholic.edu.au)**