



ST MARY'S
PRIMARY MARYBOROUGH



POLICIES & PROCEDURES

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ATTENDANCE

TIMETABLE FOR THE SCHOOL DAY:

First Bell	8:35 am
School Starts	8:40 am
Morning Tea	10:45 am to 11:15 am
Lunch	1:15 pm to 1:45 pm
School Finishes	3:00 pm

PUNCTUALITY

All children are normally expected to be in attendance with their class at the beginning of the school day. Consistent late arrival causes unnecessary disruption to school organisation and to the flow of lessons, especially with Literacy and Numeracy, which constitute the first lesson of the day in most classes.

***All late arrivals must sign into the office with a parent or carer
&
All early departures must be signed out by a parent or carer***

EARLY ARRIVALS

Children should not enter the school grounds prior to 8:15 am each morning. Prior to this time there will be no supervision available. Upon arrival, P-2 students should make their way to the library undercover area and 3-6 students should gather at the Jack McKay Hall where teachers are supervising.

AFTER SCHOOL

All children are expected to be clear of the grounds by 3:20 pm each day. Supervision cannot be provided past this time, unless they are enrolled in our Outside School Hours Care Service. If you are delayed through unforeseen circumstances, please contact the school office so that arrangements can be made for the supervision of your children.

INFORMATION FOR PARENTS

St Mary's is a parish school and values the partnership between our school community and the Parish Priest. As such, parents have the opportunity to discuss any matters with the Parish Priest. At times, the Parish Priest may refer these matters onto the school Principal and the contained steps will be taken to reach a resolution.

The relationship between home and the school is fundamental. St Mary's Primary School recognises that parents and staff need to work closely to provide the best educational opportunities and care for students. We encourage parents to discuss their child's progress with staff and to let us know if they have any concerns so that we might work together to resolve these as promptly and efficiently as we can.

UNIFORM POLICY

The pursuit of Service, Courage and Justice at St Mary's Primary School includes the presentation of our students in appropriate and safe standards of dress. All students who attend St Mary's Primary School must wear the approved school uniform. The wearing of our school uniform is a consequence of the acceptance of enrolment at St Mary's Primary School. Our school's uniform policy has been created under the Workplace Health and Safety Guidelines and the Anti-Discrimination Act.

Compulsory enforcement of our uniform policy enables consistency in dress standards throughout the school and is a way of identifying students who are part of the St Mary's community. **If for any reason your child is unable to wear a particular item of our school uniform, they should provide a note or email from their parent/guardian advising the school of the situation and take appropriate steps to correct the uniform as soon as possible.**

This Uniform Policy also addresses accessories which are acceptable. Again, approval of such accessories takes into account the safety, both physical and environmental, of each child. Any accessory deemed inappropriate by the St Mary's Administration Team will require immediate removal or alteration. Should such instances occur, the final decision will rest with the school principal.

FORMAL UNIFORM

The formal uniform is to be worn by all students in Years 1-6 (there is no formal uniform required for Prep students) every 'assembly day' and on days of special significance i.e. Mass days, whole-school celebrations. While such days are the only compulsory days Year 1-6 students have to wear their formal uniform, students can wear this uniform on other days of the week should they wish. The formal uniform consists of the following:

Girls	Boys
Shoes	Shoes
Black Leather Jogger (Canvas material is not acceptable)	Black Leather Jogger (Canvas material is not acceptable)
Dress	Shirt
Blue & White Check with Yellow Stripe	Sax Blue
Briefs	Shorts
Navy Blue Sports	Navy Blue 'Ruggers' Long Leg
Socks	Socks
Short Navy Blue	Short Navy Blue

During the cooler months, students are permitted to wear a navy blue tracksuit top and/or pants (hoodies are not acceptable). The top may display the school crest but this is not compulsory. However, tops and pants must not display any other colour or crest. Girls also have the option of wearing navy blue stockings or tights during the cooler months.

SPORTS UNIFORM

Students in Prep only have the option of a sports uniform. Students in Year's 1-6 are to wear their sports uniform on their designated HPE day. This uniform can be worn on other non-formal days also. The sports uniform consists of the following:

Girls	Boys
Shoes	Shoes
Black Leather Jogger (Canvas material is not acceptable)	Black Leather Jogger (Canvas material is not acceptable)
Shirt	Shirt
Navy Blue & Sky Blue Sports Shirt with School Crest	Navy Blue & Sky Blue Sports Shirt with School Crest
Skort	Shorts
Navy Blue	Navy Blue 'Ruggers' Long Leg
Socks	Socks
Short Navy Blue	Short Navy Blue

It is recommended that students in Year's 1-6 purchase one formal uniform and two or three sports uniforms. Boys must ensure that when wearing the formal uniform their shirt is tucked in. Students wishing to wear bike-pant style underwear must ensure that they are not visible below the hemline of the dress or shorts.

