St Mary’s Parish School

2016 Policy Handbook

Seek Truth Through Knowledge
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SCHOOL MOTTO: “SEEK TRUTH THROUGH KNOWLEDGE”

Preamble

St Mary’s has been named in honour of Mary, the mother of Jesus. Mary was chosen because of her faith, unique life and strength of character. St Mary’s Parish School strives to deepen the understanding of living out each student’s vocation. As St Mary’s life unfolded though the challenges that she faced, we too encourage students to embrace life’s challenges with the same strength of character Mary displayed.

Beliefs

St Mary’s Parish School exists to introduce children to the life of Jesus Christ through a balance of:

- Academic progress
- Spiritual development
- Knowledge of self and respect for others
- Intellectual and physical growth

St Mary’s Parish School promotes a shared commitment to provide a safe, happy and inclusive environment. It requires a shared commitment by all concerned – the individual student, the family, the church and society.
Seek Truth through Knowledge

Mission Statement

St Mary’s Parish Primary School serves the wider community in furthering the Church’s mission.

This mission centres around a joyful embracing of gospel values in our sphere of influence.

St Mary’s provides a place of educational excellence in the life long search for wisdom. A passion for teaching and learning nurtures the uniqueness in everyone. The releasing of Spirit brings forth future leaders.

St Mary’s is defined by the following qualities:

- Unified with the mission of the Parish in Christ
- Generous in its spirit of community service
- Encouraging of an inclusiveness that strives for pastoral care for all
- Transparent in shared ownership and responsibilities
- Authentic in its search for truth
- Setting its sights on noble goals and not being content with mediocrity

The culture of the school elicits a positive spirit that encourages shared leadership.
Seek Truth through Knowledge

VISION STATEMENT

We aim to rise above, by developing education which can transform lives and communities. Inspired by our faith in Christ and together with our families, church and community, we aim for each person to reach his/her full potential in body, mind, heart and spirit.

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique creation, made in the image and likeness of Christ. In our learning, in our work, in our relationship and the ways in which we organise our community, we acknowledge that;

Taking time to pray together
Respecting of ourselves and each other
Understanding, accepting and valuing differences
Trusting and being trustworthy
Helping those in need

We believe in:
• Children as a gift
• Being welcoming and accepting
• The joy in all things
• School as a place of spiritual culture that uplifts our community
• Being true to oneself – guiding to find Jesus within
• Honouring contribution to the community
• Encouragement
• Empathy
• Generating team enhancing skills
• Building resilient children
• Participation and healthy competition
• Winning humbly and losing graciously
DEFINITION:

Health, Safety and Environmental Management System (HSEMS) is part of an organisation’s management system used to develop and implement its health, safety and environment policy, and manage its occupational health and safety risks and environmental aspects.


Environmental aspects are the elements of the organisation’s activities, products, or services that can interact with the environment ie the air, water, land, natural resources, flora, fauna, humans and interrelationships.

Environmental impacts are any changes to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s activities, products or services.

VALUES:

Maintaining and promoting the dignity, safety and wellbeing of people are central to the Church’s teaching. We are committed to upholding the health, safety and welfare of people using St Mary’s education facilities, and to ensure positive stewardship for our environment.

LEGISLATIVE REFERENCES:

- Work, Health and Safety Act 2011 (Qld)
- Work, Health and Safety Regulation 2011 (Qld)
- Environmental Protection Act 1994 (Qld)

RATIONALE:

This policy exists to comply with legislative duties and obligations and to assist the St Mary’s School, in developing, promoting and maintaining a safe and healthy working environment, in conjunction with the Catholic Education Office. It demonstrates our commitment to the prevention of ill health, injury and pollution and invokes our social, moral and ethical beliefs as Catholics in relation to health, safety and the environment.

POLICY STATEMENT:

St Mary’s School, on behalf of the Catholic Diocese of Toowoomba, will ensure, so far as is reasonably practicable, the health and safety of students, workers and other persons legally present on school premises, and comply with the Work Health and Safety Act and Regulation 2011 (Qld), Environmental Protection Act 1994 (Qld) and subordinate Codes of Practice and Australian Standards relevant to our HSE hazards and aspects.
CONSEQUENCES:

- St Mary’s will implement the HSEMS as developed by the Catholic Education Office.
- The resources provided by Catholic Education Office will be utilized for maintaining and improving a safety culture
- St Mary’s will provide Health, Safety and Environment training and education to students and workers
- St Mary’s together with the Catholic Education Office will collaboratively; define the responsibilities and accountabilities of personnel; establish consultative mechanisms; set measurable objectives and targets and determine significant environmental aspects; and their environmental impacts.
- HSEMSs will include checking, performance and management review mechanisms to ensure continuous improvement
- Compliance with all applicable health, safety and environment legislation, codes of practice, relevant Australia standards is monitored and evaluated by the Catholic Education Office and St Mary’s School.
- A copy of the Health, Safety and Environment policy is to be made available as required to regulatory authorities, suppliers, contractors, customers and those visiting St Mary’s School.
OHS Purchasing Policy

Date Approved: 21.08.2015
Date for Review: 21.08.2018

PURPOSE
Care of people and concern for their welfare are integral to the fabric of Catholic education. St Mary’s, is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on diocesan school premises. In keeping with this commitment the purchasing policy shall:

- establish procedures consistent with OH&S Legislation and ensure that health and safety is considered prior to the decision to purchase resources
- verify correct deliveries of goods, equipment, materials and substances
- reduce the likelihood of injury arising from the purchase of resources

POLICY FRAMEWORK AND CONTENT
St Mary’s acknowledges that the dignity, safety and well being of people are central to the Church’s teaching. St Mary’s also recognises that it is responsible and accountable for ensuring the health, safety and welfare of students, employees, volunteers and other people who provide services to the school.

To meet the obligations set out in the Qld WHS Act 1995 and the social and moral commitments of the Toowoomba Catholic Education Office St Mary’s will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimises hazards and conditions which do or have the potential to cause injury or illness through the purchase of goods, materials, equipment and substances.

RESPONSIBILITIES
Before any good, materials, equipment or substances are purchased, received and/or installed, the Principal or a person acting in the capacity of the Principal, is responsible for:

- ensuring that appropriate consultation with relevant groups (eg OH&S Representatives/Committee/involved employees) takes place
- ensuring that all potential hazards associated with the purchase are identified and evaluated prior to purchase and that there is no risk to staff, students and visitors
- ensuring that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines
- ensuring that the purchased goods, materials, equipment and substances are used for their designated purpose
- ensuring that safer alternatives of goods, materials, equipment and substances are used if available
- ensuring that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances
- ensuring that relevant Material Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances
Critical Incidents Policy

Date Approved: 15.05.2012
Date for Review: 08.02.2016

RATIONALE:
Natural forces and tragic circumstances are generally beyond our control. For this reason, it is not possible to predict the type of Critical Incident which might destabilise a Catholic School. A general response can and should, however, be identified by each school.

