

St Benedict's Catholic Primary School

FAMILY Handbook



Brisbane Catholic Education (BCE)

Our Vision

We are a faith-filled learning community creating a better future.



Our Mission

Our mission is to teach, challenge and transform through our service, support and leadership for Catholic education in the Archdiocese of Brisbane.

Our Values

- *Excellence* – inspired by our Catholic tradition, strive for excellence.
- *Integrity* – as witnesses to the Good News of Jesus Christ, act ethically.
- *Justice* – as people of faith, foster respectful relationships, advocating for and empathising for those at the margins.
- *Hope* – empowered by the Spirit, embrace the future with confidence.

An education to believe in

Strategic Plan 2025 – 2027

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Hope – empowered by the Spirit, embrace the future with confidence.

At Brisbane Catholic Education (BCE) we recognise the First Peoples of Australia and commit to honouring their voice through reconciliation and action.

Inspired by faith	Inspired by excellence & equity	Inspired by our people
To achieve our vision, we will prioritise:		
Connecting communities Across BCE we: <ul style="list-style-type: none"> • Unite as an interconnected system through a lived Catholic Tradition and engagement • Intentionally share high-impact practices across our organisation • Grow strategic partnerships both locally and globally. 	Delivering thriving Catholic schools Across BCE we: <ul style="list-style-type: none"> • Commit to excellence through data-informed action and innovation • Develop and harness emerging technologies and evidence-based teaching practices • Are agile, equitable and effective in our resourcing and asset stewardship. 	Maximising potential Across BCE we: <ul style="list-style-type: none"> • Deepen understanding of the Catholic Tradition • Co-create tailored learning pathways to maximise individual performance • Inspire lifelong learning through shared responsibility, inquiry and responsible risk-taking.
Strategic Outcomes		
Deeper understanding of the Catholic Tradition for all	Thriving culture of inclusivity, innovation and excellence inspired by faith	Outstanding learning and teaching outcomes underpinned by excellence and equity
System Critical Foundations		
Catholic Tradition Safeguarding Literacy and Numeracy		

We walk in God's ways where we live, love, learn and celebrate.

Hello and Welcome

On behalf of our local Catholic Community and our School Community we would like to extend to you, your family and most importantly your child a most warm welcome to our place of learning. At St Benedict's we pride ourselves on offering not only a high quality education but an atmosphere which is truly unique. Our culture is based on the Catholic tradition as well as our Patron, St Benedict, whose teachings, philosophy and values permeate our Curriculum. Our school motto, Walk in God's Ways, promotes the way in which we live, love, learn and celebrate in our world today.

We promote the values of *hospitality, community, peace, prayer, stability, conversion, humility, compassion, obedience and work* in our everyday lives. Our school is about educating the whole person and empowering them to shape and enrich our changing world, by living the Gospel of Jesus Christ.

We know how important it is for your child to experience a sense of belonging and we endeavour to provide an inclusive environment where all students can feel safe and happy. Our educators ensure all learners and their individual styles are considered and catered for, setting up all students for success. We promote collaborative partnerships between home and school where you are able to contact us to discuss any concerns you might experience.

Parents and Caregivers are strongly encouraged to be involved and active in their child's education. As well as parent assistance in the classroom, we have Family and Community Engagement Leaders and a School Board.

We wish you God's blessing and look forward to sharing with you the joys of your child's education at St Benedict's. When one dreams it remains a dream. When we dream together, it is the beginning of reality!



Renay Condon
Principal



Jill Jahnke
*Assistant Principal
Administration*



Kerrin O'Hanlon
*Assistant Principal
Religious
Education*



Amanda Ball
*Assistant Principal
Learning and
Teaching*

Handbook Contents

OUR Traditions

Our School Story and History -----	Page 1
Our Vision, Mission and Values-----	Page 2
Our Emblem, Motto and Patron -----	Page 2
Our Songs and Prayers -----	Page 4

OUR School

Our Teams at a Glance -----	Page 6
School Hours and Times -----	Page 10
School Term Dates -----	Page 11
School Site Plan -----	Page 13
School Office Details -----	Page 13
Compulsory School Attendance Details -----	Page 15
Finance Department Details -----	Page 17
School Tuckshop/Coffee Shop -----	Page 20
Outside School Hours Care -----	Page 20
Resource Centre -----	Page 21
Uniform Information -----	Page 22

OUR Community

Parish Information-----	Page 25
Community Involvement -----	Page 25

OUR Communication

Communication and Engagement -----	Page 27
Parent Portal Login Instructions -----	Page 30
Assessment and Reporting -----	Page 31
Future Enrolments -----	Page 32
Complaints Management Procedures -----	Page 32
Mobile Phone/Smart Watch Policy -----	Page 34

SAFE Environments

First Aid, Medication and Support -----	Page 36
Infectious Disease Guidelines-----	Page 38
Food and Nutrition -----	Page 41
Keeping Our School Clean -----	Page 42
Behaviour Support-----	Page 43
Student Protection Information -----	Page 46
Traffic Management Plan -----	Page 48

OUR Teaching

Vision for Learning -----	Page 52
Effective Learning and Lesson Delivery Practices -----	Page 52
Teaching and Learning with Technology -----	Page 57
Homework -----	Page 58
Student Leadership Opportunities -----	Page 59
Available Student Activities -----	Page 60

OUR Traditions

St Benedict's Catholic Primary School officially opened in 2008. The school is situated in the picturesque suburb of Mango Hill and caters for students from Prep to Year 6.

Our School Story and History

St. Benedict's Catholic Primary School acknowledges the Yuggera and Gubbi Gubbi people as the first owners of the land on which the school is built.

Officially opened in 2008, St Benedict's Primary School is located in Mango Hill and caters for students from Prep to Year 6. St Benedict's sits within a very high growth area for population. In 2022 the school became four-streams with 4 classes in each year level. Current enrolments sit at approximately 770 students across 28 classes. St Benedict's College was established in 2013, and operates on the same grounds, but with a separate administration and staff. We also share our grounds with St Benedict's Kindergarten and Catholic Early Ed Care which runs the Out of School Hours Service. This continued growth in our educational precinct means we can now cater for students from Kindergarten to Year 12.

St Benedict's is a diverse community of learners. We have a high number of Catholic families who attend the school, with a number of students identifying from other religions. We are also a culturally diverse community, welcoming families from a variety of different cultural backgrounds and nationalities. Our staff community numbers more than 80 people, consisting of teaching staff, Classroom Support Assistants (CSA) and other administrative staff. The teaching staff predominantly consists of teachers with between 1-20 years teaching experience. All staff are dedicated professionals, leading learning, catering for individual needs, and setting high standards for all students, in every classroom.

We are a distinctive Catholic Community whose unique culture and ethos permeates through our words and actions. We are founded on the charism of St Benedict, whose rule offers the foundation to our work and the voice to our community.



Our Vision, Mission and Values

In 2022 St Benedict's re-imagined its Vision and Mission documents. This process was extensive, involving consultation staff, parents, and students. This was undertaken to ensure the school's Vision and Mission statement reflects the current context of our community and clearly articulates our desired future of bringing together faith, life and culture.

Vision

Inspired by St Benedict's, we unite to *Walk in God's Ways* as a peaceful, compassionate and hope-filled community of learners who enrich our world.

Mission

At St Benedict's we bring alive our vision to *Walk in God's Ways* through how we live, love, learn and celebrate together to:

- Live with Jesus to help develop balance, peace and wellbeing.
- Foster a positively engaged community of learners.
- Cultivate welcoming and respectful relationships.

Values

- *Peace*: We bring love to life in ourselves and others, by living more with Jesus. Our prayerful intention to the ways God is present in all things calls us to relatively and sustainably care for the world and all resources.
- *Learning*: We work towards continued personal growth and love of learning, recognising our limits without losing hope and accepting our gifts with humility. We listen to scripture and to one another with 'the ear of the heart'.
- *Community*: We adopt habits of mind and behaviour that is life giving and contribute to the good of all, making everyone feel at home and welcome in a community that considers and maintains the wellbeing of all. We come as Guest.



Our Emblem, Motto and Patron

The rising sun symbolises our journey towards God and reminds us of our origins with the Petrie Parish which shares a similar symbol. Our school is now part of the St Benedict's Catholic Parish, North Lakes, Mango Hill, and Griffin.

The four large letters at the angles of the Cross (CSPB) stand for Crux, Sancti, Patris, Benedicti, the Cross of the Holy Father Benedict.



The coloured ground leads the followers to Christ and symbolises the links to the local geography with green fields, water flowing through the site from rain and leading to the waters of Moreton Bay.

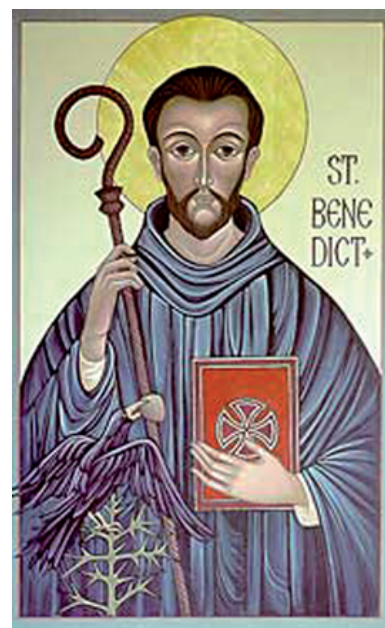
Our school motto, *Walk in God's Ways*, challenges our community to actively engage with Jesus' message as a model for living.

The Rule of Saint Benedict has, for centuries, been the guide of religious communities. Saint Benedict's rules of obedience, humility, and contemplation are not only prerequisites for formal religious societies; they also provide an invaluable model for anyone desiring to live more simply. They provide guidance and inspiration for anyone seeking peace and fulfillment in their home and work communities and present a contemporary model for living with issues facing us now ~ *stewardship, relationships, authority, community, balance, work, simplicity and prayer*. Benedict taught moderation in all things; the dignity of work; drawing closer to God through the renewal of the mind, placing a strong emphasis on learning and scholastic disciplines.

St Benedict, Our Patron

Our patron, St Benedict, was also known as Benedict of Nursia; Founder of Western Monasticism.

St Benedict was born c. 480, in Nursia, Umbria, Italy of Roman nobility. His name means 'blessed'. He is the twin brother of Saint Scholastica. He studied in Rome but was dismayed by the lack of discipline and the lackadaisical attitude of his fellow students. He fled to the mountains near Subiaco, living as a hermit in a cave for three years. His virtues caused an abbey to request him to lead them. He founded the monastery at Monte Cassino, where he wrote the Rule of his order. His discipline was such that an attempt was made on his life; some monks tried to poison him, but he blessed the cup and rendered it harmless. He returned to his cave, but continued to attract followers, and eventually established twelve monasteries. At one point there were over 40,000 monasteries guided by the Benedictine Rule. A summation of the Rule: "Pray and work".



St Benedict died 21 March 547 of a fever while in prayer at Monte Cassino, Italy and he was buried beneath the high altar there in the same tomb as Saint Scholastica.

Our Songs and Prayers

Our School Song

Walk in God's Ways
By Debbie Sweetman © 2007

Chorus

Walk in God's ways, follow the path.
Walk in God's ways, do as God asks.
O Spirit guide us,
Come walk beside us.
Together you and I,
Together we will try, to
Walk in God's ways.

Reach out your hand, give a friend a new start.
Reach out your hand, open up your heart.
Reach out your hand, show God's love and care.
There is a pathway before us:

Repeat Chorus

Open your mind, try to make the right choice.
Open your ears, try to hear the right voice.
Open your eyes, open wide and see
There is a pathway before us.

Repeat Chorus

Bridge

Father on high,
Spirit our guide,
Jesus, your light shines
There on the pathway before us.

Repeat Chorus Twice

Together you and I,
Together we will try,
Together we will stand,
Together hand in hand.

Prayer of St Benedict

Gracious and Holy Father
Give us wisdom to perceive you
Intelligence to understand you
Diligence to see you
Patience to wait for you
Eyes to behold you
A heart to meditate on you
And a life to proclaim you
Through the power of the
Spirit of Jesus Christ Our Lord
Amen

Our School Prayer

God Our Creator,
Open our eyes to see you,
Open our minds to you,
Open our ears,
So we can listen with the voice of our hearts.

As we walk in your ways,
Give us wisdom,
Give us understanding and
Give us patience.

As we walk in your ways,
May we be welcoming,
May we be generous and
May we be caring.
May we live, love, learn and celebrate
together.
St Benedict pray for us...

Early Years Prayer

(Prep to Yr2)
Creator God...
As we walk in your ways,
Be in our minds...
Be in our hearts...
Be always looking over our shoulders...
So that together,
Our St Benedict's family,
Can reach out in love
And 'Shine' in our world...
Amen

Peaceful Learning Community

By Anthony Nelson © 2023

We are a peaceful learning community.
That's who we strive to be.
A peaceful learning community.
Live, love, learn, celebrate as one family.

Verse 1 - Be kind to others as we work and play.
Embrace the moment, make time for peace on the way.
Called to be people of hope everywhere we go.
Ignite our spark as we learn and grow.

We are a peaceful learning community.
That's who we strive to be.
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Live, love, learn, celebrate as one family.

Verse 2 - Filled with compassion let's all play our part,
To care for others and listen with the ear of our heart.
When things get tough, no we won't give in.
We'll challenge ourselves and find the strength within.

We are a peaceful learning community.
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Live, love, learn, celebrate as one family.

Bridge - Be people of welcome, serve with humility.
Live each day with balance and stability.

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That's who we strive to be.
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Live, love, learn, celebrate as one family.

OUR School

Here at St Benedict's we are dedicated and committed to our work which contributes to a great learning environment and outcomes for our students. Our team often go above and beyond, approaching all they do with compassion, a generous spirit and patience.

Our Teams at a Glance

Our Leadership Team

Our Leadership Team oversees the learning life of the school. Led by the Principal, the team takes shared responsibility for different phases of learning as listed below.

Name	Title
Ms Renay Condon	Principal
Mrs Jill Jahnke	Assistant Principal: Administration
Mrs Kerrin O'Hanlon	Assistant Principal: Religious Education
Amanda Ball	Assistant Principal: Learning and Teaching

Our Administration Team

Our Administration team supports the Leadership Team through the daily operational matters of the school including enrolments, student well-being and administration and school finances.

Name	Title
Sonya Carloff	Financial Secretary
Anna Patch	Assistant Financial Secretary
Lynn Chapman	Enrolment Secretary, Admin Support to Leadership Team
Sherry Clarke	Administration Secretary
Keryn Preston	Administration Secretary, Student Support/WHS
Luke Koschel/Jack Kirkitscha	Technology Support
Robyn Bensley	Communications & Marketing
Laura Campbell	Risk and Compliance Officer

Our Year Level Teaching Teams

Our Year Level teaching teams work collaboratively to provide the day to day teaching for all students in the school.