ACCESSORIES

The following accessories must accompany both the formal and sports uniform at all times:

School Hat
Navy Blue with St Mary's Crest.

Our school hat is compulsory for ALL outdoor activities. Due to health and safety reasons, our school hat does not come with a drawstring.

The following accessory guidelines also apply to both girls and boys:

Earrings	Jewellery	Hair
Students are permitted to wear no more than one stud or small sleeper in the lower ear lobe.	Students are permitted to wear one necklace with a religious charm and one wristwatch. The only permitted form of bracelet is for medical reasons. Rings are not permitted.	Hair must be of a natural colour and 'exotic' styles (e.g. rat's tails, tracks, etc), as determined by the principal, are not permitted. Collar length hair must be tied back with a natural hair colour or school colour ribbon.
Make-Up	Nail Polish	
Students are not permitted to wear any form of facial make-up. Sunscreen and moisturiser are allowed.	Students are not permitted to wear nail polish.	

Should students wish to wear some of the approved accessories to school, St Mary's Primary School will not be held responsible for any loss or damage.

BLACK SCHOOL SHOE GUIDELINES



These are the most ideal type of shoe to be worn as they are suitable for PE lessons and outdoor play



These are the most ideal type of shoe to be worn as they are suitable for PE lessons and outdoor play. Suited for students in the early years who are unable to tie shoelaces.





GRIEVANCE POLICY

Rationale

St Mary's Primary School has a responsibility to ensure high standards of conduct are maintained by staff, students and parents at all times, and that grievances are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation and Brisbane Catholic Education guidelines.

St Mary's Primary School recognises the rights of students, parents and employees to register a grievance about a decision, behaviour or act that they feel is unfair, discriminatory or unjustified. Such grievances must be characterised by fairness, mutual trust, honesty, respect and reconciliation.

This policy is not intended to replace existing policies within Brisbane Catholic Education (i.e. Student Protection, Code of Conduct), but rather provide clear procedures for dealing with student, parent or staff grievances.

This policy does not apply to complaints alleging criminal or unlawful behaviour, which shall be referred to the appropriate authorities.

Principles for Dealing with Conflict Resolution

- Maintain respect and confidentiality at all times.
- Deal with the problem in a rational, non-emotive way as soon as possible.
- Be clear about what the issue is and decide whether you have a concern, enquiry or complaint.
- Separate the problem / issue from the person.
- Identify and communicate your feelings in a non-threatening way.
- Listen to other points of view and be open-minded.
- Be prepared to negotiate and compromise.
- Be forgiving should there be admission or fault.
- Be willing to reconcile.
- Seek mediation if the issue is not resolved amicably.

Information for Parents

St Mary's is a parish school and values the partnership between our school community and the Parish Priest. As such, parents have the opportunity to discuss any matters with the Parish Priest. At times, the Parish Priest may refer these matters onto the school Principal and the contained steps will be taken to reach a resolution.

The relationship between home and the school is fundamental. St Mary's Primary School recognises that parents and staff need to work closely to provide the best educational opportunities and care for students. We encourage parents to discuss their child's progress with staff and to let us know if they have any concerns so that we might work together to resolve these as promptly and efficiently as we can.

STAGE ONE:

- Make an appointment to meet with the relevant teacher. The best way to do this is to contact the office and leave your contact details for the teacher to call you back or to email the teacher directly. You can find the email addresses of staff in the School Directory on the Parent Portal or BCE Connect App (**Teachers will not be called during class time**).
- Stay calm when discussing your problem. Even if you do not feel it, staying calm will assist you in expressing your concern more clearly than if you are upset or angry.
- Allow a reasonable time for the issue to be addressed.
- If, after your meeting and allowing a reasonable time for the issue to be addressed, you feel the problem has not been resolved you may make arrangements to meet with the Principal (STAGE TWO)
- If you have a complaint about a teacher, you may make arrangements to meet the Principal (STAGE TWO)

***** Reasonable time will depend on the nature of grievance, time initial contact was made and the period needed for possible investigation / intervention i.e. behaviour plan implementation, participation in Friendship Group Program***