DEFINITION:
A ‘critical incident’ is defined as an event which causes significant disruption to individuals, relationships and operations within an organisation. Such an incident may create extreme risk and a situation where staff, students and parents feel unsafe, vulnerable and under stress.

VALUES:
All responses to critical incidents should reflect the values held by each school. These values focus on community and incorporate love, compassion, respect, forgiveness, empathy, faith, courage, hope and justice.

POLICY STATEMENT:
Each Catholic school community shall develop its own critical incident plan to be implemented in response to a critical event.

CONSEQUENCES:
1. That a member of staff be appointed to co-ordinate the Critical Incident Plan.
2. That a sacred space be designated for the purposes of grieving, praying and caring. That an appropriate team of professional ‘counsellors be engaged when necessary by the school to work within the community. This team should be drawn from the local/cluster/ regional level and they should be comfortable with the ethos of a Catholic school.
3. That the way in which information is conveyed to staff, parents and students be recognised as vitally important. It should be clear from the plan as to how this will happen.
4. A designated area should be assigned as a coordination centre.
5. That individual rights be recognised at all stages of the implementation of the policy.
6. That professional development for all members of staff in the area of Critical Incident Management will occur.
7. That a strategy for media management be part of the Critical Incident Plan.
8. That a flowchart/checklist be formulated as an aid to schools in developing their own plan.

Checklist

The following checklist should be referred to when educational communities are implementing the ‘Critical Incidents Policy' approved by the Catholic Education Board.
The Principal/Educational leader is to ensure the following tasks are undertaken:
• All administrative and teaching staff are aware of the policy.
St. Mary’s Parish School

- A member of staff has been appointed as coordinator and deputy coordinator of the Critical Incident Plan
- Procedures have been developed (this may include a school specific flow chart) that will give direction to the plan. This will include the roles of various personnel and their duties such as notifying the parents, other staff and the community (including the Director, Catholic Education Office).
- Notification and in-service of staff on the procedures.
- The designation of a sacred space for reflection and prayer.
- An accessible and current record of personnel who may need to be notified in the case of a critical incident. This may include counsellors, Centacare, parish priest.
- Designation of a place to act as a coordination centre. This may change depending on the incident.
- Procedures for documenting information leading to the critical incident.
- Appropriate debriefing mechanisms are in place.
Critical Incident Plan

Coordinator: Principal
Deputy Coordinator: APRE
Coordination Centre: Principal’s Office

Critical Incident

Principal notified

Principal discusses matter with appropriate personnel and delegates appropriate action.

Principal

Notify CEO & Director

APRE

Liaise with affected individuals

Professional Development for Staff (in-service)

LST/Class teacher

Counsellor

Centacare

Parish Priest

Liaise with affected individuals

Media Plan – Principal may never be interviewed

Police

DOCS

Ambulance/Fire

Liaise with affected individuals

Follow up interview and parents and principal within an appropriate time frame

Identify sacred space to individuals

Document information leading to critical incident

Centacare

Counsellor
Sports Policy

Date approved: 24/03/2015
Date for review: 24/03/2018

RATIONALE:
Physical activity, coupled with sound academic performance, is a fundamental ingredient in developing a healthy mind and body. It is with this in mind that St Mary’s encourages all students to participate fully in the sporting program of the school.

VALUES:
Staff, parents and students will actively encourage the sports program to pupils of St Mary’s. The aim of the program is to promote fair and respectful behaviours to ensure a positive, healthy sports culture is present. This is designed to provide a safe environment for all students to be challenged to reach their full potential.

Participating in sporting activity develops the flexibility, movement skills and a team building capacity that can be essential prerequisites for a fulsome and satisfying life. Winning humbly and losing graciously are qualities we encourage at St Mary’s.

POLICY STATEMENT:
This policy is designed to ensure that sporting activities are conducted in a supportive and inclusive manner.

Principles Underpinning the policy

1. The Principal will ensure that all personnel involved in sporting programs or activities have a clear understanding of the school policy and its guidelines regarding all aspects of the program/activity.
2. School Staff will ensure instructions for each program and activity are conducted by suitably qualified personnel.
3. The school staff will ensure appropriate health and safety measures take place e.g. sunsafe provisions, identifying hazards, etc.
4. The school will provide and coordinate intensive swimming programs for all children where possible.
5. Blue card requirements are to be fulfilled, as per the school administration manual.
6. For school sporting activities, parents are to respect the role of coaches and teachers.
Drugs Policy

Date Approved: 16.09.2014
Date for Review: 16.09.2017

RATIONALE:
A Drugs Policy seeks to help students critique their own understanding of their dignity as human persons in the light of the Gospel invitation to become fully human and fully alive. It seeks to help students live healthy and creative lives in a society where diverse values are presented to them. It seeks to help students to make informed and positive choices when presented with diverse values and situations. It is essential to be able to respond to drug issues in a positive and concerned Christian manner, respecting the rights and needs of all. The school's policy covers incidents and situations that occur when students are under the care and control of the school.

VALUES:
Our full meaning and identity are found in and through our relationships. It is our belief that St Mary's reflects the gospel values of faith, hope and love. St Mary’s Parish Primary School exists to promote the integration of faith and life experiences through the development of the total Christian person. We value:
• Open communities that honour the uniqueness of all members;
• embracing life in its fullness;
• reaching out confidently to others in love and service;
• Openness and sharing that comes when we assert our wholeness with dignity;
• maintaining integrity and full awareness in our decision making;
• Vibrant communities that live their values:
• Honest communities that apply the same standards to all members, independent of age and position.

AIM:
Our school will endeavour to develop a safe and supportive school environment. We will encourage students to adopt ways of living without the abuse of legal and illegal drugs.

What is a Drug?
The World Health Organisation defines a drug as:
A drug is any chemical substance, that when taken into the body affects the natural way the body and mind works.