Name	Class
Jennifer Ghiraldelli	Prep B
Naiome Grech	Prep G
Kylie Carney	Prep R
Michelle Riley	Prep W

Jessica Needs	Year 1B
Natasha Hamilton	Year 1G
Belinda Donnelly	Year 1R
Angela Morris	Year 1W

Leeanne Jenkins	Year 2B
Lara Kirk	Year 2G
Claire Hill	Year 2R
Ashleigh Smith	Year 2W

Kerri-Anne Humphreys/Anna Bugden	Year 3B
Stacey Lewis	Year 3G
Natalia Humphrys	Year 3R
Amy Beasley	Year 3W

Emma Ward	Year 4B
Anita Hogan	Year 4G
Joshua Jonck	Year 4R
Kelli Phillips	Year 4W

Natalie McKeon	Year 5B
Peter Parker/TBC	Year 5G
Kristy Soldatanko	Year 5R
Taylah Charteris	Year 5W

Rowena Anderson	Year 6B
Michelle Willes	Year 6G
Zandra Farr	Year 6R
Diana Wallace	Year 6W

Our Teaching & Learning Partners

Our Teaching & Learning Partners team engages in collaborative partnerships to achieve educational outcomes for all students by developing a whole school commitment to inclusive practices and a shared responsibility for student achievement. They partner with teachers to grow positive learning and well-being outcomes for all students.

Name	Title
Renee Ewing	Support Teacher Inclusive Education
Olivia Galano	Support Teacher Inclusive Education
Danielle Cottrell	Support Teacher Inclusive Education
Sandra Lariviere	Guidance Counsellor
Mikaela Hayman	School Based Speech Pathologist
Kate Trotter	Support Teacher Engagement and Wellbeing
Rebecca Noonan	Support Teacher Engagement and Wellbeing
Caroline Kitchener	Resource Manager
Samantha Bubb	Co-Teacher
Kate McPhee	Co-Teacher
Sarah Zentilin	Co-Teacher
Nadine Leamey	Co-Teacher

Our Specialist Teaching Team

Our Specialist Teachers are as follows:

Name	Title
Laurel Creese	Physical Education
Peter Parker	STEAM
Anthony Nelson	Music
Kim Todman	LOTE
Donald Smith	Instrumental Music (band, piano and guitar)
Caroline Kitchener	The Arts

All students from Years 4 to 6 have the opportunity to be a part of our award-winning school bands and choir called the BP performers. Students from Prep to Year 2 can be involved in our Mini Signers group and students in Yrs 2 and 3 have the opportunity to be involved in the Junior Choir.

Our Classroom Support Assistants (CSA) Team

- **Our CSA for Years P to 2 are:** Sarah Ingham, Mel Jarrot, Leah Lazzam, Abby Hardy, Samantha Lomas, Sharon Cooper, Alicia Dowell, Rhyanon McDonald, Emma Ward, and Catherine Cook.
- **Our CSA for Years 3 to 6 are:** Janet Facey, Jody Collins, Ashleigh Smith, Sarah Tallon, Rouanne Abdelsamie, Sharnie Cambertis, Hema Abhishek, Coby Johnston, Claudia Bell and Tracey Barnes.
- **Our CSA in School Resourcing Support are:** Michelle Fitzgerald and Ruaa Kanaan.

Our Tuckshop and Coffee Shop Team

Our Tuckshop and Coffee Shop team are as follows:

Name	Title
Katie Argiro	Tuckshop Coordinator
Melissa Rosolen	Tuckshop Assistant
Emma Edmonds	Coffee Shop Coordinator

Our Grounds Team

Our Grounds team are as follows:

Name	Title
Sean Fry	Grounds and Maintenance Coordinator
David Main	Gardens and Grounds
David Fitzpatrick	Gardens and Grounds

School Hours and Times

St Benedict's Catholic Primary School has staff supervision between the hours of 8.00am and 3.15pm. In the event students need to be at school earlier or later than these times St Benedict's offers both before (6.30am until 8.30am) and after school care (2.45pm until 6.00pm). This service is provided by Centacare Child Care Services.

Our School Hours

8.00am	School Office opens	
8.00am	Before school supervision begins	
8.25am	First Bell	Prep Gathering grassy area outside Prep classrooms 1-3 Gathering Time in Undercover Area 4-6 Gathering Time in the Hall
10.30am	First lunch break	
11.00am	Middle session of learning	
12.00	PAX (Peace Time)	
1.00pm	Second lunch break	
1.30pm	Afternoon session of Learning	
2.50pm	School day concludes	
3.15pm	Afternoon School Supervision concludes	
3.30pm	School Office closes	

Punctuality Matters

Of course, in order for students to learn at school, they need to show up on time preferably. It is important for you and your child that your child arrives at school in time for the first bell. This will ensure that your child is ready to commence their day within the time boundaries in place.

School Term Dates

These dates can also be found on our website www.stbenedicts.qld.edu.au

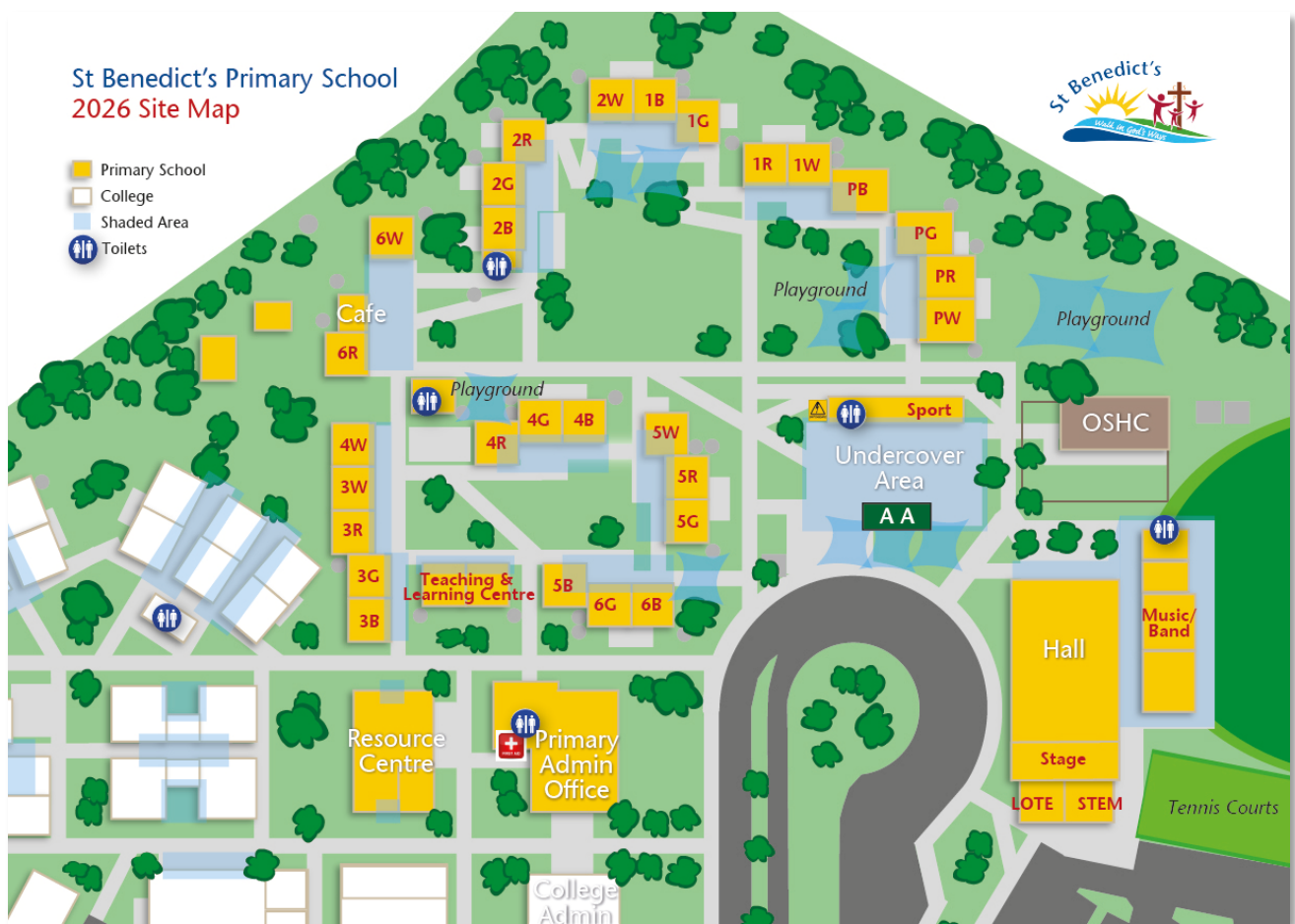
	Wednesday, 21 January	Student Free Day – Staff PD
	Thursday, 22 January	Student Free Day – Staff PD
	Friday, 23 January	Student Free Day – Staff PD
	Monday 26 January	Australia Day Public Holiday
	Tuesday 27 January	Student Free Day – Staff PD
Term 1	Wednesday 28 January – Thursday 2 April (10 weeks)	
	General school events this term: <ul style="list-style-type: none"> • Staff Commissioning Mass • Opening School Mass and Student Leadership Commissioning • Zone 6 Swimming Carnival • North West District Swimming Carnival • Ash Wednesday and Project Compassion • Lent & Easter Celebration • Enrolment Process commences for the following year • Year 3 and 5 Naplan Tests • Parent Teacher Interviews • PLP (Personalised Learning Plan) meetings for students with disabilities • School Cross Country 	
School Holidays	Friday 3 April – Sunday 19 April	
	Friday 3 April	Easter Public Holiday (Good Friday)
	Mon 6 April	Easter Public Holiday

Term 2	Monday 20 April – Friday 26 June (10 weeks)	
	Saturday 25 April	Anzac Day
	Monday 4 May	Labour Day Public Holiday
	General school events this term: <ul style="list-style-type: none"> • First Aid Training for staff • ANZAC Day • Queensland Day • Zone 6 Cross Country • North West District Cross Country • School Athletics Carnival • End of Semester Reports sent home • Rosies Winter Appeal 	
School Holidays	Saturday 27 June – Monday 13 July	

Term 3	Tuesday 14 July to Friday 18 September (10 weeks)	
	Wednesday 12 August (Monday 10 August)	Show Day Public Holiday (Designated Show Day for St Benedict's)
	Friday 7 September	Student Free Day
	General school events this term: <ul style="list-style-type: none"> • Feast of St Benedict • Catholic Education Week • Book Week/Science Week • Literacy & Numeracy and Science Week • The "EKKA" Brisbane Show • Celebration of Literature, Arts and Learning • Zone 6 Track & Field Carnival • North West District Athletics Carnival • Zone 6 Catholic School Gala Days – Year 5 and 6 • Parent Teacher Interviews • PLP Meetings 	
School Holidays	Sat 19 September – Monday 5 October	
	Monday 5 October	King's Birthday Public Holiday

Term 4	Tuesday 6 October – Friday 4 December (9 weeks)	
	General school events this term: <ul style="list-style-type: none"> • Remembrance Day • Year 6 Graduation Liturgy • Volunteer Thanksgiving • Swimming lessons and carnival • Catholic Mission Month • Zone 6 Catholic School Gala Days – Year 3 and 4 • St Benedict's Swimming Carnival • End of Semester Reports sent home 	

School Site Plan



Address: 22 St Benedict's Close, Mango Hill, Qld, 4509

Postal Address: PO Box 725, North Lakes, Qld, 4509

Telephone: 3481 4600

Email: pmangohill@bne.catholic.edu.au

Website: www.stbenedicts.qld.edu.au

School Office Details

Our school office hours are 8:00am to 3:30pm (closed in school holidays). The talented staff in our School Office will support your needs, including: staff contact, unwell students, late/early student departures, family details, finance questions, lost property, medication for students, etc.



Lynn Chapman, Kerry Preston, Sherry Clarke

Lost Property

With a school consisting of over 760 students, property is bound to get mixed up or lost sometimes. If you label your child's property clearly, it can be quickly returned to students when it is found. Lost property usually makes its way to our school office. Parents and students are welcome to come and look through the lost property area at their convenience.

Late Arrivals/Early Pickups

If students arrive after 8.25am the parent (legal guardian) and student are requested to go directly to the school office to sign in via our online receipting procedures system. The student will receive a printed late slip to give to the class teacher. Legal guardians of students from P-2 should accompany their child to where their class is at that time.

If a student needs to leave early, Legal Guardians are asked to go to the school office prior to collection to sign the student out on our online receipting system, and receive a slip to take to the class teacher when collecting the student.

If the student is being collected by someone other than their Legal Guardian, that person must be noted as a contact on the student record or the Legal Guardian must contact the office to advise that an alternate will be collecting. If the alternate is not known to the office staff, they may request identification before releasing the student. Our preference is to call the student down to the office rather than have parents collecting from the classroom.

Unexplained Absences

The Department for Education requires a reason for every student absence.

The preferred means of communicating non-attendance is for parents to:

- Visit BCE Connect to log absence.
- For planned and extended absence communicate directly with administration on 07 3481 4688.
- Ensure contacts are updated for follow up of unexplained absence.

The school will follow up unexplained absences in accordance with St Benedicts' Student Attendance Roll Marking Procedure as follows:

- An SMS message will be sent to the Main Contact by approximately 9:30am each day. If no response is received by midday, a phone call will be made to an emergency contact.
- Class teachers will follow up any unexplained absences at the end of the school day by contacting the student's Legal Guardians.
- Frequent unexplained absences are brought to the attention of the Leadership team.

Family Reasons

Sometimes there may be family reasons why a student is not able to attend school. However, an ongoing pattern of absences due to family reasons is concerning and may require a meeting being organised to discuss what supports can be put in place to minimise the student's time away from school.

Short Family Holidays During School Term

Parents should try to organise holidays within the school holiday period. Parents/Legal Guardians must notify the school if an extended absence is likely and if the school needs to arrange work at home for the student. If an absence is for more than 10 consecutive school days, families must apply for an exemption from compulsory schooling and participation from the School Principal in accordance with the [Queensland Government Procedure](#).

Illness/Medical Appointments

Wherever possible, dental and medical appointments should be made out of school hours. If your child is too sick to leave home, has an infectious disease or an injury preventing them from moving around school for 3 days or more, a doctor's certificate may be required.

Media Consent

As part of the BCE enrolment process, Legal Guardians are asked to sign the [Enrolment - BCE Information Collection Notice](#) and [BCE Media Consent form](#) to categorise the media consent status of their child. Schools must record media consents provided by Legal Guardians and confirm the media consents with Legal Guardians annually.

- "Yes", consent authorises BCE to use, publish and disclose personal information; and to use, communicate and publish student materials within the BCE school community and other public forums.
- "No" consent means that any images captured in the school or learning environment will not be shared or used for media purposes.

Legal guardians of students who participate in activities such as school performances, band, dance, representative sports may be asked to provide specific media consent to enable the school to promote and celebrate student success in these activities.

Compulsory School Attendance Details

Is regular attendance important?

Yes, from the first day! If students miss the basic skills in the early years of school, they often experience difficulties later on. It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at secondary school.

There are many ways in which families can support their children to be prepared for learning at school. Making school attendance a high priority in your family would probably be the most important, but also by ensuring children get enough sleep, a good diet and regular exercise; by encouraging reading from an early age; by sharing the learning journey through an active involvement in our wonderful school, and in your child's hobbies and extra-curricular activities, and so on.

Of course, in order for students to learn at school, they need to show up. In fact, it is illegal for school-aged child not to attend school. Even more troubling though, is the learning a child will miss if they do not attend school. If a student misses as little as eight days each term, by the end of primary school they will have missed over a year of learning.

Attendance in Queensland

In Queensland, a child is considered to be of compulsory school age from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first). Parents of compulsory-school-aged children must: enrol them at a school and ensure they attend school on every school day, unless the parent has a reasonable excuse.