STAGE TWO:

- Make an appointment to meet with the Principal.
- Ensure you have your concern clearly written / documented and give this to the Principal.
- Allow a reasonable time for the issue to be addressed.
- If the issue is about another member of staff, a right of reply will be offered to that staff member.
- Where appropriate, a mediation process between the parties may be offered.
- If, after your meeting / reasonable time, you feel the problem has not been resolved you may contact Brisbane Catholic Education (STAGE THREE)
- If you have a complaint about the Principal, you may contact Brisbane Catholic Education (STAGE THREE)

STAGE THREE:

- Contact Brisbane Catholic Education
- Ensure you have your concern clearly written / documented and be prepared to present this to Brisbane Catholic Education.
- Allow a reasonable time for the issue to be addressed.

Information for Students

Every child has the right to feel safe and supported here at St Mary's Primary School. Should a student feel that this right has been breached, it is important that they follow the steps below.

- Talk to a teacher about the problem.
- Maintain respect and confidentiality.
- Talk to your parents about your concerns.
- Allow time for the teacher to investigate the issue.

FEE & COLLECTION POLICY AND GUIDELINES

DEFINITIONS:

Fee: the cost of basic tuition at the school. Fees are adjusted annually in accordance with Archdiocesan guidelines. Payment of fees is **compulsory** under the terms of the school's Enrolment Policy.

Levy: the cost of extra items provided by the school above basic tuition. Examples of levies that may be charged include amounts to cover the costs of:

- camps and excursions
- course materials
- special project
- provision and maintenance of school buildings and equipment
- P & F levy

The payment of levies is **compulsory** under the terms of the school's enrolment policy.

Contribution: a payment amount **recommended** by the school to cover costs not listed above. An example of contributions that may be sought includes the Library Building Fund contribution for the provision and maintenance of the school library. This amount **is not compulsory** but is considered a **donation** for tax purposes.

Concession: A mutually agreed reduction in fee payments due to a demonstrated financial difficulty.

RATIONALE:

All parents sending their children to St Mary's Primary School should meet their responsibility in maintaining the operation of the school. All families are required to pay fees and levies as set and advised annually. It is expected that school fees will be paid by the due date. The prompt payment of fees represents part of the commitment that families make when enrolling at St Mary's Primary School. Many families make considerable personal sacrifices to send their children to our school. Every endeavour is made to keep the cost to families as low as possible.

POLICY:

St Mary's Primary School is committed to providing Catholic education to all children whose parents desire it. We are aware that from time to time some parents find themselves in financial difficulties. No Catholic student will be excluded from St Mary's Primary School due to their family's genuine inability to pay fees. If you are having financial difficulty, please let us know. You may be eligible for a concession.

Unless there is an agreement for fee concessions at the beginning of each year, the acceptance by parents of a position at St Mary's Primary School assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary. Concessions are set on a yearly basis and parents must re-apply for concessions at the commencement of each new school year.

It is accepted that changing family circumstances will sometimes result in a student transferring to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Principal deems that fair notice has been given or where fair notice was impractical.

GUIDELINES

- 1) The School will issue an account of full fees and levies at the beginning of each term, payable within 14 days of issue.
- 2) Any arrangements to vary the terms of payment must be made with the Principal or Finance Secretary.
- 3) Issue of an "Overdue Account" notice will be processed after the initial 14-day payment period.
- 4) A final "Overdue Account" notice will be issued after the 14-day overdue period if no payment has been made, or no contact with the school has been made. This final notice will be payable within 14 days.
- 5) Where accounts remain unpaid after the two notices and no appropriate arrangements have been made to pay the agreed fee, the account will be placed in the hands of a debt collector. In serious cases where there is a clear capacity to pay outstanding fees, legal options may be pursued by the school. Legal costs, direct debit rejection fees, any debt collection costs or other costs incurred by the school will be at the family's expense.

BEHAVIOUR SUPPORT PLAN

Rationale

This Behaviour Support Plan has been developed to share with the wider school community the approaches adopted by our school in managing and supporting student behaviour within the school context. Its aim is to promote uniform and consistent behaviour management methodology amongst all school staff. Its vision is the development of positive and supportive relationships in order to establish an effective and inclusive learning community.

Our Vision

St. Mary's Catholic Primary School is committed to building a strong faith community, guided by the Gospel values.

