



Table of Contents

## **1. Introduction**

- 1.1 School Details
- 1.2 Welcome
- 1.3 Mission Statement
- 1.4 History of MOGC
- 1.5 Principles & Practices
- 1.6 School Year
- 1.7 School Times
- 1.8 Outside School Hours Care
- 1.9 Parents & Friends

## **2. Policies & Procedures**

- 2.1 Positive Behaviour & Relationship Plan
- 2.2 Enrolment Process
- 2.3 School Uniform
- 2.4 Custodial Matters
- 2.5 Arrivals
- 2.6 Departures
- 2.7 Attendance
- 2.8 Absentees
- 2.9 Leaving School Grounds
- 2.10 Use of School Grounds Outside School Hours

## **3. Faith Life of the School**

- 3.1 Liturgy & Worship
- 3.2 Sacraments
- 3.3 The Gospel Values

## **4. Curriculum**

- 4.1 What is Curriculum?
- 4.2 Religious Education
- 4.3 Health & Physical Education
- 4.4 Social & Emotional Learning
- 4.5 Homework
- 4.6 School Assessment

- 4.7 Assessment & Monitoring Student Progress
- 4.8 Communicating Student Progress
- 4.9 Learning Support

## **5. Fees & Levies**

- 5.1 School Fees
- 5.2 School Levies

## **6. Health, Safety & Wellbeing**

- 6.1 Illnesses & Accidents
- 6.2 Administering Medication
- 6.3 Allergies
- 6.4 Head Lice
- 6.5 Exclusive Diseases

## **7. Roles & Responsibilities**

- 7.1 Expectations of Parents
- 7.2 Code of Conduct of Parents, Carers and Visitors

## **8. Communication**

- 8.1 Newsletter
- 8.2 Seesaw
- 8.3 Parent Portal
- 8.4 Seymour St Sign
- 8.5 Facebook
- 8.6 Parent-Teacher Interviews
- 8.7 Meeting with the Principal
- 8.8 Information Sessions

## **9. General Information**

- 9.1 School Library
- 9.2 Excursions & School Camps
- 9.3 School Photos
- 9.4 Lost Property
- 9.5 Book Club
- 9.6 Student Code of Conduct
- 9.7 Parking of Vehicles
- 9.8 Assembly

- 9.9 Sun Safety
- 9.10 Tuckshop
- 9.11 Instrumental Music
- 9.12 Counsellor
- 9.13 Internet Safety

## **1. Introduction**

### **1.1 School Details**

#### **MOTHER OF GOOD COUNSEL CATHOLIC PRIMARY SCHOOL**

<b>ADDRESS</b>	394 SHERIDAN STREET CAIRNS NORTH QLD 4870
<b>POSTAL ADDRESS</b>	PO BOX 22N CAIRNS NORTH QLD 4870
<b>PRINCIPAL</b>	RUTH MALLON
<b>SCHOOL SECRETARY</b>	SAM LAZZARONI
<b>FINANCE OFFICER</b>	EVELYN CONNORS
<b>COMMUNICATIONS/ ENROLMENTS</b>	DESLEY JONES
<b>PHONE</b>	07 4053 6133
<b>FAX</b>	07 4053 6433
<b>EMAIL</b>	<a href="mailto:secretary.nthcairns@cns.catholic.edu.au">secretary.nthcairns@cns.catholic.edu.au</a>
<b>INTERNET</b>	<a href="http://www.mogc.qld.edu.au">http://www.mogc.qld.edu.au</a>
<b>PARISH PRIEST</b>	FR DARIUSZ OSINSKI
<b>PARISH SECRETARY</b>	MARY KLECZAJ

**PHONE**

07 4053 1179

## **1.2 Welcome**

Welcome.....

May I take this opportunity to welcome you and your family to our School. We hope this is the beginning of a long and lasting association with Mother of Good Counsel. We are here to support you as the first educators of your child. We trust you always feel welcome here and as we work together for the education of children, let us hope the time is spent in co-operation, collaboration and mutual support.

We base all work on Gospel values. We hold these values to be the most important personal, spiritual and emotional aspects of a child's development, which combined with a comprehensive and rigorous curriculum, helps each child develop his/her own abilities and become an integrated, self-disciplined student.

Each child and parent wishing to enrol in this school must strive to uphold the values of this school. All children are expected to participate in the Religious Education program and must agree to become a part of a community of learners, who are seeking knowledge of this world and of its creator.

Thank you for the time you have taken thus far to prepare your child for school. We look forward to working closely with you in the future.

Yours sincerely

Ruth Mallon

**PRINCIPAL**

**1.3 Mission Statement**

**To foster successful learning  
in education and gospel values  
in a community where each child  
is valued and nurtured.**

## 1.4 History of Mother of Good Counsel

Mother of Good Counsel is a parish based, urban school, situated in the North of Cairns. The school was founded in 1936 when Fr Phelam, an Augustinian priest, foresaw the need for local Catholic families to have access to formal religious and educational instruction. A two storey cement Church-School was erected. The school was located on the lower floor consisting of four classrooms. Under the care of the Sisters of Mercy, the school began on 16 April, 1936 with nineteen children enrolled on the first day.