Acceptable Reasons:

- Illness
- Essential appointment
- Injury
- Infectious disease
- Bereavement
- Principal approved absence

Unacceptable Reasons:

- Birthdays
- Visiting relatives
- Outside school sports
- Helping parents at home
- Weather (i.e. too hot)
- Holidays (unless prior approval granted)

Regular attendance helps your child develop the skills needed to access the world of work and other opportunities, learn the importance of punctuality and routine and make and keep friendships.

What should you do if your child refuses to go to school? You should immediately contact the school to seek assistance. Reluctance to attend school is sometimes an indication that a student is experiencing social or emotional problems.

What if my child continues to have unsatisfactory attendance? It is important to understand that the Qld Department of Education, on behalf of the State Minister for Education, may take further action in cases where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school.

The following actions may be taken in these cases:

- **Attendance Meetings.** Parents, and sometimes their child, can be asked to attend a meeting with school and Brisbane Catholic Education Office personnel. The aim of the meeting is to help identify strategies to support the child and family and remove barriers to non-attendance. Other agencies may also be invited, if parents agree.
- **Compulsory Attendance Conferences.** If school attendance does not improve, parents and sometimes their child, can be asked to attend a Compulsory Attendance Conference. The outcome of a Compulsory Attendance Conference is for the parties to agree to undertake certain actions to improve the child's attendance. These actions are agreed in writing in the form of an Attendance Improvement Plan.
- **Compulsory Schooling Order.** If previous attempts to resolve the issue of a child's attendance are not successful, legal compliance can be sought through an application to the Children's Court for a Compulsory Schooling Order. The aim is to assist a family and/or child to address the issues preventing satisfactory school attendance.

Attendance Facts

- Missing one day a week of school from Prep to Year 10 means missing two years and one term of schooling.
- Being half an hour late to school each day from Prep to Year 10 equals missing one year and one-and-a-half terms of schooling.
- Being absent five days a term from Prep to Year 10 adds up to more than one year of missed schooling.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Patterns of attendance/absence are set up in the early years of schooling.
- Poor attendance makes it difficult for students to form positive relationship with their peers.
- Research shows that students who are often absent from school are more likely to end up homeless, are overrepresented in the Juvenile Justice System and likely to earn less than their peers as adults.

Unless there are exceptional circumstances the minimum acceptable attendance rate for the school year is 90%. If your child is, on average, missing more than 3 days per term they will not be meeting the expected minimum attendance requirements.

Under the Education Act of Queensland, parents and/or caregivers are held responsible for the regular attendance of all children in their care. There are legal implications for those parents who are unable to demonstrate they are meeting this responsibility.

Parents/Legal Guardians can read our Attendance Policy on the [St Benedict's Primary School website](#).

Finance Department Details

Fees and Levies collected at St Benedict's School are used for the following purposes which are aligned to the Vision and Mission of the School to:

- Provide teaching, administrative, classroom support and facilities.
- Provide essential resources, materials, facilities and equipment.
- Assist with providing activities such as excursions.
- Support the School building program.
- Maintain buildings, grounds and other facilities.

The Bennies Engagement Support Team (BEST) also collects a levy through the school fee structure to support the initiatives of the parents and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a term basis during the first couple of weeks of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a) Extension of Time. If an extension is required, please contact the school finance office prior to the due date.
 - b) Payment Plans. Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.
 - c) Fee Concessions. In cases of financial hardship an application may be made for a fee concession.
 - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Benedict's School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
 - (iii) Concession application forms are available at the school finance office.
 - (iv) All matters are dealt with on a confidential basis.

Recovery of unpaid fees. In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Sibling Discount

Discounts are given to siblings who attend St Benedict's Primary School at the same time. The discount is given on the base Tuition Fee only. Discounts are listed on the current Schedule of Fees.

Agreed Payment Plans

As mentioned in point 3b above, our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal.

Parents are asked to complete and return the *School Fee Payment Authority Form* (direct debit payment authority) by Week 2 of Term 1. The fee payment options included on the form are:

- 10 equal monthly instalments;
- 40 weekly instalments;
- 20 fortnightly instalments;
- 1 annual payment paid in advance.

To establish an Agreed Payment Plan, forms are available on the school website or from the school finance office.

Early Payment Discount

A 3% discount, on base Tuition Fee, will be granted to parents who pay the full year's school fees by the due date set out on the annual Schedule of Fees.

Late Start Enrolment

New students entering St Benedict's School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

Leaving Early Refund Policy

Should a student leave the school during a school term, written notification must be forwarded to the Principal. Student text books, library books and laptops and all accessories are to be returned to the School. At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the School during the term. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

Confidentiality

All information which is made available to the School Principal will be treated with confidence. Information may be made available only to the Financial Secretary and the Debt Collection Agency representing the School.

For further clarification regarding the above school fee and levy collection process, please contact our School Finance Secretary.

School Tuckshop

Bennies Tuckshop is currently open Wednesday, Thursday and Friday for two breaks each day:

- **1st Break** is from 10.30 until 11:00am. This is the students' main lunch break. The first 20 minutes of break allows for students to play, followed by 10 minutes of eating time.
- **2nd Break** is from 1:00pm until 1.30pm. This is the students' afternoon tea/snack break.

Pre-ordering Meals

Orders need to be received by the Café by 8am on the day to be served. To avoid disappointment, all food needs to be pre-ordered:

- **Qkr!** is our online ordering system. If you would like to pre-order via **Qkr!** please download the app, register yourself an account and set up a profile for the students you are ordering for.
- If you have questions regarding **Qkr!** please contact them directly at QKR_AU@mastercard.com
- There are no service fees charged through Qkr!
- Pre-order meals are placed in a basket and collected by the class.
- No orders are taken after 8am.

Over the Counter Purchases

Sending money to school with students, so they can purchase items over the counter, is a great way to teach them about money handling, and it also builds their confidence in the school environment. They can purchase snacks, ice treats and drinks (not hot food) over the counter after the 2nd bell during either break but ice treats can only be purchased at 2nd break.

Please ensure students are only buying for themselves or siblings. Purchasing for friends is not allowed due to allergies – teachers please discuss this with your students.

Outside School Hours Care

Both before and after school care are available at St Benedict's (from 6.30am until 8.30am) and after school (from 2.50pm until 6.00pm). This service is provided by Catholic Early Ed Care. Outside School Hours Care (OSHC) operates on the school site in a purpose-built facility located adjacent to the undercover area. This is a wonderful service for our families so if you need to use this service, please download the appropriate forms from our website or Parent Portal or contact the Co-ordinator on 3293 4507.



Resource Centre

St Benedict's Primary Resource Centre has a wonderful selection of reading material that has been carefully curated to help develop in children a joy and love of reading. We aim to encourage an appreciation of great quality literature while also providing material that piques the interest and inspires students to delve into worlds that entertain, persuade or inform.



The books in the Resource Centre are not always ones that students will be able to read independently, but rather books that are designed to be shared and enjoyed. We encourage family members to share reading time at home to explore and discover together.

Borrowing

The students at St Benedict's are provided with the opportunity to borrow books on a regular weekly or fortnightly basis. Students are encouraged to make their own selections with teachers and other Library staff on hand to encourage, suggest and help students in their selections.

Book loans are for a duration of one week or two depending on borrowing timetables. However, students may return and borrow as often as they would like, and we certainly encourage students to borrow as often as they wish. The Library is open at 8am every morning for returns and browsing.

Library bags are required by all students to ensure that books are kept clean and secure. Each student is provided with a custom named St Benedict's satchel upon enrolment. This can be used as a library bag, otherwise a strong, sturdy bag would be suitable (with student's name clearly marked on the bag). When carrying Library bags to and from school, bags should be kept securely inside student's school bag.

Named satchels can be re-ordered from the school office if they are misplaced, damaged or lost.

Lost and/or Damaged Books

Lost and/or damaged books will incur the cost of replacement and students will not be able to borrow until these costs have been met. A slightly damaged book should be returned to the Resource Centre as soon as possible so that it can be repaired to prevent further damaged.

Please speak with Library staff if you have concerns in this area.

Uniform Information

The School Locker

All uniform requirements can be purchased locally at The School Locker store, North Lakes.

Address: Shop 9A, 4-6 Burke Crescent, North Lakes

Phone: 3490 1400

Opening Hours: Monday-Friday 8.30am-5.00pm and Saturday 9.00am-3.00pm

<https://theschoollocker.com.au/>

Uniform Policy

A consistent uniform worn by all helps students feel part of the community and enables them to show self-pride and respect for their school. A high standard of dress and grooming is essential for all students at St Benedict's Catholic Primary School.

Our objectives are to ensure:

- That our students wear our school uniform correctly and consistently.
- That our students develop a sense of pride in their uniform and therefore a sense of belonging to our school community.
- That our school uniform is accessible and affordable for all families within our school community.

Implementation of Policy:

- The School Uniform Policy is available on the St Benedict's website, distributed to parents upon enrolment, at the beginning of the year and when updated, so that all parents are continually informed about what is required.
- Students are required to wear the full uniform each day as outlined in the policy. The uniform worn is to be kept neat and clean. All clothing must be labelled with the child's name.
- The Sports Uniform will be worn on nominated sports days and the Formal Uniform on all other days unless notified by the Class Teacher. On special occasions e.g. free dress days, excursions, camps, please adhere to details outlined in notifications from school.
- Staff members will check uniforms regularly to make sure students are wearing the correct uniform in a neat and tidy manner.
- If students are unable to wear the correct uniform, or any part of it, they require a note from parents explaining the reason.
- Students, who are wearing the incorrect uniform, or any part of it, will be issued with a uniform note from their class teacher outlining what is incorrect. This notification will be sent home that day to the parent or caregiver.
- If there is a period of time where a child is unable to wear the uniform, this will be considered on an individual basis in consultation with the Principal.

Uniform Components

School Hat All Year Levels	The St Benedict's navy school bucket hat with the school logo screen printed on the front must be worn each day. It is important to clearly label this hat with your child's name on the inside. The hat is also reversable and has child's sport house colour on the inside.
Sports Uniform All Year Levels	Unisex school sports polo shirt and navy blue sport shorts with navy school socks and plain black sport shoes.
Formal Uniform Years 2 to 6	Prep students do not wear a Formal Uniform (until Year 3).
	Girls wear either a formal school dress or a blouse/school tie and navy blue culottes with St Benedict's school socks or navy blue tights and black leather dress shoes or plain black sports shoes.
	Boys wear a formal school shirt and navy blue rugger shorts with St Benedict's school socks and black leather dress shoes or plain black sports shoes.
	The navy blue rugger short can also be worn as a unisex option.
Compulsory Accessories All Year Levels	St Benedict's School Backpack St Benedict's School Library/Message Bag (provided by school). Replacement bags available at School Locker.



BOYS CHECK FORMAL SHIRT: \$44.95
BOYS FORMAL SHORT RUGGER: \$36.95



GIRLS CHECK FORMAL BLOUSE: \$44.95
GIRLS FORMAL CULOTTE NAVY: \$44.95
GIRLS TIE BUTTON ON: \$5.95
GIRLS FORMAL DRESS CHECK: \$61.95



SPORTS POLO UNISEX: \$42.95
SPORTS SHORT UNISEX: \$29.95



JACKET NAVY MICROFIBRE: \$70.95
TRACK PANT NAVY RED PIPING: \$48.95
JUMPER NAVY ACRYLIC: \$56.95



BAG BACKPACK: \$52.95



BUCKET HAT: \$18.95
SCHOOL SOCKS: \$9.95

Special Activities

- Senior Shirts: Pre-ordered shirts for our Year 6 Seniors may be worn on a teacher designated day once per week.
- School Sports Carnival: Plain, house coloured T-shirts may be worn to designated school sporting events.
- Swimming: Boys wear board shorts or trunks with a rash shirt. Girls wear a one piece swimsuit with a rash shirt. All students are required to wear a swim cap.

Optional Winter Items

- Navy school microfiber tracksuit.
- Navy jumper.
- Navy stockings for girls.

Optional Accessories

- Hair Accessories (must be worn in the school colours (Red, Navy, White))



Students are personally responsible to take good care of all their labelled uniform belongings and all school property as they strive to live, love, learn and celebrate at St Benedict's.

Appearance Guidelines

Hair

- Hair is to be brushed or combed neatly in a conservative style when attending school.
- Hairstyles not permitted include Mohawks, rat tails, shaved tracks, coloured hair or Mullets.
- Boys' hair should be short back and sides finishing above the collar or no shorter than #2. Tracks are not permitted.
- Girls' hair should be at collar length or below and if longer it must be tied back at all times.
- Hair that falls across the face or eyes must be tied or clipped back at all times.
- Hair accessories must be school colours (navy, cherry red and/or white). Acceptable hair accessories are available to purchase from our Uniform Shop.



Jewellery and Make-up

- Jewellery is not part of the school uniform. Only a chain with a religious medal or cross may be worn inside the shirt or dress.
- Plain gold or silver (studs or sleepers only) may be worn in both ears, one earring in each ear.
- No other body piercing is permitted.
- Children may wear a standard wrist watch.
- Make-up, including nail polish is not permitted.

Anything falling outside of these guidelines is at the discretion and approval of the Principal.

OUR Community

St Benedict's has been meeting the spiritual, educational and pastoral needs of young people in Mango Hill and North Lakes for the past 14 years. Ours is a distinctive and genuine Catholic Community founded in the spirit of the Benedictine tradition and teachings of *love, service hospitality, prayer and welcome*.

Parish Information

St Benedict's Catholic Parish

St Benedict's Catholic Parish is served by Parish priest, Fr Bryan Roe. The Parish of St Benedict's is part of the Brisbane Archdiocese, and incorporate the communities of Mango Hill, North Lakes and Griffin. The Parish Office is located in North Lakes. Please feel free to contact the Parish Office if you would like any further information on 3490 1768 or admin.northlakes@bne.catholic.net.au



St Benedict's Parish celebrates masses most Friday's at 9am, every **Saturday at 4pm and Sunday at 8.30am and 5.30pm**, in the St Benedict's School Hall. There is no need to book or register to attend, and we are no longer limited for numbers, the more the merrier.

Activities in the community include playgroup, preparation for Baptism of infants and Sacramental initiation of school age children, social and fundraising activities and family groups. For more information about baptism, sacramental programs, pastoral care and other community activities contact admin.northlakes@bne.catholic.net.au

The Sacramental Program is conducted by the Parish with support from the school. Parents are invited to attend Parent Workshops for their child's Confirmation and First Eucharist. The Archdiocesan guidelines have students in Year 3 receiving the Sacrament of Confirmation followed by First Eucharist in Year 4. Students will receive the Sacrament of Penance (1st Rite) in Year 5.

Community Involvement

Community is important at St Benedict's and relationships are promoted and celebrated through positive interactions with students, teachers, parents and the newly formed parish community. The partnerships we share assist us as we carry out our greatest responsibility - shaping the lives of the young people in our care.

No matter our size, we strive to come together as people of diversity with a common purpose to live, love, learn and celebrate together. This community focus is incredibly important to me and I invite all families to join me to devote a shared energy and experience in enhancing and growing the journey St Benedict's has made over its brief history.

At the core of our school's values is a deep belief in and rich tradition of care and concern for others. This provides the basis for activities and interactions between staff, parents and the wider Parish and local communities.

Parent and community volunteers are warmly encouraged to participate in school activities and events.

Volunteers

Volunteers at our school may participate in the Bennies Engagement Support Team (BEST) and/or help out with Tuckshop/Cafe, excursions, incursions, community events, cultural activities, sports activities and Curriculum activities.