Our Mission

Our mission inspired by the heritage of the Josephite and Mercy Sisters together with our Parish is to:

- Seek to understand and support needs in our community
- Make a difference while staying true to our beliefs
- Shape a more just and compassionate community

The appropriate behaviours required to uphold our vision and mission need to be taught and promoted by action and modelling. When inappropriate behaviours occur, these behaviours need to be reflected upon and re-taught so that mistakes can be corrected. Thus, there exists a need for a range of non-coercive consequences, focused primarily on reconciliation, to deal with behaviour issues that arise in both the classroom and the playground.

Criteria for Success

At St Mary's Primary School our values and beliefs are embedded in our criteria for success:

Safety

Try your best

Act responsibly ----- **every child can be a STAR!!!!**

Respect

Our Criteria for Success has been agreed upon and endorsed by the staff and parent body of St Mary's Primary School. The expectations align with the values, principles and expected standards outlined in Brisbane Catholic Education's *Student Behaviour Support Plan*.

School Wide Behaviour Pedagogy

St Mary's Primary School implements proactive and preventative processes and strategies to support student behaviour. Fundamental to our school-wide pedagogy is that all behaviours are purposeful. It is our belief that behaviour is learnt and therefore needs to be taught and retaught if necessary. It is also recognised that students have individual needs when developing social skills and that not all students develop at the same rate or time. Therefore, when inappropriate behaviours are displayed, students must be taught the expected, appropriate behaviour. Prior to any activity students must be informed of the expected behaviour. If problem behaviours occur it must first be decided if it is a Minor or Major Behaviour, with the following agreed understanding:

Step One:

First action for non-belonging choice. The student is given a chance to think about his/her actions and where these actions might lead.

Step Two:

Second action for non-belonging choice. The student is given a chance to think about his/her actions and where these actions might lead.

Step Three:

If a further breach of the Criteria for Success occurs, a child who has re-offended and is making little or no effort to comply, even though all endeavours to correct the situation at the classroom level are exhausted, is referred to the Principal or Assistant Principal.

Procedure

- Parents are informed at this stage and behaviours are discussed.
- If necessary, a **personal behaviour management plan** is prepared usually in consultation with the class teacher, student, parent/caregiver, school counsellor, principal and if required, inclusion teacher.
- Child may be suspended internally at school for a nominated time with a re-entry process for class. The duration of suspension will be at the Principal's discretion in consultation with parents, Leadership Team, student support team and class teacher.
- A referral to the school Guidance Counsellor may be necessary.
- A re-entry process is negotiated between the student, parents, Assistant Principal and Principal which would include an apology by the child and acceptance of that apology by the class teacher.
- Ongoing inappropriate behaviour will lead to suspension and/or exclusion.

Types of Behaviour

Minor Behaviour – behaviour handled by the witnessing staff member at the time it happened

Major Behaviour – behaviour referred directly to Administration Team via **Engage** (a BCE wide behaviour support database)

Individual classroom teachers and teachers on playground duty will be primarily responsible for dealing with minor behaviours. When applying consequences for unacceptable behaviours, they should be:

- Supportive
- Fair
- Logical
- Consistent
- When applying consequences, the individual circumstances and actions of the student and the needs and rights of the community members are considered at all times.

Minor Behaviours - Minor behaviours are those that:

- Do not seriously harm others or cause you to suspect that the students may be harmed
- Do not violate the rights of others in a serious way
- Are not part of a pattern of problem behaviours
- Do not require involvement of specialist support staff or administration
- Minor behaviours may result in the following consequences:
- A minor consequence logically connected to the problem behaviour such as complete removal from an activity or event for a specified period of time, partial removal, individual meeting with the student, apology or restitution
- Re-teaching of expected behaviour. The staff member takes the student aside and names the behaviour that the student is displaying
- Ask the student to name the expected behaviour
- Models and teaches the replacement behaviour
- Complete Engage (a BCE wide behaviour support database)

Major Behaviours - Major behaviours are those that:

- Significantly violate the rights of others
- Put others/self at risk of harm
- Require the involvement of School Administration
- Major behaviours result in an immediate referral to Administration because of their seriousness. When major problem behaviours occur, staff members calmly state the major problem behaviour and remind the student of the expected school behaviour. The witnessing staff member then completes the Incident Notification Form and sends the child to the office.
- Major problem behaviours may result in the following:
- Time in the office, alternative lunchtime activity, loss of privilege, restitution, loss of break time
- Parent contact, referral to the Guidance Officer, suspension from school
- ***Students who engage in very serious problem behaviour such as major violent physical assault, or the use of weapons can expect to be recommended for exclusion from school following an immediate period of suspension***