EDUCATION:
The objective of drug education programs (FLEP) will be to prevent, eliminate and/or reduce and minimise, the possibility of experimentation with drugs.
The focus of school drug education will be on equipping young people with the values, information, understanding, skills and support to enable them to learn and to make responsible informed decisions about drugs.
RELATED POLICIES AND PROCEDURES:
- Prevention and Early Intervention Procedures
- Behaviour Policy
- Events checklist (Alcohol)
- Medication Procedure
- Board Review
- Critical Incident Procedure
- Yearly Events Calendar
- Liquor License Requirements (Queensland)
- Essential Learning - Health and Physical Education and Religious Education

Medication
- The school will take on the parental role of administering prescribed medications/drugs but only under the guidance of the parent.
- A signed consent form must be attached to all medications.
School Camps and Excursions Policy

**POLICY STATEMENT:**
St Mary’s School will endeavour to provide “camps and excursions” (hereafter excursions) that are appropriately planned and supervised, with due care and consideration to age, capabilities and relevance. Our school Camps and excursions are designed to promote positive and engaging educational experiences, student independence and confidence.

**RATIONALE:**
1. The activity provides for the educational, social and emotional needs of the children and that it is part of the overall education program.
2. Supervision should be adequate and appropriate to the specific needs of the group. All necessary precautions will be taken to ensure that activity is safe in nature and location.

**VALUES:**
Care, Community, Learning, Respect, Trust, Sense of Wonder
St Mary’s School Camps and Excursions are seen as an important part of a child’s learning experiences and social development.

**Principles underpinning the policy:**
Schools will ensure that

- The educational value of an excursion takes account of the needs and resources of the school along with the needs of the students and the total learning program.
- Excursions are inclusive, with all students within the specific learning group provided with the opportunity to participate.
- The duty of care owed to students in the school environment and while on excursions is carried out by the school and not delegated to parents, caregivers, volunteers or employees of external organizations who assist on excursions.
- Teacher to student ratio is approved by the Principal to allow for adequate supervision and takes into account such factors as the age of the students, their maturity, the location of the excursion, specific needs of the students, anticipated behaviour and the nature of the activities to be undertaken.
- For overnight and extended excursions, supervision and accommodation arrangements are such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made.
- Student protection obligation and requirements outlined in the Diocesan Catholic Education Board Policy on Child and Youth Protection are carried out throughout all stages of an excursion.
An excursion risk management plan is developed to include hazard identification, risk assessment, control options, monitoring and review of all activities to be undertaken, and documented on an appropriate risk management plan proforma, using guidance for completion. For students to participate in an excursion, consent and medical information and consent to medical attention forms must be obtained from parents or caregivers.

The Toowoomba Catholic Education Office is notified of excursions outside the Catholic Diocese of Toowoomba prior to such excursions being undertaken. Overseas excursions are included for notification. The excursions contact details requirement form should be used.

Excursions are a part of the curriculum offerings of St Mary’s Parish School; therefore ALL students must attend their year level excursion to fulfill their curriculum obligations. A medical reason would be considered as reasonable grounds for non-attendance, as too would non-payment of the school fees. Apart of the excursion experience is to spend a night apart from their parents in preparation for secondary school and beyond. Our expectations of students on camp/excursion are age appropriate.

Attendance on the excursion is not automatic and may depend on recorded behaviour levels and the maintenance of financial arrangements in accord with expectations.

Appropriate safeguards will be put in place to ensure good order and respect for other students on the excursion.

It is the expectation of the school that excursions participation embraces the totality of the camp which includes the journey from the time the bus/transport departs the school.

Any variations to policy expectations must be approved by the Principal or his/her nominee and be formally recorded.
RATIONAL:
Catholic education seeks to promote the health and wellbeing of all members of the school community. St Mary’s Parish Primary School provides for the health and wellbeing of students within their care while maintaining that the primary responsibility for a child’s health, wellbeing and safety lies with their parents or legal guardians.

Educational settings are uniquely placed to positively influence wellbeing. They have a critical role to play in fostering positive and sustainable characteristics that enable students to achieve their best. Evidence supports the strong, mutual relationship between wellbeing and learning. Identifying and reducing barriers to learning, including those linked to student wellbeing, can help to maximise the educational and social outcomes for students.

The St Mary’s approach to wellbeing is strongly grounded in Catholic Christian beliefs and values. Wellbeing is defined as an ongoing experience of wholeness and hope that is integral to learning and ultimately, to overall health and life success.

From a curriculum perspective, the following general capabilities are seen to be relevant: personal and social competence, self-management, ethical behaviour, intercultural understanding, thinking skills and creativity.

We also provide ongoing education about health related issues such as contagious disease, anaphylactic or allergic reactions, and other illnesses such as diabetes, epilepsy and leukemia.

Our policy is adopted from other relevant legislation and regulations such as the Public Health Act 2005 and Public Health Regulation 2005. The policy supports and adheres to Diocesan Policy requirements and recommendations.

At the heart of all our endeavours is the student. St Mary’s is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

VALUES:
This policy acknowledges that health and wellbeing arises from our relationship with God, which is reflected in the creation of healthy relationships with others, self and the environment. In recognising this, we value diversity and the inherent uniqueness, complexity and beauty of each person.

POLICY STATEMENT:
Catholic schools will promote a safe and supportive environment in which members of the school community may acquire skills and knowledge to make decisions, which optimise the health and wellbeing of themselves and others.
PRINCIPLES UNDERPINNING THE POLICY:

- Schools share the responsibility for student wellbeing with parents, carers, families and the broader community.
- Students themselves are provided with the skills and attitudes to be proactive in ensuring personal wellbeing.
- St Mary’s School will aim to provide ongoing education to both staff and students that promotes personal responsibility for infection control and provide an environment that supports infection control.
- The school will encourage adults and students in the school community to be health smart.
- The school will provide Health Smart Food Choices via the school tuckshop.
- This policy is supported by procedures for infectious disease, anaphylactic or allergic reactions, other illnesses and treatments, Sun Smart procedure, Accident procedure, head lice and school sores.
St. Mary’s Parish School

Pastoral Care Policy

Date Approved: 26.08.2014
Date for Review: 26.08.2017

DEFINITION:
The "Pastoral" imperative emerges from the metaphor of Jesus as shepherd. Jesus knows his flock and they knew him. It refers to the stewardship and care that is the responsibility of all who serve at St Mary’s.

VALUES:
A primary goal of the Catholic school is to ensure students feel God’s love through the people with whom they come in contact. It means that students learn about themselves-their strengths, their idiosyncrasies’ and their shortcomings-and develop the skills and attitudes to relate constructively with others. These skills may include:
- Resilience
- Conflict resolution
- Self motivation
- Assertiveness
- Organization
- Relationship building
The following values come into play in the generation of positive relationships
- Love of self (the appropriate kind)
- Honesty
- Openness
- Cleverness
- Belief in the goodness of all

RATIONALE:
Our Pastoral Care policy has as its foundation the school motto:
“Seeking Truth through Knowledge”

To understand the “truth” of our Christian ethics of Pastoral Care, students need to be continually exposed to the practice of pastoral care, so as to have the “knowledge” to deepen these “truths” in their everyday lives.