Volunteers have an important role to play in supporting us to create and maintain safe and supportive environments for everyone in our community. In our school environment, there are steps that all volunteers must take before engaging in school activities and events.

If you would like to participate as a volunteer at St Benedict's, please visit the [Volunteer Page](#) on our website and follow the steps outlined.

Before commencing activities, volunteers must complete, volunteers must sign and return a:

- Volunteer Checklist
- Volunteer Registration and Declaration Form (accessible at the end of the online Volunteer Training course)

If you have any questions about volunteering opportunities or onboarding processes, please contact pmangohill@bne.catholic.edu.au

Bennies Engagement Support Team (BEST)

Our BEST participates in the optimum spiritual, intellectual, social and physical development of pupils in the school by:

- Providing a medium of support, information and involvement of parents/carers in their children's education and the school community
- Developing collaboration between parents/carers and school staff.
- Promoting the principles of Catholic education.
- Fostering a distinctive Christian environment in the school.
- Providing a medium for parents/carers to participate at Diocesan, State and National levels.



BEST Mission Statement: "To build a community of parents and friends that as a group, make a positive difference to the education and development of every pupil at St Benedict's School."

St Benedict's School Board

St Benedict's Pastoral School Board was established in 2010. It is an Archdiocesan expectation that a school board is established for every Catholic school in our Brisbane Catholic Archdiocese.

The role of the Pastoral School Board is visioning in nature. It involves developing school policies, communicating with parents the directions that the school will be taking, reviewing school budgets and guiding as a Community of Leaders. We are blessed to have some very generous parents involved in the life of the Pastoral School Board and thank them for their ongoing commitment to the life of our growing school community.

Under its constitution the Pastoral School Board comprises of members from across the school and parish community. The membership of the Pastoral School Board consists of School Principal, Parish Priest, staff representatives and parent representatives. If you are interested in being a member of the Pastoral School Board please contact pmangohill@bne.catholic.edu.au

The Pastoral School Board meets on the second Tuesday night of every month within the school calendar.

OUR Communication

The values of *hospitality, welcome and community* permeate the way we communicate. We see the wider community, especially our learners and families, as partners in the educational journey. We are committed to open communication as we *Walk in God's Ways where together we live, love, learn and celebrate.*

Communication and Engagement

Communication builds relationships. It promotes partnerships, engagement and the learning of all in our community. At St Benedict's our communication is offered in an open and professional forum, requiring the contribution of all.

Our Communication is:

Reliable	It is direct, from the original source, up to date and precise.
Timely	It is concise and requires accountability of all.
Respectful	It invites positive engagement within our school community and acknowledges confidentiality when required.
Inclusive	It responds to the diversity present within our community in a spirit of cooperation and collaboration.
Consistent	It makes use of multiple tools and sources to convey relevant messages.
Open	It acknowledges questions and concerns to be reciprocally raised and resolved.
Acknowledge	It celebrates the achievements within our community.

Procedures

Distributing Information

- The use of email is the preferred method of distributing information within the school community. Parents and Carers should inform the school if an alternative is required.
- Teachers will make contact regarding:
 - Learning Progress
 - Student Behaviour
 - Acknowledging Success
- The Leadership Team will make contact regarding:
 - Student Behaviour
 - Celebration of Learning
- The Administration staff will contact regarding:
 - General Student Well Being (injuries, illness, medication requests)
 - Unexplained Absence

Raising Concerns

Concerns should be raised directly with the student's class teacher in the first instance.

Contacting Classroom Teachers

- Contact should be made using one of the following approaches:
 - In writing via email.
 - By phoning the Administration Office to request the teacher make contact.
 - Speaking briefly with the teacher either before or after school hours.
- Please provide a context for the required discussion.
- For unresolved concerns an appointment should be made with the appropriate Leadership Team member relevant to the year level.

Expectations – School Staff

- Staff will reply to all communication in a timely manner.
 - Monitor emails regularly outside of teaching time.
 - Respond within two working days.
 - Acknowledge sensitive issues as a priority in person or over the phone if possible.
- Use language that is clear accessible and concise. Avoid or explain confusing educational terms.
- Refrain from responding to offensive or distressing emails and should forward them to their Leadership Team Rep. This will be managed in accordance with the Brisbane Catholic Education Parent Code of Conduct.

Expectations – Parents and Carers

When contacting the Classroom Teacher:

- Do not use their personal mobile phone number.
- Please allow two working days for a response. (Emails are not monitored by teachers during teaching time.)

Please don't discuss student's academic progress, learning expectations or behavioural issues by email. These are best addressed in person or over the phone.

When contacting the School Office:

- Provide up-to-date contact information including telephone number and email address.
- Notify of any changes to pick up routines.

Parents and Carers should refer all school related matters to the school and should not approach other students or contact other parents or carers directly about any issues or concerns.

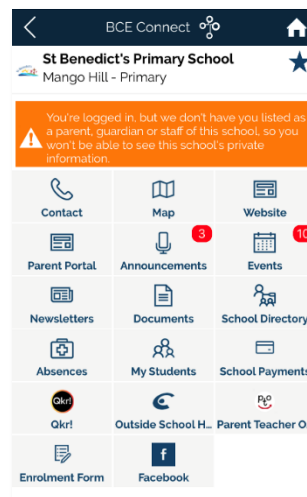
Expectations – Students

- Address staff using their formal name e.g. Mrs Smith, be respectful and make eye contact.
- Adhere to the School Mobile Phone Policy
- Use of email for students should be for school related communication and should be approved from the classroom teacher before it is sent.
 - Students may send email to their teachers with questions or comments regarding class.
 - Students may send email to other students to collaborate on group projects and assist with school classes.
- Refrain from sending inappropriate email messages or content which may be interpreted as offensive.

BCE Connect App/Parent Portal

Here at St Benedict's one of our main forms of communication is a free App called BCE Connect. BCE Connect is an organisationally managed mobile application for schools, staff, parents, extended family and wider community members, to securely access school information, making it easier to keep track and stay in touch. It is tightly integrated with the Parent Portal. In fact you can access the Parent Portal through BCE Connect.

BCE Connect/Parent Portal is your point of access to information about happenings in the school; forms that need to be returned, names and contact details for staff, policy information and much more. There's also a special section to allow you to check the details we have recorded in our eMinerva enrolment system about your children, and if necessary, advise us of any changes. You can also check on information about your child's attendance, teachers, timetable, NAPLAN performance and report cards.



We strongly recommend all parents download the BCE Connect App.

Download BCE Connect from either the App Store or Google Play. Choose St Benedict's Primary School from the Schools List and make it a 'favourite' in order to receive 'push' notifications (which also appear under Announcements on the Parent Portal). Login using your Parent Portal email and password. If you haven't logged into the Parent Portal yet, follow the prompts to set up a password. Logging in will unlock all of the features of BCE Connect as well as giving you a direct link to the Parent Portal.

Our School Policies

Your first step in knowing the inner workings of St Benedict's Catholic Primary School is to review our School Policies. Our current policies are currently available for viewing on the [Parent Portal /Documents/ Policies](#) as well as on the school website www.stbenedicts.qld.edu.au/OurSchool/SchoolPolicies.

- Attendance Agreement Policy
- Bullying Prevention Policy
- Class Placement Policy
- Communications Policy
- Diversity and Inclusion Policy
- Gifted Education Policy
- Homework Policy
- Homework Policy
- Mobile Phone and Watch Policy
- School Enrolment Process
- School Fees Policy
- SunSmart Policy
- Sustainability Policy
- Uniform Policy

Student Protection

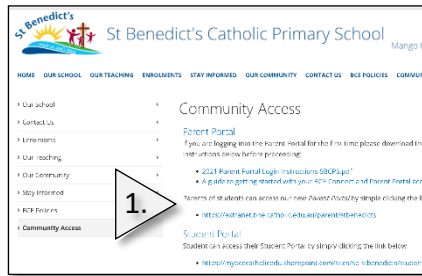
- Behaviour Support Plan
- SBCPS child and Youth Risk Management Strategy

Parent Portal Login Instructions

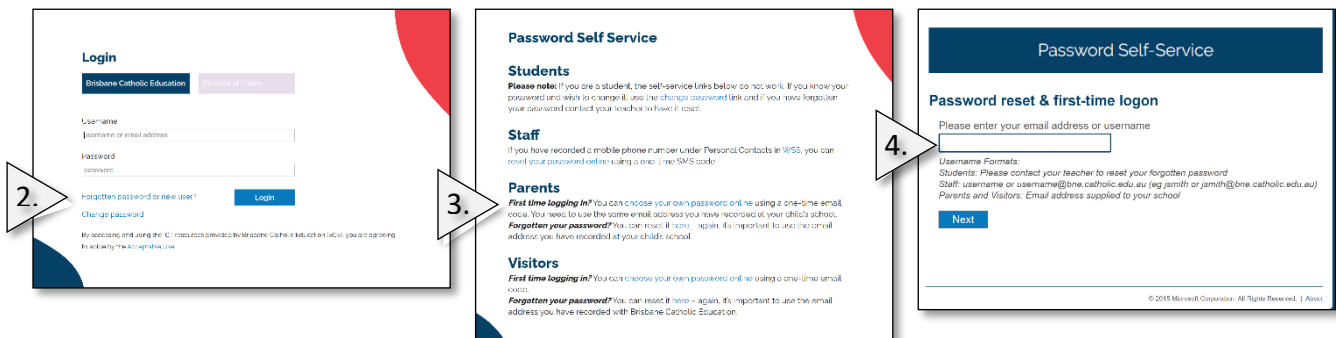
Parent Portal access is restricted to parents and caregivers of students at our school and an individual logon is required. An account has been created for you (based on the information you have provided the school) so it is VERY important you keep your details updated via the school office or Parent Portal.

Your initial login requires you to verify your identity and setup your own password.

1. Start by going to the school www.stbenedicts.qld.edu.au /Contact & Access/Portal Access. Then select the link: <https://extranet.bne.catholic.edu.au/parent/stbenedicts>



2. You will be met with a login screen. Be sure Brisbane Catholic Education is selected, then Then select Forgotten Password/First-Time Login.
3. Select the link under the Parents heading titled choose your own password online.
4. Enter the personal email address (cannot be a BCE email address) that you have provided to the school and click Next.



Check your email for a security code and enter the corresponding security code in the screen that follows and click Next. Ensure that Password Reset option is selected and enter your desired password in both boxes before clicking Next.

Now that you have set your password you can login to the [Parent Portal](https://extranet.bne.catholic.edu.au/parent/stbenedicts), whenever you like, by following the original link on the school website:

<https://extranet.bne.catholic.edu.au/parent/stbenedicts>

Please note that any changes made in the eMinerva system take 24 hours to process and sync to the Parent Portal.

Parent Portal Troubleshooting

Access to our Parent Portal can occur on many different devices. Unfortunately, sometimes people may experience difficulties gaining access. If you are having trouble logging in please try the following advice before contacting the school:

- Re-login from the original device you used (ie laptop or pad). iPhones are not recommended for logging in if you are having trouble.
- Re-login directly through the school website/Contact & Access/Portal Access.
- If you have saved the Parent Portal link as a favourite, delete it and re-login.
- Clear your cache and cookies and re-login.
- BCE staff please remember you will not be able to access the Parent Portal using your BCE email address.

If, after you try the above actions, you still get a message box saying 'You could not be logged on' or 'Error: Access Denied' then the data in the school's eMinerva system may be old or incorrect. You will need to confirm with the school office that:

- Your email is correct and not an 'email alternative.'
- You are listed as the 'Main Contact.'
- The 'Communication' box has been ticked for all of your students.
- Both parent/caregivers have their own individual email address (you cannot have the same email for both parents).

Occasionally, even our wonderful staff in the school office cannot fix login issues. If the above advice does not help your situation, please contact the school office who can make contact with the Brisbane Catholic Education Service Desk on your behalf.

Assessment & Reporting

Assessment is an integral part of every St Benedict's classroom. It is the process through which teachers identify, gather and interpret information about student achievement and learning. Teachers use this information to report to parents and plan for future learning. Teachers collect information both during, and at the end of each term and semester.

St Benedict's teachers use a variety of assessment tools including teacher observation, student/teacher consultation, focused analysis (examining specific details of student's demonstrations of learning), data monitoring tools, formative assessment tools, standardised testing and peer and self-assessments. Through using a range and balance of assessment techniques our teachers gather valuable data for all their learners.

St Benedict teachers are committed to an open door philosophy. Parents are invited to contact their child's class teacher whenever they have a concern and/or want more information regarding their child's learning. For more information read our Communication Policy: [website link here](#).

Parent Information Meetings

These are held at the beginning of each year. Teachers explain class routines and provide general information about the year's programme.

Interviews

Parent/teacher interviews are offered twice a year to report and discuss student progress and achievement.

Written

A summative report is issued at the end of First and Second Semester. Class teachers send home regular class newsletters communicating information regarding their class and/or year level.

NAPLAN – National Assessment Program

If you are interested in more information about NAPLAN, simply click the link <http://www.nap.edu.au/>

Future Enrolments

Enrolment interviews for Prep commence in early March of the prior year. The following enrolment criteria are applied to families wanting to enrol in the school.

- The brother or sister of a student currently enrolled at St Benedict's Primary School.
- Catholic families contributing towards the life and worship of the Catholic community of North Lakes/Mango Hill/Griffin.
- Students who attend Catholic schools, who along with their families, have transferred into the North Lakes/Mango Hill/Griffin community.
- Students of Catholic families living beyond the St Benedict's community of North Lakes/Mango Hill/Griffin.
- Students of families of other faiths who are supportive of the Catholic ethos.
- Students who are not Catholic.

All enrolment forms must be presented with relevant documentation including; Birth Certificate, Baptism Certificate. Applications for enrolment from students enrolling in Year 1-6 must include a recent summative report card.

Complaints Management Procedures

St Benedict's is committed to effective complaints management by managing student, parent and guardian complaints in an accountable, transparent, timely and fair manner, while protecting the health and safety of our employees through proactive management of unreasonable complainant conduct.

Complaints Management

The purpose of this information is to outline Brisbane Catholic Education's (BCE) and St Benedict's processes for managing complaints from students, parents and guardians.

Guiding Principles

- Students, parents and guardians have a right to voice complaints.
- Complaints are to be resolved promptly and at the point of receipt, where possible.

- Complaints will be handled fairly, objectively, and confidentially.
- Students, parents and guardians will not be adversely affected by making a complaint.
- Complaints help us to improve our services.

Responsibilities

The Principal has delegated responsibility for the everyday operations of the school in accordance with Brisbane Catholic Education policies, procedures and guidelines.

Student, parent and guardian responsibilities are as follows:

- Work with school employees to resolve the complaint.
- Provide the school with a clear description of the complaint and desired outcome.
- Provide all relevant information and documentation to the school when the complaint is made.
- Understand that resolving complaints may take some time.
- Inform the school of changes affecting the complaint.
- Cooperate in a respectful way with school employees and understand that unreasonable conduct may lead to the complaint not being processed.

How to Make a Complaint

1. In the first instance, the student, parent or guardian talks with a teacher or other school employee and they work together to resolve the complaint.
2. If the matter cannot be resolved, the student, parent or guardian talks with a senior school employee e.g. Assistant Principal or other nominated school employee and they work together to resolve the complaint.
3. If the matter cannot be resolved, the student, parent or guardian talks with the Principal and they work together to resolve the complaint.

Request for Review

If dissatisfied with the school's complaints processes, a student, parent or guardian may submit a written request for a review to the Principal. Complaints about the Principal must be submitted in writing to Brisbane Catholic Education School Operations, GPO Box 1201, Brisbane QLD 4001.