The following tables outlines examples of minor and major problem behaviours:

<i>Minor Behaviour</i>	<i>Definition</i>
Inappropriate Verbal Language	Low intensity instance of inappropriate language, language such as unsuitable words
Physical Contact	Non-serious, but inappropriate physical contact/touching with the hands or feet which does not result in serious injury
Disobedience /Non-compliance	Brief or low intensity failure to respond to adult requests
Disrespect	Behaviour which shows contempt to authority
Disruption	Low-intensity, but inappropriate disruption/interference that takes away from the learning environment which does not cause physical harm or injury to one's self or others
Property misuse	Low-intensity misuse of property in a way it was not designed that does not cause physical harm or injury to one's self or others
Lying	Student delivers messages that are untrue and/or deliberately violates rules
Forgery / Theft	Forgery – signing someone else's name or taking credit for something which is not yours. Theft – taking someone else's property without permission
Teasing / Taunting	Inappropriate comments and/or unwanted verbal, physical, or emotional advances

Major Behaviour	Definition
Abusive language /Inappropriate language / Profanity	Swearing or curse words towards others in a demeaning or provoking manner. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; verbal attacks on ethnic origin, disabilities or other personal issues
Defiance	Constant/bold refusal to follow directions and/or rules combined with an attitude of rebelliousness that challenges/resists authority/engaging in a power struggle
Fighting / Physical Aggression	Actions involving serious physical contact where injury may occur. Contact with the <i>intent</i> or outcome of causing injury or harm to others
Harassment	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes
Property damage / Vandalism	Student participates in an activity that results in substantial destruction or disfigurement and usefulness of property
Skip class/ Truancy	Student leaves class / school without permission or stays out of class / school without permission
Bullying	Student exhibits bullying behaviour which is consistent, overtime, making someone's life intolerable, psychologically effecting someone and/or physically effecting someone

When responding to problem behaviour, staff members ensure that students understand the relationship of the problem behaviour and the school expectations. The method staff must use to achieve this is:

- Define the expectation
- Discuss how their behaviour differs from the expectation
- Identify a replacement behaviour that the child should exhibit in replacement of the problem behaviour
- Discuss the likely consequences for both positive and negative behaviour
- Identify, teach and model the replacement behaviour

Consideration of individual Circumstances

Consequences for problem behaviours vary according to a number of factors which may include:

- Age of the child
- Previous behaviour record
- Severity of incident
- Amount of reliable evidence
- Degree of provocation
- Intent of the action
- Honesty and perceived level of genuine remorse
- Individual circumstances
- When applying consequences, the individual circumstances and actions of the students and the needs and rights of the community members will be considered at all times.

Record Keeping

Each instance involving minor or major behaviour incidents is recorded via **Engage** (a BCE wide behaviour support database).

The purpose of student behaviour data is to:

- Track and monitor where problem behaviours are occurring
- Capture an accurate description used to inform an appropriate response at a school level and in discussion with parents
- Identify patterns of behaviour requiring further planning at a school level
- Have data at our finger tips
- Be accountable

Reinforcing Expected Behaviours

St Mary's Primary School acknowledges appropriate behaviour and provides students with positive intrinsic and extrinsic rewards for engaging in expected school behaviours. A reinforcement system has been designed to increase the quantity and quality of positive interactions between students and staff.

Supporting Expected Behaviours

- School Success Criteria is clearly displayed, defined and discussed.
- Appropriate behaviours are taught.
- Specific inappropriate behaviours are clearly defined and discussed to avoid confusion.
- Role-plays are used, if necessary, to reinforce student understanding.
- Reminders and reteaching of the Success Criteria occurs and students are supported and encouraged throughout their learning.
- Positive reinforcement / encouragement is used fairly and consistently.
- All non-compliant behaviours shall be "made right" with an apology and supportive action.

Detention:

St Mary's Primary School does not endorse after-school or before-school detention of students. Children placed on detention during school time will spend time in a teacher supervised location and will be permitted to access water, food and toilet.

Suspension:

The Principal of St Mary's Primary School may suspend full-time or part-time a student from St Mary's Primary School for a period up to 10 school days or part thereof, if satisfied that the student has behaved in an unacceptable manner, or whose attendance the principal believes poses an unacceptable risk to members of the school community. Suspension will be in accordance with Brisbane Catholic Education guidelines.