This knowledge is acquired through the continual involvement of staff and peers, and the interaction of the Parish Priest in school life.

Therefore the school environment provides opportunities for students, staff, parents, parish priest and parishiners to deepen, through example our knowledge of self, so as to embrace the Christ like truths of our Catholic schooling ethic.

POLICY STATEMENT:
Pastoral Care embodies and promotes a school environment that values such Christ-like principles including the following:
St. Mary’s Parish School

- The development of the whole person – spiritually, physically, morally and academically is foundational;
- Displaying self respect and respect for others is foundational;
- Showing kindness, love, service, care, support to all within the school environment will encourage reciprocity;
- Encouraging community involvement through service makes everyone happier;
- Developing and maintaining self esteem, through greater self knowledge is a by-product of positive action;
- Self control and accepting the consequences of actions makes us more honest with ourselves;

Pastoral care embraces the highs and lows of life. It strives to allow each student and staff member to both celebrate good times appropriately and come to terms with difficult times in a balanced and safe way. St Mary’s strive to adhere to the Catholic Education Student Protection guidelines and continually aim to be proactive in applying this policy.

The skills that empower individuals towards pastoral engagement will be curriculum focused. These social and emotional attributes provide the wherewithal for students to be proactive and confident in the way they face life’s circumstances and challenges.
Learning Potential Policy

Date Approved: 28.10.2014
Date for Review: 28.10.2017

DEFINITION:
Learning potential refers to a capability of coming into being or action. It respects the gifts the student possesses and, in a school context, strives to unlock barriers to growth and learning.

VALUES:
Justice, Care and Community, Respect, Learning, Commitment, Dignity.

RATIONALE:
St Mary’s will explore every feasible and practical strategy to ensure all students are given the best possible opportunities to access meaningful learning. The school believes that every student has a right to achieve his/her full potential.

POLICY STATEMENT:
St Mary’s School will endeavour to provide learning opportunities for all enrolled children so as to encourage students to reach their full potential.

GUIDELINES:
1. Every effort will be made to fully understand and appreciate the learning gifts and challenges of all students.
2. It is the expectation of the school that all information pertaining to learning capability will be shared in a transparent manner.
3. There will be a professional and fluid relationship between the parents/carers, Learning Support Centre and classroom teachers, such that there is a mutuality of usage of information and a coordinated response to need.
4. Regular meetings will take place to provide parents/carers and staff with the opportunity to discuss students with difficulties, possible solutions and referrals to specialists.
Enrolment Policy

Last updated: 26.08.2014
Date for Review: 26.08.2017

GOSPEL VALUES:
Commitment, Justice, Love/Caring, Trust, Respect, Dignity

RATIONALE:
Enrolment of child/children at St Mary’s Parish School requires a commitment from the parents/guardians to the Catholic Ethos of the school. This commitment entails acceptance of the policies that have been developed through consultation with the community that bear in mind the individual family and their circumstances.

POLICY STATEMENT:
Enrolment is open to all children whose parent/s or guardian/s subscribe to the Catholic Ethos of the school, who support the interpretation of curriculum and for whom the school is able to provide an appropriate education.

GUIDELINES:
Enrolment of children with special needs would follow the recommendations of the Special Needs Enrolment Policy of the Toowoomba Catholic Education Office. In exceptional education or pastoral circumstances, enrolment would be at the discretion of the Principal in consultation with the Parish Priest and School Board.
Upon enrolment there is an expectation that all fees and levies will be paid. If financial circumstances change it is the responsibility of the parent/s or guardian/s to notify the Principal, Parish Priest or their delegates, so that alternate arrangements can be made.

Reference will be made to the following criteria; ie the applicant satisfying a number of the outlined criteria will enhance enrolment potential.
The criteria to be considered are:
• Current and/or past siblings
• Baptised Catholics
• Demonstrable affiliation / involvement in parish, including school
• Demonstrable affiliation with a Church of an other - than - Catholic denomination
• Presentation at interview
• How long the student has been on the waiting list
• Parental/carer involvement with preschool/kindergarten
• Commitment for, and potential support of, the school
• Opportunity to address the "potential option for the poor" for those who seek our values.
• The discretion of the Pastor and the Principal is assumed in the best interests of the school and its families.
ACCEPTANCE OF ENROLMENT:

1. Enrolment does not automatically follow as a result of completing all the enrolment procedures. The Principal will take into account all the relevant factors for and against enrolment including class sizes, available spaces and resources, and the parent/s or guardian/s reasons for enrolment. Previous reports and documentation including any Occupational Therapy reports, Learning support history and whole school testing results.

2. Termination of enrolment is a possibility when the attitude or behaviour of a student creates serious conflict with the philosophy and/or Vision and Mission statements of the school. In such instances the case will be managed according to the policy of the Toowoomba Catholic Education Office.

3. Upon accepting enrolment, it is understood that your child’s enrolment automatically makes you a member of the P&F Association and payment of a P&F levy is expected. Participation and attendance at monthly meetings is strongly encouraged.
Rationale:
Given the primacy of the role of parents in the educative process and the demonstrable benefits of a constructive home/school dialogue, the vital importance of mutual communication is paramount.

This policy is designed to ensure that communication between teacher and parent/guardian is Christ centered and student focused. It should provide building blocks for the educational journey of the student thus encouraging positive outcomes of Catholic schooling.

Values:
Teachers and parents act in mutual support for the provision of formal development for children attending St Mary’s School. This partnership must be built upon trust, transparency, respect and love for each child.

Policy Statement:
St Mary’s emphasizes the overlapping influence of schools and parents. As a consequence, regular and appropriate communication between home and school is encouraged. NB: This policy should be read in conjunction with the document “Process for Expressing Parental Concerns”.

Principles Underpinning the Policy:
1. Parents are the prime educators of their children
2. The school should structure regular opportunities for dialogue. These should incorporate a range of communicative strategies. E.g. parent/teacher nights, portfolios, reports and website and Facebook page.
3. The principle that all people are basically ‘good’ should underpin any exchange of viewpoint. A sensitive honesty and transparency should be evident in conversation within a spirit of service and co-operation.
4. The professional insights and judgements of the Principal, his/her delegate or classroom teacher should be respected within the myriad of communications that take place.
5. Protocols are outlined and made available as to how parents should proceed when expressing concerns about a child’s progress or clarifying school/class related issues. In any expression of concern:
   a. If in any step in the process, one does not receive satisfaction, then one has the opportunity to take the issue forward in a systematic way.
   b. Principles of natural justice will take place i.e. the relevant parties will be appraised of the nature and source of any complaint.
   c. The expression of concern should NOT subsequently be the cause of changed relationships. The nature and outcome of the exchange should be confidential to the process.
   d. Anonymous complaints will NOT be accommodated.