Response Timeframes

The time required to resolve a complaint depends on the complexity and nature of the complaint, as well as employee availability. Receipt of a complaint will be acknowledged as soon as possible. Additional time may be required if a complaint is submitted toward the end of a school term, or outside of school terms.

Resolution

A complaint is resolved when the complaint has been handled through the school's complaints processes and in accordance with the school's complaints procedure and the BCE Student, Parent and Guardian Complaints Management policy and procedure.

Unreasonable Conduct

Unreasonable complainant conduct involves actions or behaviours which raise significant health, safety, resources or equity issues for BCE. Unreasonable complainant conduct includes:

- Unreasonable persistence: for example, making excessive and unnecessary phone calls or emails.
- Unreasonable demands: for example, demanding a different process or more reviews than allowed for by the school's complaints procedure and/or BCE's Student, Parent and

Guardian Complaints Management policy and procedure or demanding a different outcome without demonstrating the original decision of the school was incorrect or unfair.

- Lack of cooperation: for example, refusing to identify the problem or providing disorganised information.
- Unreasonable arguments: for example, making irrational or illogical claims.
- Unreasonable behaviours: for example, aggression or violence to BCE employees or threatening to harm BCE employees, self or others.

Please cooperate in a respectful way with school employees. The benefits of having open, honest and sensible communication, in regards to complaints, helps the process progress and resolve safely and effectively.

Complaints Scope

Complaints by a student, parent or guardian expressing dissatisfaction about a service, decision or action of a St Benedict's employee, and the student, parent or guardian is directly affected by the service, decision or action.

Complaints Outside the Scope of the Procedure

The following complaints are outside of the scope of this policy and are responded to through other mechanisms:

- BCE employee complaints: See BCE Staff Complaints Management procedure.
- Complaints relating to BCE's student protection processes: See Complaints Procedure for Non-compliance with Brisbane Catholic Education's Student Protection Processes.
- Complaints relating to student bullying or harassment: See Preventing and Responding to Student Bullying in Schools Guidelines and Procedures.
- Complaints relating to conduct of religious clergy and other religious persons: See [Archdiocese of Brisbane Professional Standards](#).
- Complaints relating to animal use: See [QSAEC Animal Use Complaint Report](#).
- Reporting a work health and safety incident or near miss: See Incident Reporting and Investigation procedure.

Additional Complaint Management links can be found on the [Parent Portal](#) /Documents/Be Informed as well as on the school website [www.stbenedicts.qld.edu.au/BCE Policies](http://www.stbenedicts.qld.edu.au/BCE_Policies). Click here for direct access to the [BCE Student, Parent and Guardian Complaints Management Policy](#).

Mobile Phone/Smart Watch Policy

Purpose and Scope

St Benedict's Catholic Primary School is implementing this policy to ensure responsible use of mobile phones and Smart watches by students at school and related school activities. The policy applies to students of the school while they are in class, on school grounds or involved in school activities on or off campus.

Rationale

The increased ownership of mobile phones and Smart watches requires that we take steps to ensure that both are used responsibly. While it is acknowledged that providing a child with a mobile phone &/ Smart watch gives parents reassurance that their child can contact them in

emergency situations or in risk situations involving personal security and safety, this is not necessary during the school day when students have access to school phones and personnel.

Mobile Phone &/Smart Watch Use

1. It is our strong preference at St Benedict's Primary, that students do not bring mobile phones or SMART watches to school (watches for telling the time, without communication functionality are the preferred option).
2. For a student to be permitted to have a mobile phone at school or a Smart watch, their parents must first have signed the Mobile Devices Permission Slip, have read and understood St Benedict's Mobile Phone and Smart Watch Policy and returned their slip to the office. A register of these forms will be kept in the school office.
3. The school accepts no responsibility for lost, stolen or damaged mobile phones at, or en-route to, or from school.
4. **The use of mobile phones from the time of arrival at school until 2:50pm is strictly prohibited. During this time mobile phones must be switched off and remain out of sight.**
5. **The use of SMART watches from the time of arrival at school until 2:50pm is strictly prohibited. SMART watches must have notifications switched off and remain out of sight at all times.**
6. If a student is found with a mobile phone or Smart watch in breach of this policy, it will be reported to the Principal. On the first instance a warning will be issued to the student. Any subsequent breach of this policy, the mobile phone/ Smart watch will be confiscated and it will be held in the school office until a parent formally requests its return from the Principal. Subsequent breaches of this policy will result in the student's mobile phone being held by the Principal until a parent formally requests its return and the right to bring a mobile phone or Smart watch to school may be revoked for a time determined by the Principal.
7. The use of mobile phones/ Smart watches to menace, harass or offend another person is a criminal offence. While on school grounds, students who use their phones/ Smart watches to engage in personal attacks to harass another person or take unauthorised photos or video footage or post private information about another person, will have their mobile phone/ Smart watch confiscated and their right to have a phone / Smart watch at school will be revoked. The Principal may involve the Police should the mobile phone/ Smart watch be used inappropriately.
8. If parents have to make contact with their son(s) or daughter(s) during the school day, this is still to be done through the School Office.
9. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.

SAFE Environments

It is our goal at St Benedict's to keep your children healthy and safe. We need parent support to make this happen. Please be sure your contact information is always current (via BCE Connect or the school office) and be informed of our plans and procedures.

First Aid, Medication and Support

First Aid

Teachers on supervision duty carry a First Aid Bag for minor injuries. If a student requires ice or further aid they are sent to the school office First Aid room. Our office staff are First Aid trained and will determine if students need a rest, should go home or an ambulance should be called.

It is imperative that parent contact information be up-to-date so they can be easily contactable if their child is sick and needs to go home or there is a medical emergency.

Medication

Following Workplace, Health & Safety guidelines all medication (**clearly labelled with the student's name and in the original packaging**) needs to be **signed in by a legal guardian** to our school office with the necessary [Medical Authority Forms](#) to authorise the administration of medication each year. If there are severe or extenuating circumstances related to storage of medication, alternative arrangements are to be made in consultation with the school Principal.

Camp Medication

St Benedict's does not release medications from school stocks for camp activities.

Parents are provided with sufficient notice of upcoming camp activities and are requested to provide routine medication in Webster Paks for the duration of camp. This safety measure minimises the risk of medication administration errors in an unfamiliar environment, where the staff involved in camp are not necessarily the staff who would ordinarily administer medication in the school environment.

All non-routine medication **must be clearly labelled with the student's name and in the original packaging and needs to be signed-in by a legal guardian to our school office with the necessary [Medical Authority Forms](#)** to facilitate the administration of medication at camp.

Emergency Medications for Anaphylaxis, Diabetes, Epilepsy and Asthma

Parents of a child requiring emergency medication need to provide the school with an Emergency Action Plan that is developed and signed by the prescribing health practitioner. Approved proformas may be used for children with anaphylaxis (refer to ASCIA link).

The plan will contain:

- Medical information provided by the child's medical practitioner.
- Emergency contacts.
- Strategies for specific at risk activities.

This plan is reviewed annually, or whenever there are changes to the child's health needs, to ensure that it remains relevant for the child. ASCIA (2010) Anaphylaxis Resources available at: <http://www.allergy.org.au/content/view/10/3/>

Allergies

All of the current literature available on food allergies and anaphylaxis suggests that prevention is the key to enhancing the safety of children with food allergies. Prevention includes taking precautions to avoid possible situations in which children who have these allergies may come into contact with allergens during the everyday course of school life.

We have children attending St Benedict's who suffer from anaphylactic reaction to various allergens. These reactions can be serious and even life-threatening. Some students require an EIPEN (automatic injector device to administer adrenalin). As a community we work together to minimise risks associated with being exposed to foods which trigger such attacks.

Staff meet with children and their families to develop detailed management plans that address their particular needs.

- Lunchbox foods are not allowed to be shared between children.
- Education is provided for students about food allergies and healthy foods is incorporated into the school curriculum.
- Parents and guardians are requested 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.
- 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.

Class Celebrations and Food Activities

- Families are asked **not to bring cupcakes** for classroom birthday celebrations. The tuckshop sells Zooper Dooper packs which can be ordered through QKR! and can be distributed for birthday celebrations. If your child's birthday falls on a Monday or a Tuesday when the tuckshop is closed, please order the week before and email PMAGTuckshop@bne.catholic.edu.au to arrange delivery to the class.
- At St Benedict's we risk assess and follow standard operating procedures to manage known allergies when we engage in food activities.
- Teachers/staff will communicate in advance any class/school activities that involve food items, and parents will be invited to share any concerns with the school ahead of the activity.
- Dietary alerts will be reviewed for students participating, and the families of students with known allergies will be contacted to discuss how their child can safely participate. This may involve the school providing allergy free options/ingredients, or a family providing suitable alternatives. Please note that nut products are excluded from all school food activities.

Keeping Sick Students Home

Please keep students home if they are unwell. Sick children do not perform well at school so please keep them home to rest and recover. The best way to prevent the spread of germs is to wash hands often. Take your child to the doctor if you are worried.

Keep your child home if they have any of the following:

- Fever (temp over 37.5°C).
- Stomach ache with vomiting.
- Stomach ache with diarrhoea (3 or more times in 24 hours).
- Cough with fever.
- Body sores or rash with fever.
- Sore eyes with pus or thick mucus.
- Sore throat with fever.
- No appetite, are tired, pale, cranky, or not feeling well.

“Flu is dangerous for everyone, but particularly for children. Flu strains change each year. Flu spreads easily between people, particularly children. If you (or your child) are unwell, stay home until better. Remember it is not ‘just the flu’, it is a serious disease. Having an annual flu vaccine will help keep you, your family and the community healthy this flu season. In 2018, Queensland Health is offering free influenza vaccine to children aged 6 months to less than five years.” Queensland Health. For more information visit

<http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/82/Influenza-The-Flu>

Working with your early childhood education centre, kindergarten, preschool or school is required by law (Public Health Act 2005) to exclude children with certain infectious diseases until the child is well and/or has been cleared by a doctor to return to care/school.

Head Lice

Head Lice is a recurring problem in most schools. The eradication of head lice requires the cooperation and concerted efforts of all parents to ensure the early detection and prompt treatment of any infestation. Parents are requested to check their child's hair regularly as a proactive way to ensure Head Lice does not become a major problem in our school. We would ask that children who have Head Lice are not to come to school until their hair has been treated appropriately. It is not appropriate for our staff to individually check children's hair as this is the responsibility of the parent/caregiver.

For more information visit the "[Managing Head Lice at Home](#)" package available on the Queensland Health Website:

<http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/head-lice>

Sun Safety Procedures

All children are required to wear the school hat when participating in any outdoor activities (PE Lessons, daily fitness activities and play). Children without a correct hat will remain seated in the undercover area of the school.

Infectious Disease Guidelines

Infectious Diseases

Parents are asked to advise the school at the earliest opportunity when their child has been diagnosed as suffering from an infectious disease such as chicken pox, diphtheria, mumps, whooping cough, measles, rubella (German measles), hepatitis etc.

Children suffering from an infectious disease should be kept at home until the risk of infection to other children is passed. A comprehensive table giving relevant information can be found at

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium giardia • rotavirus • salmonella • *gastroenteritis but excluding: <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See advice for these specific conditions below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention



Food and Nutrition

Please maintain a high standard of nutrition in the foods you give your child for Snack (9:30am), 1st Break (10:30am-11:00am) and 2nd Break (1:00pm-1:30pm).

Most schools these days allow an opportunity for students to break for a quick snack during the morning session. The reasoning behind this generally has formed because the distance between the time many students eat breakfast and the scheduled first break in the school day is significant. In our case, students could be going for 4-5 hours without food.

Generally students should bring food items that can be quickly consumed and also meet a healthy criteria. We would like to see students bring fruit and vegetables (as God intended them) or nuts and sultanas.

- **1st Break Suggestions:** Healthy sandwiches eg. meat/cheese/salad fillings.
- **2nd Break Suggestions:** A small healthy snack eg. yoghurt, crackers, cheese, fresh or dried fruit or vegetable sticks. Foods which are very high in sugar and fat are discouraged.

Please ensure that lunchboxes are named and have adequate seals and closures. Given fridges are not available for your children's lunches, it is necessary to provide insulated lunch bags or include freezer blocks to keep your child's lunch cool.

Please provide a drink for your child to have during both lunch breaks. Water is always available during the day, however it is important that you pack a water bottle in your child's bag. Whilst packaged food can be fun as an occasional treat, we do not encourage them to be placed in the children's lunchbox as an everyday food.

If your child has special dietary needs please advise the teacher. A list of allergies will be provided to parents at the beginning of the year for consideration when supplying birthday treats.

Nude Food – An Ecological Alternative to Wrapper Waste

In line with Pope Francis' compelling encyclical on the environment, *Laudato Si'*. Through *Laudato Si'*, Pope Francis explains why and how we should provide 'Care of Our Common Home'. It provides an important insight into how the world's climate is drastically changing and the negative impact we as humans have played as a direct consequence of our unsustainable, throwaway culture.

At St Benedict's we support *Laudato Si'* and in accordance with the hopeful conclusions offered by Pope Francis, we are determined, in our own small way, to show our children that we can all contribute positively to the sound ecological management of our planet.



The St Benedict's community see it as our responsibility to care for the environment and the hope is that a movement towards nude food lunchboxes' will not only have a tangible impact on waste reduction but help educate our students about their own personal ecological footprint.

Nude food also reduces the grocery bill and helps to provide healthy lunch options for our children.

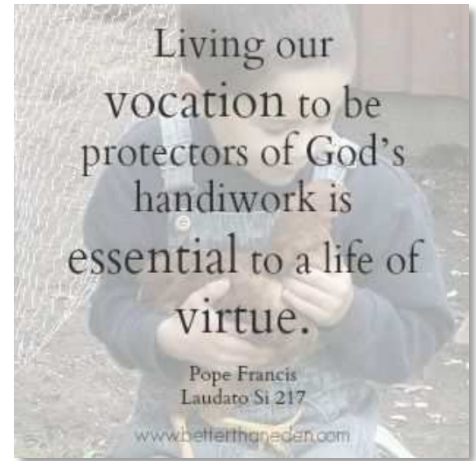
Some of the lunchboxes can be seen to be expensive. This expense is usually just a once off at the start and the lunch boxes have a considerably longer lifespan. And in the spirit of inclusiveness please only buy what is affordable for your family.

There are many stores now stocking nude food lunchboxes. The school invites you to explore the online stores below who provide lunch box items.

<http://www.litterfreeliving.com.au/>

<http://www.mygreenlunchbox.com.au/>

<https://4myearth.com.au/products/>



Healthy Eating

Healthy eating is important for students as they give children all the nutrients they need to:

- Grow and develop.
- Concentrate and learn well at school.
- Stay healthy throughout childhood and adulthood.

Children don't always know what food is best for them — they need to be guided. Healthy eating means choosing a wide variety of foods every day from the five food groups:

- Plenty of vegetables of different types and colours.
- Fruit.
- Grain (cereal) foods, mostly wholegrain, such as breads, cereals, rice, pasta and noodles.
- Lean meat and poultry, fish, eggs, nuts and seeds, legumes/beans.
- Milk, yoghurt, cheese, and their alternatives, mostly reduced fat.

Always start your child's day with a healthy breakfast. If you pack a lunchbox for your child, include at least one item from each of the five food groups listed above for healthy growth and development. And remember, water is the best thirst quencher!

For more information visit "A healthy start to school tool kit" on the Queensland Government website: <http://education.qld.gov.au/schools/healthy/healthy-start/index.html>

Keeping Our School Clean

The cleanliness of the school is a high priority. It contributes to ensuring St Benedict's is a safe environment. Cleaners are employed to clean the following areas:

- Classrooms (twice per week), Prep (every day)
- Toilets – (every day)
- Office and Administration – (every day)
- Hall – (twice per week)

It is the responsibility of all members of the community to keep the school environment clean and tidy and support the school expectation, "We Respect".

Behaviour Support

Our approaches to behaviour at St Benedict’s Catholic Primary School are guided by Brisbane Catholic Education Policy and processes, and further information can be found in our [St Benedict’s Catholic Primary School Student Behaviour Support Plan](#)

At St Benedict’s, in keeping with our motto ‘Walk in God’s Ways’, we expect all members of our school community to **WALK** together in our approach to behaviour education and management.

- We Respect
- Act Responsibly
- Learn Together
- Keep Safe

School-wide expectations encourage consistent communications and establish a common language of expectations for all staff and students and across all settings. Agreed upon student expectations promote the school’s Catholic Identity and provide consistency across the staff and school community.

Clear Expectations

Our ‘WALK in God’s Ways’ matrix is a visual tool that outlines the expectations of behaviours we expect all students and staff to learn, practice and demonstrate. They allow us to teach explicitly and proactively, and to provide students and parents with a positive message about behaviours for learning at school.

The graphic is a large, colorful matrix titled "WALK in God's Ways". The title is in large, multi-colored letters. To the right is the St Benedict's logo with the motto "Walk in God's Ways". The matrix is organized into four columns: Learning Spaces, Play Spaces, On the Move, and Gathering Spaces. On the left, the word "WALK" is written vertically in large letters, with arrows pointing from each letter to a corresponding row of expectations: "We Respect" (red), "Act Responsibly" (dark blue), "Learn Together" (light blue), and "Keep Safe" (yellow). Each cell in the matrix contains specific behavioral expectations. At the bottom, the phrase "Live, Love, Learn and Celebrate Together" is written in green.

	Learning Spaces	Play Spaces	On the Move	Gathering Spaces
We Respect	Care for equipment. All have a right to learn. Respect each other's differences.	Include everyone. Be a good sport. Listen and respect teachers and adults.	Wait patiently. Move quietly. Ask for permission.	Be attentive. Show pride in our school. Be self-aware.
Act Responsibly	Be ready. Make helpful choices. Be responsible online.	Play in your area. Care for equipment.	Move sensibly. Right place, right time, right action.	Actively participate. Care for the environment.
Learn Together	Be involved. Technology for learning. Have a growth mindset.	Problem solve together. Follow the rules.	Be aware. Take notice. Listen and follow instructions.	Listen to learn. Celebrate learning. Respond, sing and pray.
Keep Safe	Stop, think, do. Report unsafe behaviour. Seek permission.	Be sun safe. Safe hands and feet. Use equipment safely.	Move safely. Use toilets appropriately. Remind others to be safe.	Show self control. Be calm. Sit and stand quietly and carefully.

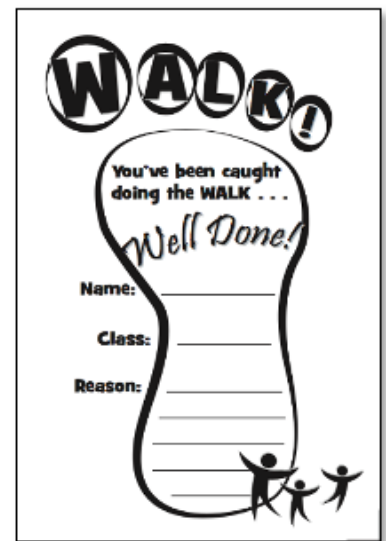
Live, Love, Learn and Celebrate Together

At St Benedict's Catholic Primary School, we believe that preventing inappropriate behaviour through the education and promotion of appropriate behaviour is a more positive and successful method of managing student behaviour than intervening after behaviour incidents occur. Programs and systems (i.e. curriculum) focus attention on the set of behaviours and social skills all students are expected to display.

Acknowledging Positive Behaviours:

We acknowledge student efforts and behaviours around 'Doing the WALK' through a deliberate and affirming set of reward systems. There are different forms of affirmation available for teachers and other staff to use when acknowledging the achievements of students in our school.

One such example of a whole-school reward system, is our use of 'Footprints' for desired behaviours. Teachers keep a record of the number of footprints each child in their class has accrued. This is done visually, and when a child receives a multiple of 10 footprints (10, 20, 30, 40 & 50) they are acknowledged at assembly with a coloured wrist band. Coloured wristbands are distributed as so: 10 (red), 20 (blue), 30 (yellow), 40 (green) and 50 (rainbow). This is a time of celebration for students and their families.



Circle Time

At St Benedict's, our teachers incorporate a pedagogical approach called Circle Time into their daily routine. Circles provide a space to not just 'teach' moral values or valuable skills such as speaking, listening, teamwork and problem-solving, but to provide a safe space to be involved enough to experience them. All the games and exercises are designed to build up a sense of class community, build self-esteem and promote positive behaviours.

Responding to Unproductive Behaviours

While every effort is made to support all students to engage productively in learning and social interactions, we are conscious that students are all learning, and we all make mistakes. Some students who exhibit repeated unproductive behaviours, or behaviours that are greater in severity, are identified proactively using academic, behaviour and attendance data, accompanied by teacher nomination or through a screening process. Our targeted supports have systems in place to monitor student progress, make modifications, and gradually decrease support as student behaviour and engagement improves.

St Benedict's Catholic Primary School follows a RESTORE (acronym) process for responding to unproductive behaviours.

Teachers respond to minor behaviours using best practices that include reminders of expectations, re-directing to learning and re-teaching behaviours. Refer to our 'Responding to Unproductive Behaviours' diagram below which includes a summary of practices that may be utilised.

At St Benedict's we seek to:

- Ensure the DIGNITY of each student as a CHILD of GOD.
- Ensure Effective First Teaching with ENGAGING PEDAGOGY
- Ensure DIFFERENTIATION for ALL students
- Connect with Personal and Social Capabilities in the Australian Curriculum
- Use the RESTORE Process to assist students to be the best version of themselves

UNPRODUCTIVE BEHAVIOUR

Staff are responsible for recording MINOR and MAJOR behaviours on Engage Student Support System.

	Tier 1	Tier 2	Tier 3	
	Minor Behaviour The Teacher Manages Behaviour in this space. Teacher Tool Kit Use the RESTORE process...	Repeated Minor Behaviour The Teacher, Parent, Support Team (GC, STIE) Manages Behaviour in this space. Teacher Tool Kit Students may need a timeout...	Major Behaviour The Teacher, Parent, Support Team and Leadership Manages Behaviour in this space. Teacher Tool Kit A student individualised behaviour plan may be developed and used to inform Support Team Meetings (Teacher, Leadership, Support Team, Parents and Student) and problem solve behaviour. Formal Sanctions (decided by leadership) may include...	
R	Remind & Re-teach <ul style="list-style-type: none"> • Clear Expectations • Explicit Teaching • Real and in-Context 	<ul style="list-style-type: none"> • Use context to teach - settings, environment, literature. • Role-play and model. • Regular check-ins. • Circle time. • Proximity (responsive, roving, reinforcing). • Intentional praise/feedback. • Use of non-verbals and body language. • Positive affirmations/ reinforcements (individual, class, and school level). 	<ul style="list-style-type: none"> • Active • Engaged • On task • On time • On place • On pace 	
E	Encourage & Examples <ul style="list-style-type: none"> • Affirmations and Praise • Reinforce and Reward • Model 	<ul style="list-style-type: none"> • Proximity (responsive, roving, reinforcing). • Name positive behaviours. • Clear routines and expectations. • All choices have consequences. • Contextual teaching and referring to WALK means. • Visual examples on display. • Examples of what it looks like, sounds like, feels like, and thinks like 'in action'. 	<ul style="list-style-type: none"> • I don't • I can't • I won't • I can't • I won't 	
S	Stop & Settle <ul style="list-style-type: none"> • Stop and Listen • Calm and Regulate • Stay Safe 	<ul style="list-style-type: none"> • Co and self-regulating. • Zones of regulation. • Breathing techniques. • Calming techniques. • Distraction techniques. • Proximity (close or not close). • Set a calm zone or safe space (Teacher on duty is the safe space). • Walk with me. • Consult teacher, TLP or Leadership. 	<ul style="list-style-type: none"> • I can't • I won't • I can't • I won't 	<ul style="list-style-type: none"> • Timeout in Their Classroom <ul style="list-style-type: none"> - A quiet area to reflect about behaviour. • Timeout of Play: Community Service <ul style="list-style-type: none"> - Pick up rubbish. - Cleaning classroom desks and chairs. - Cleaning any mess made. - Shelving books in the library. - Sit out of play for a short time.
T	Take Ownership <ul style="list-style-type: none"> • Perspectives/Awareness of Actions • Own My Part • What is Harm and Impact • Collaborative Problem Solving 	<ul style="list-style-type: none"> • Investigate all sides of the story. • All choices have natural consequences. • Facilitate the student/s to identify their part in the problem. • Who has been harmed/impacted? • What has to happen now? 	<ul style="list-style-type: none"> • I share • I own • I own • I own • We work together 	<ul style="list-style-type: none"> • Timeout in a Buddy Classroom <ul style="list-style-type: none"> - The same class is used each time. • Timeout in the Teaching and Learning Room <ul style="list-style-type: none"> - Support Team to remove student from classroom. - Time spent regulating behaviours.
O	On Track <ul style="list-style-type: none"> • Set a Goal • Make a Plan • Seek Support 	<ul style="list-style-type: none"> • I can reflect on the problem. • Consult wider support team. • Follow individual behaviour plan. • Regular check ins/check-in, check-out. • Look for ways to affirm and reinforce. 	<ul style="list-style-type: none"> • I set a goal • I have a plan • I can seek help 	<ul style="list-style-type: none"> • Timeout to Restore Relationships <ul style="list-style-type: none"> - Restorative conversation. - Apology. - Student makes amends. • The School to Contact Parents <ul style="list-style-type: none"> - Staff member dealing with the behaviour contacts parents about the behaviour and consequences via email or phone.
R	Restore <ul style="list-style-type: none"> • Apologise/Make Amends • Restorative Practices 	<ul style="list-style-type: none"> • Teach student's how to make amends. • How to apologise/how to accept an apology. • Acts of kindness. • Circle time. • Restorative conversations and meetings. • We work together to make things right. 	<ul style="list-style-type: none"> • I will • I can be • I will • I can be 	<ul style="list-style-type: none"> • Timeout at School <ul style="list-style-type: none"> - Complete schoolwork in the office. - Reflection sheet completed. • Timeout at Home <ul style="list-style-type: none"> - This allows respite for student and others in school community. • Suspension occurs for: <ul style="list-style-type: none"> - Intentional verbal abuse. - Intentional physical aggression. - Return to school meeting take space with parents when the student returns to school. This is to restore relationships and set behaviour goals. • Negotiated Change of School • Exclusion/Expulsion <ul style="list-style-type: none"> - The school may recommend exclusion to the Executive Director of Brisbane Catholic Education.
E	Everyone WALK			

Building a Culture of High Expectations

At St Benedict's we focus on building a culture of high expectations for our students, framed by excellent behaviour and awesome levels of engagement in learning. The most basic expectation we have of our students is to follow instructions at all times and from all members of staff. Here at St Benedict's instructions are not optional for our students. When we make a request and we know it is fair and reasonable (meaning we know our students can follow it), the expectation is that it will be followed.

It is natural that some students will test the boundaries we create for them. They want to see if they can stretch the expectations we have of them by saying NO and demonstrating non-compliant behaviours. When we allow these boundaries to be stretched, we compromise the high expectation culture we have for our students. No one can be the best version of themselves if the expectation is low and our kids ability to function effectively across different environments is lessened.

St Benedict's Behaviour modification process:

- We use a '**LOW KEY**' approach in managing all unacceptable student behaviours. Our energy, focus and attention will be directed towards the desired behaviour at all times.
- When students do not follow instructions, we offer them multiple reminders and opportunities to 'turn it around'. Our teachers keep records of this and frame them as minor behaviour infringements.

- When students continue in their non-compliance we give them an Office Referral; a member of the Leadership Team or Teaching and Learning Team will speak with them offering them further opportunities to 'turn it around' and 'keep it small' so they can get back to class. We are clear with students that the instruction given is not going to change and it is in their best interests to comply. The Leadership Team keep records of this and frame them as major behaviour infringements.
- Multiple incidents of non-compliance during the day will result in students visiting the Principal or delegated member of Leadership. The risk of a short strategic suspension is possible unless we can feel confident that they are able to 'turn it around' quickly and parents will be contacted.

We set a high expectation culture for our students because we know that they can rise to the occasion and be always at their best. Our approach is firm, yet fair, and ultimately will make our students strong for their future and promote an engaged learning environment.

No Tolerance for Bullying Here!

At St Benedict's we will not tolerate any actions which undermine the right of others to feel safe. Bullying behaviour at St Benedict's is unacceptable. Each member of the school community is responsible to not take part in incidents of bullying. Participating as a bystander is also not appropriate and students are taught about what makes up bystander behaviour and how they can help and be part of a solution. It is the responsibility of all members of the school community, including parents and careers, to inform the school by contacting the class teacher if they are aware of any suspected incidents of bullying. Students, parents and staff work in collaborative partnership to ensure that the school community is safe for all. Reports of bullying and harassment are taken seriously and responded to within a school team process.

Formal Sanctions

In cases of ongoing challenging behaviours (where the above strategies have been found to be ineffective) or in response to serious incidents, formal sanctions endorsed by Brisbane Catholic Education may be applied.

These apply across all year levels P – 6 and include:

- Detention ('Time-out')
- Short Strategic Response
- Suspension
- Negotiated Change of School
- Exclusion

Student Protection Information

At St. Benedict's we teach children in all year levels the Feeling Safe Strategy. This is mandated by Brisbane Catholic Education and is an integral part of our student protection processes. Teachers use the 'Be a hero when it comes to your safety.' posters to discuss the following key ideas regarding students' personal safety:

- We all have the right to feel safe all the time
- Nothing is so awful that we can't talk about it with someone
- Students develop their own personal network of adults they trust
- Students are encouraged to talk to these people if they feel unsafe at school or away from school.

The concept of persistence is stressed i.e. students are encouraged to keep talking until someone listens and something is done to help them feel safe again. All staff participates in student protection professional learning to assist them to understand their legal, policy and pastoral responsibilities and to respond appropriately to student protection concerns. All volunteers are also required to complete student protection training (see below Student Protection Training for Volunteers).

The students of St. Benedict's, and their safety and wellbeing, are our priority. St. Benedict's is committed to the protection of all our students from harm and abuse. More information can be found on our Student Protection page on our school website under BCE Policies: [Student Protection](#)

Reporting of Concerns

At St. Benedict's, any concerns or reasonable suspicions we have about a student's safety and wellbeing or the behaviour of a staff member or volunteer which a student considers to be inappropriate, will continue to be managed in accordance with [Brisbane Catholic Education Student Protection Processes](#).