St Mary’s will be open to expressions of concern and see such as possibilities for community building.
St. Mary’s Parish School
Staffing Policy
- Locally Appointed -

Date Approved: 11.06.2013
Date for Review: 01.05.2016

RATIONALE:
The appointment of staff at St Mary’s School is the responsibility of the Diocesan Director and is made in consultation with the local school community.
The process of advertisement, interviewing and selection of staff will, most times, and in accordance with the principle of subsidiarity, be delegated to the local community.

VALUES:
Staffing processes should reflect the value position of the school. In decision making pastoral and prayerful considerations should underpin the process of interview and appointment. The process for appointments, including interviews, should be transparent, fair and just and ultimately in the best interests of the students.

POLICY STATEMENT:
The process of appointment of staff to St Mary’s School, by local committee, shall be conducted so as to secure an appropriate appointee.

PRINCIPLES UNDERPINNING THE POLICY:
1. That the relevant position be advertised.
2. That the process of appointment be by personal interview and selection by a representative committee consisting of at least the Parish Priest (when available and when the contract position warrants his presence), the Principal and one representative from the school. If the contract term is less than a semester in length, the composition of the panel will be more flexible depending on the nature of the position. Upon approval by Toowoomba Catholic Education office (who represents the Bishop), the successful applicant will be forwarded a contract. Unsuccessful applicants will also be notified.
3. That the appointee supports the Catholic Ethos and values of the school.
4. The appointee is appropriately qualified for the advertised position.
5. Interviews will be conducted in utmost confidentiality.
6. Casual appointments will be the responsibility of the Principal.

a) Continuing Status
The criteria which the panel would address, includes consideration of:
- Commitment to catholic ethos
- Experience
- Capacity to work as a member of a team
- Vocational inclination
- Proven effectiveness in the relevant craft
- Willingness to commit to the co-curricular and extra-curricular life of the school

b) Contracted Status
Criteria as is a) above. Please note that contracted positions are fixed term, term time and include identified start and finish dates.
St. Mary’s Parish School

Behaviour Management Policy

Date Approved: 28.07.15
Date for Review: 28.07.18

RATIONAL:
St. Mary’s Parish School aims to provide a positive environment in which each child is respected and his/her right to learn is encouraged and protected. The discipline procedure provides consistent, logical, clear rules and consequences made familiar to all involved. The support of parents, teachers and children is needed to ensure the development of self-disciplined students.

VALUES:
The St. Mary’s Parish school community has outlined a behaviour policy that highlights the following values: respect for self, others and the environment, justice, dignity of the individual, stewardship, consistency, self-control, truth, compassion, reconciliation and forgiveness.
The values of Persistence, Organisation, Resilience, Getting Along and Confidence will be affirmed to encourage specific behavioural characteristics.

POLICY STATEMENT:
St Mary’s aims to foster an effective learning environment within a Christian community. To achieve this each child will be made aware of his/her rights and responsibilities and the consequences of his/her actions. This will enable the child to develop as an individual and as a member of the school and wider community.
The aim of the behaviour policy at St. Mary’s Parish School is to develop in our students a sense of responsibility for their actions. Given the developmental stages of the students in our care, this requires a degree of external discipline so as to ultimately foster a sense of self-discipline based on Christian values.
Overall we take Christ as our foundation model to articulate these values.

PRINCIPLES UNDERPINNING THE POLICY:
1. The Christian values inherent in the Gospel provide a suitable reference point for desirable attitudes and behaviours. These should be studied and emulated for congruence with the vision and mission of St. Mary’s Parish School.
2. The belief that all children are essentially ‘good’ should underpin all exchanges and strategies aimed at developing desirable attitudes and values.
3. Improved behaviour is both attitudinal and skills based. These behaviours need to be encouraged at both home and school.
4. Families and staff work cooperatively for a mutually better outcome for all students.
5. Both staff and parents must model appropriate behaviour to reinforce an established values position.
6. Providing multiple opportunities for behavioural modification will allow for the catering of differences in students learning styles.
7. Process should be sensitive, honest and transparent with open communication between home and school, and consistent within the bounds of allowing for individual circumstances.
8. The school will have established and communicated procedures to elaborate on this policy.

Refer to Anti – Bullying Policy
St. Mary’s Parish School

Child and Youth Protection Policy

Date Approved: 25.09.2015
Date for Review: 25.09.2018

RATIONALE:
This policy exists to uphold the UN Charter of the Rights of the Child and a commitment by St Mary’s to ensure that children and youth, who are at risk of/or are experiencing ‘harm’ receive an immediate and appropriate response to their situation and are supported in addressing this most complex and sensitive issue. This response is, in the first instance, inspired by the belief that every child and youth is made in the image of God and must be protected and treated with respect.

While parents are the primary educators of their children, this policy is an expression of our partnership in providing for the safety and protection of all children.

VALUES:
The Catholic Community expresses a strong belief in the dignity of the person, respect for each person and responsibility for the care of others. The Child and Youth Protection Policy embody these values.

POLICY STATEMENT:
The school communities in the Diocese of Toowoomba are committed to provide safety and support in the communities of care, for children and youth.

PRINCIPLES UNDERPINNING THE POLICY:
1. That the compliance with this policy is mandatory for each person working within Catholic Education in the Diocese of Toowoomba.
2. That any behaviour which jeopardises this environment is contrary to the ethos of Catholic schools and will not be tolerated.
3. That all suspected or alleged ‘harm’ to children and youth will be addressed by procedures that provide an immediate response and comply with civil and church requirements. (For definition of ‘harm’ refer to page 8 of QCEC Manuel – Student Protection)
4. That regular professional development will be provided to staff so that a clear understanding of these requirements is understood.
5. That support for the principles of privacy and need for confidentiality will be maintained.
6. That systems for the implementation of the policy will periodically be reviewed and updated as required.
7. That our schools will provide opportunities for all children and youth to learn to protect themselves as an essential part of the school’s curriculum.
8. That responsibilities, procedures and consequences for all our children and youth to learn to protect themselves as an essential part of the school’s curriculum.
9. That responsibilities, procedures and consequences for non compliance with this policy will be outlined in the Catholic Education Office’s Manual on Child and Youth Protection.