Complaints Procedure

Brisbane Catholic Education has published a [Complaints Procedure for Non-Compliance with BCE Student Protection Processes](#). Parents or students may make a complaint via the [Record of Complaint](#) about Non-compliance with Brisbane Catholic Education Student Protection Processes. We take all complaints very seriously and will handle them in accordance with the Complaints Procedure for Non-Compliance with BCE Student Protection Processes. Should you require information or assistance regarding the procedures you may contact the school or the Brisbane Catholic Education Student Protection Team on 3033 7409.

Family and Child Connect Services

The Department of Communities, Child Safety and Disability Services, has now established Family and Child Connect services to provide support to families. Please make contact with the school if you feel your family may benefit from contact with a Family and Child Connect Service or a local support service.

Concerns or Further Information

Parents and students should talk to the Student Protection Contact, the Principal or the class teacher if there are any concerns about the safety and wellbeing of any student or concerns about the behaviour of a staff member or volunteer. We take all reports seriously and will handle them in accordance with our Student Protection Processes.

Please contact the Principal or Student Protection Contact if you have any questions or concerns about any matter or require further information about student protection.

All of the above documentation and forms can be accessed on Brisbane Catholic Education's public website www.bne.catholic.edu.au. Under the 'Students and Parents' tab select 'Student Protection' from the drop down menu.

Our Student Protection Contacts are:

- Renay Condon (Acting Principal)
- Jill Jahnke (Acting Assistant Principal Administration)
- Lisa Gallagher (Acting Principal)
- Sandra Lariviere (Guidance Counsellor)

Student Protection Training for Volunteers

Brisbane Catholic Education require that all volunteers (parents, grandparents, etc) complete an online Student Protection and Parent Code of Conduct Course even if you have previously completed the course.

Please [click here](#) or visit bne.catholic.edu.au and go to the Students and Parents tab then Student Protection for further training. Once you are on the Brisbane Catholic Education website you will be required to:

1. Download and read the Code of Conduct for Volunteers and Other Personnel.
2. Complete the Volunteer and Other Personnel Registration Form once you have completed the training.
3. You will need to download, print and complete your registration form, which is contained within your online training. Return it to your school's principal prior to commencing your role.



Pastoral Care

The Pastoral Care of our students, parents and staff is a priority within the religious dimension of the St. Benedict's Community. When we as a community are mindful of the needs of each other, our children, parents and staff will flourish. The role of our Pastoral Coordinator is to support students, families and staff in a pastoral setting ,being a companion, listening and at times offering direction to address specific needs. The Australian Government Department of Education, Employment and Workplace Relations has contributed funding to the Chaplaincy/Student Welfare services through the National School Chaplaincy and Student Welfare program.

Guidance Counsellor

The role of the Guidance Counsellor is to work collaboratively with the school community to promote and foster the wellbeing and mental health of all students. This includes developing and facilitating programs that promote student wellbeing, providing guidance to families regarding student needs and providing psycho-educational assessment to identify educational and learning needs of the student population.

Traffic Management Plan

With the dynamics of our car park changing each year due to increased enrolments, we constantly need to modify our practices to ensure we have a safe and manageable environment for all users. We have hundreds of vehicles entering and leaving the school each day at peak times which means it is extremely busy. We are blessed and thankful for a car park which would be the envy of most schools.

Please keep in mind, our car park is a work in progress, and we will continue to modify procedures as student numbers change. We need to be sensible and clever because our actions have an impact on our whole school community. Please be part of the solution and not part of the problem.

Safe Procedures

All St Benedict's families (Primary and College) will be expected to adhere to our car park procedures. It is most important that cars can access the car parks and buses can get through. The main entrance route therefore needs to remain clear and unencumbered.

Remember: 'Drive-through' does not mean 'waiting spot'. Please do not park or walk away from your vehicle in the drive-through zones. If we work together, and follow these car park practices, we can achieve safe and smooth traffic flow.

Before School Drop Off

Here at the Primary school, all students are required to be at school prior to the 8:25am bell at the start of the day, until the final bell for the close of school, which is 2:50pm. Supervision starts in the undercover area, hall and our Café Area at 8.00am (only hand balls are allowed before school). When the first bell rings at 8:25am students are asked to line up in their designated space for Gathering Time before being walked to the classroom by their teacher. All students arriving between 7:45am and 8am are to wait in the undercover area on the silver seats.

OSHC (Outside School Hours Care) operates on site from 6:30am for students arriving prior to 7:45am. Contact the Co-ordinator on 3293 4507 for more information.

Drive Through

This is a two-minute, NO STANDING zone designed for quick and easy 'kiss and drops'. Please be considerate of other vehicles and students by not stopping here for longer than 2 minutes and using extreme caution while entering and exiting.

Parking in drop off zones is strictly prohibited. Parents are asked to remain in the car in pick up/drop off zones, irrespective of the time of day. Students must disembark the vehicle from the left-hand side in drop off zones. Please give-way to other exiting vehicles as you depart. The speed limit is strictly 10km per hour. Cars entering the site to pick up students will need to turn immediately left inside the entrance and 'snake' around to the combined drive through pick up area. A map showing this can be found on the Parent Portal/Documents/Be Informed.

Our Look Out Program

St Benedict's operates a highly efficient, effective and safe, after school pick-up program, developed by the QLD Government, called Look Out. Volunteers and staff escort students to their oncoming vehicles, which are easily identified by a family name card (provided to you by the office) attached to the vehicle's visor. When we can see your family name card



from a distance we can have your child ready and waiting to hop into your vehicle quickly and safely. If we have to ask for your child's name as you drive up, it slows the pick-up process dramatically. If it is necessary to assist your child with their seat belt, please pull forward to the BUS ZONE to do so. This eliminates traffic congestion during the Look Out loading process. Parents are asked to remain in their vehicles at all times when picking up via the drive through.

If parents arrive early and their child is not present to be collected, they must drive through the pickup zone and re-join the end of the queue.

Park to Walk In and Pick-up

If you wish to walk in and collect your children personally we ask that, as you come through the main entry gate, please park in carpark #1 on the right (near the Hall and tennis courts) to walk in and pick-up. Primary parents please wait near the Hall as students will be brought down for collection from there. We also recommend parents inform their children where they will be picking them up on a daily basis. We understand circumstances change which is why students are supervised until parents arrive.

Disabled parking is available in carpark #1 nearest the Primary Hall. Please ensure that all driveways and access points remain clear at all times. There are NO STANDING zones in our carparks. Parking in these areas is strictly prohibited, as well as parking on the grass or in the gardens.

Rethink Your Pick-up Time

We also encourage parents to consider collecting their children a few minutes later in the afternoon. Parents who arrive at 3:00pm collect students and exit much quicker than parents who arrive early and seem to wait in exiting traffic. Primary school staff will be on duty until 3:15pm to ensure students will be safely supervised throughout the entire pick-up time period.

With this in mind, please queue no sooner than 2:45pm at the drive-through as you could be prematurely blocking the exiting of College students, whom we encourage to depart, before our Primary students come out of school.

Walking or Riding To/From School

It is required by law that all cyclists wear a helmet riding to and from school. Students must enter/exit the school grounds via the front entry gates either side of the road. Cyclists must dismount their bikes at this point.

- **Primary:** They then walk their bikes across the school yard to the bike racks located at the front of the Primary (Hall).
- **College:** They then walk their bikes across the school yard to the bike racks located at the front of the College (Multi-Purpose Area).

Taking the Train or Bus To/From School

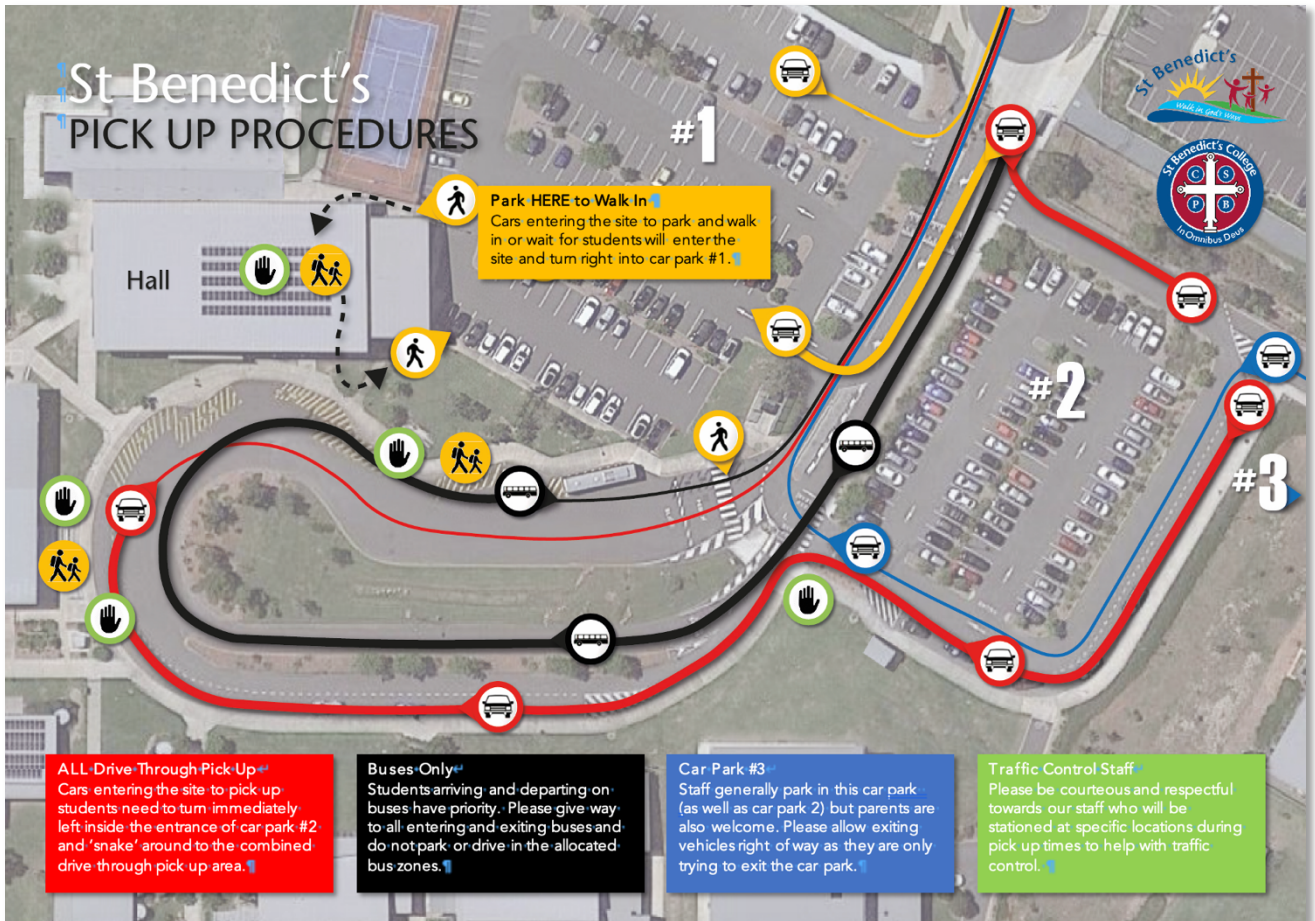
Students must enter/exit the school grounds via the gate access near the St Benedict's College oval to catch the train. For more information: www.queenslandrail.com.au

Students must enter/exit the bus via the bus stop outside the St Benedict's Primary school hall. For more information: www.thompsonbusservices.com.au

Our Drive Through Pick Up

A Drive Through Procedures and Map can be found on the [Parent Portal](#) /Documents/Be Informed or a copy can be obtained from the school office.

Please keep in mind, our car park is a work in progress and we will continue to modify procedures as student numbers change. We need to be sensible and clever because our actions have an impact on our whole school community. Please be part of the solution and not part of the problem. Thank you for your assistance and cooperation.



OUR Teaching

At St Benedict's we believe every member of our community is made in the image and likeness of God and is called by name to come and live life to the full.

Vision for Learning

At St Benedict's we are a peaceful, learning community. Inspired by St Benedict, we unite to 'Walk in God's Ways' as a hope-filled community of learners who enrich our world (School Vision and Mission Statement, 2023).

We believe and are committed to...

- Promoting high expectations for all students.
- Providing the right time, resources and support for all students and staff to progress and thrive.
- Using high impact, effective instructional practices that support, challenge, and engage all students.
- Delivering lessons designed to ensure active participation.
- Designing, structuring and delivering learning experiences where students can confidently and clearly demonstrate what they know, understand and can do in relation to the expected curriculum achievement standard.
- Monitoring and evaluating our teaching and learning experiences to ensure student engagement, progress and achievement.
- Engaging in reflective practices that drives learning forward.
- Nurturing a growth mindset that promotes a positive learning environment for all.

We develop students who are...

The Alice Springs (Mparntwe) Education Declaration on Educational Goals for Young Australians (2019), directs our work as we develop students who become contributing members of our global community who are:

- Literate
- Numerate
- Respectful
- Empathetic and Compassionate
- Faith-Filled
- Successful Lifelong Learners
- Confident and Creative
- Active and Informed

Brisbane Catholic Education further supports our vision stating that the work of our schools is to "Teach, Challenge and Transform".

Effective Instruction and Lesson Delivery Practices

St Benedict's is a school that believes that improved student engagement learning, progress, and achievement is dependent upon well-designed, well-taught lessons – students learn best from skilfully executed lessons. As such, the school is deeply committed to providing effective instruction (direct and explicit) and lesson delivery practices that result in high levels of student engagement and improved student learning outcomes.

Teachers at St Benedict’s are required to use cognitive-based instruction and learning sciences to enhance student learning and achievement. At St Benedict’s, staff develop effective learning sequences, foster student engagement and active participation, and deliver effective instructional strategies to ensure the best possible learning outcomes for all students and staff.

Effective Learning Sequence	Student Engagement Strategies /Active Participation	Effective Instructional Strategies
<ul style="list-style-type: none"> • Rapid review of previous key learnings using retrieval practice. to apply concepts and skills. • Clearly stated learning intentions derived from the relevant • Australian Curriculum V9 achievement standard. • Clearly articulated student success criteria. • Activate prior knowledge and state relevance. • Concept development. • Skill development. • Guided development. • Independent practice. • Lesson Closure. 	<ul style="list-style-type: none"> • Lesson by lesson formative assessment: frequent checking for understanding (i.e. TAPPLE). • Use of random non volunteers. • Whiteboards. • Cold call questioning. • Partner talk and collaborative learning. • Perky Pace. • STAR model. • Choral responses. • Track and read. • Multiple choice. • Whip around the room. • Yes/No, Right/Wrong, True/False. • Close reading. • Sing it/Act it out. • Differentiation. 	<ul style="list-style-type: none"> • Delivering lessons using and • ‘I • Do, We Do, You Do’ model • (model, practise, and apply). • Partner talk and collaborative learning. • Pace and active participation. • Using spaced learning effectively. • Interleaving of the content • and using testing effect (retrieval practice). • Using ‘dual encoding’ to enhance lesson delivery. • Retrieval practice: development of warm-ups. • Elaborative thinking – purposeful practice. • Cognitive strategies to enhance memory and learning.