This Policy is congruent with the Diocesan Student Protection Policy and Procedures.
Workplace Bullying and Harassment Policy

Date Approved: 28.10.2014
Date for Review: 28.10.2017

DEFINITIONS (AND INTERPRETATIONS) OF WHAT CONSTITUTES BULLYING AND HARASSMENT:
Behaviour becomes harassment when the individual has said that it is unwelcome or unwanted and it does not stop immediately.

Below are the forms of harassment which include, but not limited to...

Physical - fighting, pushing, shoving, gestures or invasion of personal space.
Verbal - name calling, offensive language, slander (putting people down behind their back), picking on people because of their race, sex or religious creed.
Victimisation - bullying, stand over tactics, picking on others, threats to get people, attempts by gangs to dominate others, exclusion of an individual from the friendship group.
Sexual - comments about the size and shape of another person’s body, calling others rude names or commenting on their morals, asking questions about another person’s private life.

RATIONALE:
The Work of Catholic schools is built on the teachings and living example of Jesus. Those teachings centre on relationships with God and relationships with each other. A significant role of St Mary’s is to model and encourage the development of healthy and life-giving relationships. The school also challenges members of its community to be sensitive to the effects of harmful relationships on individuals and on the life of the community. Bullying and harassment are examples of behaviours which can cause damage in relationships and as such must be addressed by St Mary’s Parish Primary School under the auspices of the Toowoomba Catholic Education. Bullying is defined as an entity exercising power over another, with the intent to cause harm of a Physical, Spiritual, Sexual, Psychological and of Verbal nature.

VALUES:
The Catholic tradition demands that each person be treated with reverence and dignity because each person is made in the image and likeness of God. Bullying and harassment violate the essential dignity of the human person and have no place in an organisation, like St. Mary’s Parish Primary School, which espouses and promotes Gospel Values.

POLICY STATEMENT:
All staff employed at St Mary’s Parish Primary School as well as contract and volunteer workers, are entitled to be treated with dignity and respect in their workplaces.

CONSEQUENCES:
1. That any form of harassment, bullying or workplace violence will be deemed unacceptable behaviour by all staff including contract and voluntary workers and as such will not be tolerated.
2. That St Mary’s Parish Primary School, in accordance with Catholic Education Office, will accept the responsibility to take all reasonable steps to ensure that all staff, volunteers and contractors are not subject to bullying or harassment.
3. That all reasonable steps will be taken to ensure that persons who complain of workplace bullying or harassment or who are witness to such behaviour are not victimized in any way.

4. That St Mary’s will access educational programs for students and training for staff to ensure all members of the community adhere to the principles of this policy.

5. That in implementing this policy, reference will be made to the Workplace Bullying and Harassment Policy and resources promulgated by the Catholic Education Office and the Diocese of Toowoomba. This reference point outlines definitions, role expectations, prevention strategies, procedure for lodging, investigating and resolving a formal complaint as well as information on legal issues.
St. Mary’s Parish School

Sexual and Sex-Based Workplace Harassment Policy

Date Approved: 28.10.2014
Date for Review: 28.10.2017

DEFINITION:
Sexual harassment refers to sustained provocation or annoyance aimed at an individual or group and which has gender as its basis. The overtures are deemed to be offensive and are unwelcome.

VALUES:
Love, Dignity, Trust, Forgiveness

RATIONALE:
Current civil legislation addresses sexual harassment in an uncompromising manner and makes serious legal demands of administrators and teachers in schools. The work of St Mary’s Parish Primary School is built on the teachings and living example of Jesus. Those teachings centre on relationships with God and relationships with each other. A significant aspect of the role of any Catholic school is to model and encourage the development of healthy and life-giving relationships. The school also challenges members of its community to be sensitive to the effect of harmful relationships on individuals and on the life of the community. Sexual and sex-based harassment are examples of behaviours which can cause damage in relationships and as such must be addressed by St Mary's Parish Primary School.

VALUES:
The Catholic tradition demands that each person be treated with reverence and dignity because each person is made in the image of God. Harassment, in any of its forms, violates the essential dignity of the human person and has no place in an organization like St. Mary’s Parish Primary School, which espouses and promotes Gospel values.

POLICY STATEMENT:
St Mary’s Parish Primary School aims to foster an educational environment where all students, staff and community feel safe and valued. St Mary’s will challenge cultural beliefs that support sexual harassment in society, and will address situations of such harassment with due recognition of the Catholic Church context, and the pastoral care of individuals. This policy support Toowoomba Catholic Education’s stance on Sexual and sex-based harassment.

ROLES AND RESPONSIBILITY:
The respective roles and responsibilities of the Principal, Harassment Contact Officer, IEU and the Senior Education Officer are outlined in the St Mary’s Administration Handbook.

CONSEQUENCES:
All within Catholic education will attend to the effects of sexual harassment so that:
At system level, policy and curriculum structures are developed for school communities so that they understand sexual and sex-based harassment and accompanying issues.
All in Catholic Education must be familiar with the Anti-Discrimination Act (1991) and responsibilities and liabilities that flow from it.
Awareness of the issues is raised with staff, parents, and students.
Procedures clearly outline options which may be followed in instances where sexual and sex-based harassment is identified.
Staff model appropriate values through their behaviour.
Training programs and materials which explore responsibilities and liabilities with respect to discrimination and sexual harassment are provided.
Anti-Bullying Policy

Date Approved: 06.03.14
Date for Review: 06.03.17

Definition:
Bullying is commonly defined as ‘repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons’ (Rigby 1996).

Bullying involves:
- A desire to hurt
- A hurtful action (physical, psychological or social)
- A power imbalance
- (Typically) repetition
- Misuse of power
- Evident enjoyment by the aggressor and
- Sense of being oppressed on the part of the victim (Rigby 1996)

Bullying does not involve:
- One off social isolation/rejection
- Random acts of aggression, intimidation or meanness
- Normal conflict
- Friendly teasing

Forms of bullying:
- Physical: any form of violence or threat, intimidation
- Verbal: name calling, sarcasm, spreading rumours, persistent teasing, intimidation
- Psychological: excluding, tormenting, ostracising, ridicule, humiliation, intimidation, inappropriate gestures, hiding or damaging possessions.
- Cyber: malicious SMS and email messages, inappropriate use of any digital media device.

RATIONALE:
St Mary’s Parish School is a Catholic Parish School committed to the development of the whole person and to the provision of a safe, caring environment. Therefore bullying at St. Mary’s Parish Primary School is unacceptable.

VALUES:
This Policy reflects the values espoused in the Mission of a Catholic school. It seeks to promote the values and attitudes of respect, responsibility, responsiveness and resourcefulness.