Direct Instruction and Explicit Direct Instruction

St Benedict’s provides both ‘Direct Instruction’ (DI) and ‘Explicit Direct Instruction’ (EDI) as part of the teaching and learning sequence:

Lesson Design	
DI	EDI
DI lessons are based on a script that the teacher reads that calls for student choral responses. After reading a statement, the teacher gives a signal (a tap) to cue the students to respond together. If necessary, the teacher repeats a statement until the student responses are firm (all students responding similarly).	<u>EDI lessons</u> are based on seven design components: <ol style="list-style-type: none"> 1. <u>Learning Objective</u> 2. Activate Prior Knowledge 3. Concept Development 4. Skill Development 5. Guided Practice 6. Relevance 7. Closure
Teachers use manuals with precise instructions about how to deliver the highly-structured or scripted lessons. <ul style="list-style-type: none"> • Lessons move at a very fast pace and are often timed to maximise efficiency. • Students are grouped according to ability rather than age or grade 	Lessons are a framework. Teacher decisions are made based on student responses to Checking for Understanding (CFU) questions (TAPPLE). <ul style="list-style-type: none"> • EDI lessons cannot be scripted. Re-teaching is done whenever required. Lessons speed up as teachers develop automaticity. • Lessons are designed to meet the standards at each grade level, and are differentiated for high, low, or EL students using specific strategies.

Lesson Delivery	
DI	EDI
DI lessons contain basic questions and students are trained to respond after a signal from the teacher.	EDI lessons contain 10-12 higher-order questions that are asked throughout the lesson.
<ul style="list-style-type: none"> • Students are expected to respond chorally. Teachers repeat the question until the answer is "firm." • Scripts sometimes ask for teachers to call on individual students. • Students must master concepts before they are allowed to move on. Students are often moved to alternate groups according to their ability level. 	<ul style="list-style-type: none"> • After each question, the students Pair-Share with a partner to interact with the information and to prepare a correct response. • Teachers call on random non-volunteers for individual accountability and to measure student learning. • Students often respond by writing answers on whiteboards. Students are asked to defend, interpret, or justify their answers. • Teachers provide corrective feedback to students as necessary. • If two students in a row cannot answer, the teacher reteaches.

Student Engagement	
DI	EDI

<ul style="list-style-type: none"> • With DI, students are constantly engaged in listening for signals from the teacher that indicate when they should make a choral response or listen for further instructions. • Student engagement and classroom management are often maintained through a variety of nurturing responses and reward systems such as teacher/student points. • Students are grouped by skill level, so ability level does not become a distractor (i.e., high-performing students are not bored and low-performing students are not left behind.) 	<p>EDI teachers are taught to use whole-class Student Engagement Norms while teaching.</p> <ul style="list-style-type: none"> • Track With Me • Read With Me • Repeat With Me • Gesture With Me • Pair-Share • Attention Signal • Whiteboards • Complete Sentences <p>Classroom management is maintained through the constant engagement of students (i.e., students don't have time to misbehave.)</p>
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Citations

[Australian Institute for Direct Instruction](#)

[National Institute for Direct Instruction](#)

School Expected Practices

Instructional Practices delivered at St Benedict's	
DI	EDI
<ul style="list-style-type: none"> • P-2 InitialLit program (4 x 90-minute sessions per week) • P-2 Heggerty curriculum (10-minute daily sessions) • 1-6 Spelling Mastery program (3 x 20-minute sessions per week) • P-2 Explicit Mathematics Program 5 x 60-minute sessions per week) • P-2 How to teach your child to read in 100 lessons program (targeted reading intervention) • P-2 MiniLit Sage (targeted reading intervention) • 3-6 Corrective Reading program (targeted reading intervention) • 3-6 MacqLit (targeted reading intervention) 	<ul style="list-style-type: none"> • P-6 Daily review: English (4 x 20-minute sessions per week) • P-6 Daily review: Mathematics (3 x 20-minute sessions per week) • Daily explicit Mathematics and English lessons designed and delivered inclusive of the following lesson components: <ul style="list-style-type: none"> • Learning Objective • Activate Prior Knowledge • Concept Development • Skill Development • Guided Practice • Relevance • Closure
OTHER	
<ul style="list-style-type: none"> • P-6 Rocket Math program (10-minute daily sessions) 	

Staff at St Benedict's are also required to adhere to the following principles of effective instruction as they design and deliver lessons:

THE PRINCIPLES OF INSTRUCTION

TAKEN FROM THE INTERNATIONAL ACADEMY OF EDUCATION

This poster is from the work of Barak Rosenshine who based these ten principles of instruction and suggested classroom practices on:

- research on how the brain acquires and uses new information
- research on the classroom practices of those teachers whose students show the highest gains
- findings from studies that taught learning strategies to students.

HOW2
teachinghow2s.com

01 DAILY REVIEW



Daily review is an important component of instruction. It helps strengthen the connections of the material learned. Automatic recall frees working memory for problem solving and creativity.

02 NEW MATERIAL IN SMALL STEPS



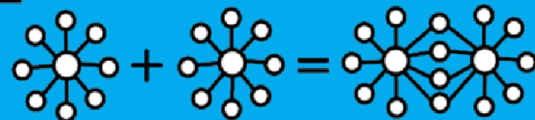
Our working memory is small, only handling a few bits of information at once. Avoid its overload — present new material in small steps and proceed only when first steps are mastered.

03 ASK QUESTIONS



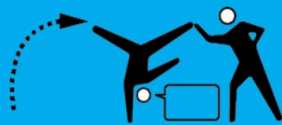
The most successful teachers spend more than half the class time lecturing, demonstrating and asking questions. Questions allow the teacher to determine how well the material is learned.

04 PROVIDE MODELS



Students need cognitive support to help them learn how to solve problems. Modelling, worked examples and teacher thinking out loud help clarify the specific steps involved.

05 GUIDE STUDENT PRACTICE



Students need additional time to rephrase, elaborate and summarise new material in order to store it in their long-term memory. More successful teachers built in more time for this.

06 CHECK STUDENT UNDERSTANDING



Less successful teachers merely ask "Are there any questions?" No questions are taken to mean no problems. False. By contrast, more successful teachers check on all students.

07 OBTAIN HIGH SUCCESS RATE



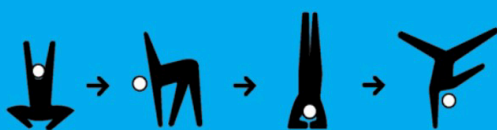
A success rate of around 80% has been found to be optimal, showing students are learning and also being challenged. Better teachers taught in small steps followed by practice.

08 SCAFFOLDS FOR DIFFICULT TASKS



Scaffolds are temporary supports to assist learning. They can include modelling, teacher thinking aloud, cue cards and checklists. Scaffolds are part of cognitive apprenticeship.

09 INDEPENDENT PRACTICE



Independent practice produces 'overlearning' — a necessary process for new material to be recalled automatically. This ensures no overloading of students' working memory.

10 WEEKLY & MONTHLY REVIEW



The effort involved in recalling recently-learned material embeds it in long-term memory. And the more this happens, the easier it is to connect new material to such prior knowledge.

Teaching & Learning with Technology

Informed by our Vision for Learning, this policy describes the approach taken by the St Benedict's community to use digital devices to enhance learning and engagement.

At St Benedict's we believe and are committed to:

- **PEACE**
The responsible use of digital devices will prioritise safety, develop balance, promote peace and support wellbeing to maintain a healthy lifestyle.
- **LEARNING**
We use digital devices purposefully to enhance high-quality, continuous teaching and learning for all members of our community.
- **COMMUNITY**
As a community, we work in partnership to ensure responsible stewardship and respectful relationships while using digital devices.

Implementation

Australian Curriculum:

- The school will develop a school-based Scope and Sequence from the Digital Literacy General Capability.
- Teachers will use the school's Digital Literacy Scope and Sequence to inform the teaching of digital literacy skills across all Key Learning Areas (KLAs).

Enhancing Learning:

- Teachers will only engage students in the use of digital devices for the purpose of learning, aligned with the Australian Curriculum.
- The school will provide relevant professional learning opportunities for all staff around their needs in enhancing their own digital literacy and digital pedagogical skills.
- The school will provide relevant educational software.
- All students will have access to digital devices at school; in classrooms, students in Prep to Year 3 will have access to a bank of digital devices and students in Years 4 to 6 will have access to 1:1 digital devices.
- The students will engage in the learning around Digital Literacy capabilities.

Accountability:

- The school will review the following policies annually; Digital Devices Policy, Acceptable Usage Policy, and Student and Parent Agreement, with the purpose of providing greater clarity around the use of devices, Digital Licenses and consequences for misuse.
- The school will conduct ongoing needs assessments around the confidence and competence in effectively implementing the Digital Literacy Scope and Sequence with all staff.
- Teachers will critically reflect on their digital competencies and authentically engage with relevant professional learning and development opportunities.
- Teachers will understand and consistently implement the Digital Devices Policy, Acceptable Usage Policy, and Student and Parent Agreement.

- Students will understand and follow the Acceptable Usage Policy and Student and Parent Agreement.
- Students will not be required to take digital devices home.
- The school will provide relevant and timely information to families around the effective use of digital devices.

Families will support the school to ensure their child/ren understand and follow the Acceptable Usage Policy and Student and Parent Agreement.

Homework

At St Benedict's we are conscious of the effect that societal changes have on families and are aware that each family has its own unique way of life. In today's world, families are constantly faced with challenges. We at St Benedict's do not want homework to be another challenge. We want homework to be a positive time for interaction between the child and the family.

Teachers in collaboration with their peers will set homework for each year level. If homework completion is a cause of stress for your family it is important to contact the classroom teacher to discuss individual needs and negotiate a positive solution.

We believe purposeful learning in the home environment will assist and support the student's learning process.

The benefits of homework include:

- The development of positive life habits, attitudes and life skills such as, time management and organisational skills.
- The consolidation of concepts taught in the classroom, including practice, preparation and extension.
- The potential to influence student achievement.
- The potential to foster communication between the school and home.

We believe that homework is a partnership between school and home, with the teacher, parent/s and child each having responsibilities.

The Teacher's role is to:

- Communicate expectations clearly to students and parents.
- Provide meaningful feedback to students.
- Set reasonable and relevant homework.
- Set a flexible time frame.
- Maintain open communication with parents and students.

The Parent's role is to:

- Provide an environment for the child where supervision, encouragement and help are provided.
- Respect the child's knowledge and skills.
- Communicate with the teacher and sign homework, if requested by the class teacher.

The Student's role is to:

Be responsible for the completion of their homework to an acceptable standard.
Seek help from the teacher or family when needed.

Homework recommended guidelines:

Prep	10 minutes maximum is recommended, including daily reading
Year 1	10 – 20 minutes maximum is recommended, including daily reading, sight words and spelling
Years 2 and 3	20 – 30 minutes is recommended, including daily reading, spelling and maths
Years 4 to 6	30 minutes is recommended, including daily reading, spelling and maths

For more detailed information see our school policies on the [Parent Portal](#) /Documents/Policies as well as on the school website www.stbenedicts.qld.edu.au/ Our School/School Policies.

Student Leadership Opportunities

St Benedict's holds the belief that all students are capable of being leaders and value the active involvement of students in all areas of school life. As a Catholic school founded in the Benedictine tradition, we believe that all students are important members of our school community and have the ability and responsibility to participate in decision making. Through active participation, students are guided to reach their full potential as individuals and as members of a community.

In 2019, St Benedict's introduced Leadership Ministries in which students have the opportunity to lead initiatives across a wide range of areas within our school community. Each ministry will have two designated Ministry Captains with the exception of House and Community Spirit which will have four Ministry Captains, one representing each of our four sport houses.

Additionally, we will elect two School Captains who will be responsible for general school leadership.

Our Leadership Ministries:

- Communication
- Sustainability and Stewardship
- Faith and Mission
- House and Community Spirit: Which incorporates our 4 sport houses Anicii, Monte Cassino, Nursia and Subiaco.
- Cultural
- Organisation and Technology



Available Student Activities

Specialist Teachers here at St Benedict's are engaged in Music & Dance, Visual & Media Arts, Health & Physical Education and Chinese. In and around these lessons are many school based, as well as, outside school offered extra-curricular activities which support our Curriculum and are school endorsed. Most of the following activities will happen on a weekly basis, before or after school (depending on the instructor).

Music

Classroom music education at St Benedict's is approached with the inclusive attitude that everyone has a voice and through the sequential development of skills, has the capacity to build the musical mind. Music lessons have a strong focus on singing, as singing is recognised as fundamental in the development of musical thinking known as audiation. Acquiring this ability to think in sound also has numerous similarities to the development of learning language.

Students have many opportunities to be involved in the following age appropriate extra-curricular activities which are officered at no additional cost:

- Benedict Performer's (BP's) Choir. Year 4 - 6. @Music room.
- Jr BP's Choir. Year 2 - 3. @Music room.
- Mini Singers. Prep - Year 2. @Library.

Instrumental Music

The aim of the Instrumental Music Program is to develop the students' musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances.

Students have many opportunities to be involved in the following age appropriate extra-curricular activities, all of which will incur additional costs:

- Senior Band. Year 5 - 6.
- Junior Band. Year 3 - 6.
- Instrumental instruction available for Flute, Clarinet, Alto/Tenor Saxophone, Bass Clarinet, Trumpet, Trombone, Euphonium/Baby Tuba, Percussion (drums, glockenspiel, auxiliary percussion).
- Guitar (private lesson, contact school). @Art room.
- Piano/Keyboard (private lesson, contact Rachel@sweeney.id.au). @OSHC.

Dance

Our classroom teachers focus on dance and drama throughout the school year. Our talented teachers and staff offer their time to organise events with the support and cooperation of our community and students.

Students have many opportunities to be involved in other age appropriate extra-curricular activities which come and go here at St Benedict's throughout the year. Keep a lookout in the school newsletter Community section for more information.

Digital Technology (STEM)

Students in Prep through to Year 6 engage in specialist technology lessons each week throughout the year. The children experience a series of activities which may include – coding, robotics, painting, design, construction, printmaking, mixed media and digital media.

LOTE

Here at St Benedict's we have a part-time qualified Italian teacher who works with our Year 4 and 6 classes. The study of the Italian language opens the way to many important fields such as travel and hospitality, services, education, trade, history, culture, archaeology and so much more! To be at ease and effective in an Italian environment, learning the language is just part of the story - knowing about the culture behind the language is the other.

Health & Physical Education

The Physical Education program at St. Benedict's has been designed to be inclusive of all students. Recognising the significant health benefits of physical activity, the program is designed to encourage maximum participation, enjoyment and progression of physical activity skills in an endeavour to inspire and enable lifelong participation in a variety of sporting and recreational activities. Physical Education lessons include team building and cooperative games; perceptual motor activities; fitness; athletics; ball skills and recreational games, as well as, swimming lessons (conducted by experienced professional coaches in Terms 1 or 4).

Our annual all-school Swimming, Cross Country and Athletics Carnivals are held throughout the year. Students who are selected, from these carnivals, for additional competitive teams (based on times) are provided with the opportunity to train in the lead up to the below events:

- Catholic Zone 6 Carnivals. 8 years +.
- Pine Rivers District Sports. 10 years +. We can also conduct school trials for students to attend District trials in a wide range of other sports including tennis, rugby union & league, touch football, soccer and netball, basketball, softball, AFL, hockey, cricket and triathlon.
- Regionals, Metropolitan North or QLD Schools States.

Students have many opportunities to be involved in the following age appropriate extra-curricular activities, all of which will incur additional costs:

- Privately run AFL, Oz Tag, NRL, Gecko Sports, Cricket @Oval.
- Tennis (private lesson, contact laura@matchpoint.net.au). @Tennis courts.
- Tae Kwon Do (private lesson, contact 0438 860 967). @Cafe Undercover area.