POLICY STATEMENT:
Every student in the St Mary’s Primary School community has a right to feel safe and be safe. St Mary’s Parish School strives to create an educational environment where each individual is respected, accepted, included and free from fear or threat. This safe environment will assist all members of the community to reach their full potential.
PRINCIPLES UNDERPINNING THE POLICY:

1. All members of the St. Mary’s Parish School community have the right to
   a. Feel safe, cared for and respected at school
   b. Be valued at school
   c. Be free from threat or intimidation
   d. Enjoy a healthy, pleasant environment

2. Students will be educated as to what constitutes bullying in a school context and where to access support.

3. Members of the school community will be alert to early signs of distress in a student being bullied, and will act accordingly.

4. Students will be counseled to act with resilience in situations in which they are bullied and to utilise strategies in place that are designed to address such behaviour.

5. Parents must not individually take action in a bullying situation, especially not correcting another child for his/her perceived actions.

6. A cooperative approach including both home and school should be the cornerstone of a transparent response to an allegation of bullying.

7. It should be recognised that alleged bullying scenarios can be complex and, as a consequence, warrant subtle sustained strategies.

8. The school cannot automatically assume responsibility, nor any authority, to address bullying actions outside supervised hours.
Weapons Policy

Date Approved: 16.06.2015
Date for Review: 16.06.2018

RATIONALE:
St Mary’s Parish Primary School is a Catholic School committed to providing a safe and supportive environment for its community. Christ’s desire for a peaceful community solves conflict without weapons. We aim to live like Christ in a loving and caring community, a place where people forgive those who may have made a mistake.

VALUES:
Maintaining and promoting the safety and well-being of people who are central to the teachings of the Catholic faith tradition. We are committed to upholding the health, safety and well-being of the community of St. Mary’s Parish School.

POLICY STATEMENT:
Every person in the St Mary’s Primary School community has a right to feel safe and be safe. St Mary’s Parish School strives to create an educational environment where each individual is respected, accepted, included and free from fear or threat. This safe environment will enable all members of the community to reach their full potential.

PRINCIPLES UNDERPINNING THE POLICY:
Flowing from these values the school does not allow the possession or ill use of objects that may cause harm to themselves or others.

Definition

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; incendiary devices; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; incapacitation and audio alert devices; and objects that have been modified to serve as a weapon.

2. Devices or instruments having the appearance of a weapon including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns and/or toy guns.

3. Lasers or laser pointers, belts, combs, pencils, files, scissors, etc. shall be considered weapons if they are used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
St. Mary’s Parish School

School Fees Policy

Date Approved: 20.10.2015
Date for Review: 20.10.2017

RATIONALE:
St Mary’s Parish School is a coeducational School serving the Parish of St Mary’s Goondiwindi as well as the broader community. As a systemic school, St Mary’s is not a fully funded school and therefore relies on school fees and other supplementary funding to provide an effective teaching/learning program and a vibrant Christian environment.

VALUES:
The value of “commitment to community” underpins this policy. An element of sacrifice is expected in the tradition of providing for Catholic education.
This commitment should be: transparent, equitable, and manageable
It is understood that no family will be deprived of a place at the school because of an inability to pay school fees.
In accordance with the Mission Statement, the provision of a holistic education is a responsibility to be shared and supported by all. Continuing in the tradition of the Mercy Sisters, the catholic values of service, compassion and justice mean that we embrace the principal of self-sacrifice so that everyone shares in the common good.

POLICY STATEMENT:
Students at St. Mary’s Parish School in the common good, benefit from all families paying their school fees and levies to achieve the greater educational outcome. We therefore, expect all families to pay school fees.

PRINCIPLES UNDERPINNING THE POLICY:
• All families are expected to pay school fees. If family circumstances change, it is expected that families will arrange an interview with the Principal/School Finance Officer to organise a revised payment/repayment plan. Under exceptional circumstances, and these will generally relate to the need to constructively discriminate in acknowledgement of Parish priorities or unforeseen circumstances necessitating absolute support, then fees may be waived at the discretion of the Principal.
• Educational Consumer Price Index (ECPI) increases and the project needs of the school are the two significant variables that will shape school fee increases. The Principal and the Parish Priest set and approve the school fees through the advice of the Toowoomba Catholic Education Office. School fee structures are advised in Term 4 of the preceding year.
• Non-payment of fees and unwillingness to make appropriate arrangements for a revised payment schedule may necessitate further steps such as utilising the service of a debt collector or in extreme instances exclusion from the school.
• Students will not be eligible for excursions and camps if overdue fees have not been negotiated with the Principal by way of a payment/repayment plan. Any money paid to the school must be receipted from school fees before it can be applied to excursions & camps.
• More than one child attending St. Mary’s Parish School attracts significant discounts.
• The following levies appear on parental accounts per term:
  • Building Fund Levy
DEFINITIONS:

Building Fund Levy:
Included in your school fees is a School Building Fund Levy. This levy contributes towards repayment of loans taken out for capital works and major maintenance works.

Parish Relationship Levy:
The school also charges a Parish Relationship Levy which covers any costs associated with School/Parish activities such as Friendship Day & Family Fun Day.

P&F Levy:
St Mary’s Parish School also charges a P&F Levy per family per term. All money collected from this levy is passed directly onto the school’s P&F. St Mary’s P&F then decide how to disperse the money into the school by way of resources.

Swimming Levy:
Each child will be charged a swimming levy to cover costs of lessons as well as bus hire for the lower grades.

Subject Levy:
Students in the middle school will contribute a subject levy to pay for subject specific consumables stemming from the demands of the curriculum.

Computer Levy:
Students in the middle school will pay a computer levy so students can access the 1 to 1 computer program. This levy assures up to date computer access and relevant maintenance arrangements.
VALUES:
The budget will reflect the values and priorities of the parish and school community. It will demonstrate appropriate stewardship as well as fiscal responsibility. Due diligence and sensitivities will be the hallmark of the budget particularly in relation to the collection of school fees.

POLICY:
St Mary’s Parish School Board advises the Principal and Parish Priest on the financial management and Administrative Budget of the school. The budget is approved at Board and Parish Finance level.

GUIDELINES:
1. The Board endorses the Budget for the ensuing year.
2. The Board will receive financial statements regularly throughout the year.
3. The School Executive prepares and presents to the Board a budget proposal for approval.
4. The Annual Budget will allow for flexibility and the Principal will keep the Board adequately informed of any significant variations to the budget as presented.
5. The Executive, in drawing the budget, will also consider long term plans that may include building and works and curriculum changes.
6. The Principal will present the annual budget to the Parish Finance Committee for the ensuing year.

RULES:
1. The School Budget will be drawn up by the Principal and the Financial Administration Officer in consultation with the Parish Priest and School Executive.
2. The Finance Policy of St Mary’s and the Financial Management Guidelines Systemic Schools by the Catholic Education Office of the Diocese of Toowoomba will be adhered to.
VALUES:
Justice, Community, Respect, Compassion, Dignity, Trust, Openness.

RATIONALE:
St Mary’s approach to finance is that of a non profit institution, a faith community concerned with the development of the total Christian person. A fair and even distribution of resources is required, so that all students have appropriate access to the best educational facilities that our finances can provide. These finances should be well administered, and the priorities determined for their distribution. Fundraising and debt collection are accepted as part of responsible financial management.

St Mary’s also acknowledge and follow the Toowoomba Catholic Education Financial Guidelines.

POLICY STATEMENT:
St Mary’s will endeavour to achieve sound financial management, aided by Toowoomba Catholic Education Financial Services, the school office administrator, St Mary’s Parish School Board and in consultation with the Parish Finance Council, through effective budgeting, and careful adherence to budget/s.

Guidelines:
1. St Mary’s Parish School and all it’s formally constituted Associations, groups and Committees are accountable for true and accurate records.
2. St Mary’s Parish School has a “duty of care” to ensure that all school accounts are properly conducted: (ie not overdrawn, late or accumulating debit interest).
3. On enrolment each family accepts the responsibility of ensuring that their school commitments are responsibly addressed so that St Mary’s Parish School can function within the ambit of developed budgets and other relevant financial guidelines.
Tuckshop Policy

Date Approved: 20.10.2015
Date for Review: 20.10.2017

RATIONALE:
This policy is designed to ensure that the Tuckshop is an integral aspect of our school community and is maintained for the benefit of all. The Tuckshop invites the involvement and interaction of members of our school community, including parents and other suitable volunteers in accordance with the St Mary’s Parish School Mission Statement.

VALUES:
We believe, as God’s creation, we strive for healthy body and mind. We are committed to upholding a healthy option through provision of “Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools” to the students and staff of St Mary’s Parish school.

POLICY STATEMENT:
St Mary’s Parish School operates a Tuckshop that offers a caring, efficient, nutritious and accountable service to the whole school community in accordance with State and Federal requirements.

PRINCIPLES UNDERPINNING THE POLICY:
1. The Tuckshop will operate in accordance with the Health, Safety and Environment Policy.
2. The operations of the Tuckshop will be overseen, and accountable to, the Principal through the School Finance Officer.
3. Tuckshop staff/volunteers are accountable to the Principal as representative of the whole school community.
4. The staffing of the Tuckshop will be via a contracted Convener who is responsible for the coordination of voluntary workers.
5. The Tuckshop Convener may seek advice from outside sources, such as a dietician to provide nutritional advice after consultation with the Principal.
6. The Tuckshop Convener will follow acceptable financial and banking procedures and, in conjunction with the School Finance Officer, prepare accounts and procedures for an annual audit.
7. Health considerations take primacy over profit making, although it is seen as desirable that the Tuckshop covers its costs.
INTRODUCTION:
St Mary’s School is a place of learning. As such staff and students have the right to teach and to learn in an environment that provides opportunities to use and access new technologies, specifically Information Technology (IT). Such technology is provided for communication, educational and teaching purposes. The role that technology can play in the provision of quality teaching and learning experiences is valued by St Mary’s School. Information Technology is fast moving and ever changing. By its nature it is open to abuse, and can be utilized for many other activities, including illegal activities.

RATIONALE:
St Mary’s Parish School aims to promote educational excellence and enhance the students learning environment through the use of a range of technological equipment. The students will experience how information can be acquired, processed, stored, retrieved, manipulated, presented and communicated to others. Now and into the future we recognise the importance of being technologically literate, discerning analytical and critical users of technology and creating a positive digital footprint. This policy also recognises the need for students to recognise their obligations about accessing inappropriate sites either intentionally or unintentionally and the processes to deal with such an occurrence.

VALUES:
Respect, Dignity and Competence

DEFINITIONS:
IT is defined as use of computer hardware and software and communications. It encompasses email and internet as well as programming and systems in general.

POLICY STATEMENT:
St Mary’s School seeks to provide contemporary information and other technologies that provide opportunities for education, research and learning, whilst being mindful that the use of this technology can be subject to abuse.

Each user of this technology must be able to use this technology in the context that it is being provided. The technology is an integral educational tool and that is the sole purpose for which it is being provided. The nature of the technology is fast moving and open to interference by outside influences and as such security and education is critical to protect our students.

Material which is highly offensive, pornography, illegal acts, software and copyright violation, hardware destruction, plagiarism are all risks of the availability of technology. Each user must be aware of the purpose for technology in schools is solely for the purpose of education. Protocols to monitor must be in place.

CONSEQUENCES:
The School will operate according to CEOT Technology Guidelines and specifications. The School has a protocol for use and each user in the Middle School will sigh prior to use agreeing to terms of such use. Monitoring procedures are utilized by the School via CEOT.
Digital Content Policy

Date Approved: 20.10.2015
Date for Review: 20.10.2018

RATIONALE:
St Mary’s Parish School aims to promote educational excellence and enhance the students learning through the use of a range of technological equipment. Students have opportunities to access a range of content through all digital devices.

POLICY:
The use of digital devices and programs may be appropriate when the content is educationally and/or spiritually beneficial, relating to the current curriculum.

GUIDELINES FOR USE:
1. All programs should be deemed worthwhile as an integral component of a child’s learning and/or spiritual development, appropriately recorded within the current curriculum program.
2. “Movie” or “Non-documentary” videos may only be shown after consultation with and approval of the Principal or delegate.
3. Movies of a G rating are recommended to be shown by teachers to students at St Mary's Parish School. However, if a teacher believes the content of a PG film is age appropriate, that teacher will notify the parents in writing of its selection. If an objection from any parent occurs in response to that letter, action will be taken for that child to not view the film.
4. During “Family Life Education Week”, parents must provide written consent to see their child withdrawn from specific resources and/or the program.
St. Mary’s Parish School

Student Mobile Phone Policy

Date Approved: 20.10.2015
Date for Review: 20.10.2018

GOSPEL VALUES:
Community and the Common Good, Wisdom and Rationality

RATIONALE:
The mobile phone is an effective and quick means of communication. Where unforeseen events occur, mobile phones provide and support students and their families with a ready means of communication. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

POLICY STATEMENT:
The widespread ownership of mobile phones among the students of St Mary’s Parish School requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

PRINCIPLES UNDERPINNING THE POLICY:
Whilst at school, it is not appropriate to use mobile phones for recreational purposes or social interaction. All phones are to be checked in and out of the main school office.