By 1969 many more classrooms had been built and the school had 250 enrolments. In 1976 the convent was closed and the first lay principal was appointed. In 1986 the Marist Brothers took charge of the school and served the local community until 1990.

Mother of Good Counsel has a large catchment area due to the situation of the school on the outskirts of the city, making it a convenient location for parents travelling to work. Many parents work in hospitality, administration, airport services and the medical profession. The school population is culturally diverse and has a wide socio-economic mix.

MOGC has a strong record of achieving academic success in literacy and numeracy. This is due to the high calibre of staff, strong parental support and up to date learning facilities. Mother of Good Counsel School strives to foster successful learning based on Gospel values and the tradition of the Mercy Sisters and stands firm on its capacity for effective, life-giving relationships and collaboration involving all stakeholders of the school community.

## 1.5 Principles & Practices

- Mother of Good Counsel is a Catholic Parish School built on co-operation, friendliness and integrity, where students, staff and parents work together to provide the best possible Catholic education for children.
- Religious Education has a privileged place in this school and all students take part in Religious Education programs. Opportunities are provided for students to express and deepen their commitment to God through masses and liturgies, Sacraments, prayer, meditation and involvement in community outreach.
- Striving for individual best is encouraged.
- Politeness and respect for others are upheld as essential life skills.
- School rules regarding health and safety are very important.
- Parents/ Carers must notify the office of changes to contact details. The school must have current phone numbers, addresses, workplaces etc. so parents/carers can be contacted in an emergency situation.
- Extra-curricular activities are a vital part of the school program. Students are enrolled on the understanding they join in sport, excursions, class camps and similar activities.
- Students who possess the ability and physical fitness to represent the school in sport should do so willingly in order to foster positive school spirit.
- Full school uniform is to be worn at all times. Students wearing incorrect uniform require an explanatory note from home.

- Operating expenses are covered in part by Government grants and subsidised by school fees. School fee concessions can be arranged with the Principal, for families in difficult circumstances. Please contact the principal to arrange an interview if you have difficulty meeting this financial commitment. Confidentiality is ensured.

## 1.6 School Year

In accordance with the Queensland State Government Department of Education, all school programs and student assessment programs are divided into two, six monthly periods called Semesters. Each Semester is divided into two terms. Specific dates are provided in advance for parents' information.

## 1.7 School Times

Mother of Good Counsel provides a 27.5-hour teaching week, which is 2.5 longer than Education Queensland Schools. These extra hours allow us to integrate and develop Faith and Religious Education without detracting time from other Learning Areas.

<b>8.10 am</b>	Staff supervision commences
<b>8.30 am - 10.40am</b>	Class
<b>10.40 am - 11.10am</b>	Recess
<b>11.10 am - 1.10pm</b>	Class
<b>1.10 pm - 1.40pm</b>	Lunch
<b>1.40 pm - 2.45pm</b>	Class
<b>2.50 pm</b>	Dismissal
<b>3.10 pm</b>	Staff supervision concludes

Supervision by staff occurs between 8.10am and 3.10pm. Parents are urged NOT to leave children at school prior to 8:10am and to collect children as soon as possible after school is dismissed. If you are unable to collect your child promptly after school, we suggest that you utilise Out of School Hours Care, which is located on the school grounds.

## 1.8 Outside School Hours Care

An Outside School Hours Care Program operates from Mother of Good Counsel School . Currently OSHC provides:

**After School Care:** 2.50pm – 6.00pm

**Vacation Care:** School Holidays – 8am – 6pm

For further information contact OSHC on 40532099 or 0408 935 004

## 1.9 Parents & Friends Association

The Mother of Good Counsel Parents and Friends (P&F) Association is the formal organisation, recognised by the Church and Catholic education authorities, which represents parents/carers of the school and acts in their interests and on their behalf.

The P&F exists to support the school community and is involved in the total life of the school. Mother of Good Counsel School is a Christ Centred Learning Community. Parents have an interest in and a contribution to make to their child's education. It is therefore important parents share in decisions affecting their child's educational and spiritual growth, and support excellence in teaching and learning, both at school and at home.

Mother of Good Counsel P & F Association is actively involved in the school setting. Some of the Association's responsibilities include:

- Being major stakeholders in the educational process
- Financially supporting the school with educational resources
- Supporting the upkeep of the school through working bees
- Supporting the Catholic ethos of the school
- Supporting the school in the development of its facilities
- Creating a social, friendly environment within the school
- Sharing ideas, strengthening values and fostering initiatives
- Conducting Parent Information Sessions

## 2. Policies & Procedures

### 2.1 Positive Behaviour & Relationship Plan

Mother of Good Counsel exercises Pastoral Care for each and every child. This is achieved through mutual love and respect by staff, students and parents within the following guidelines:

A high standard of behaviour is expected at all times whether:

- in class
- elsewhere in the school
- outside school grounds
- in school uniform or casual clothes

All behavioural incidents are handled according to the school's Positive Behaviour and Relationship Plan. The positive behaviour and relationship plan can be found on our school website.

As discipline is a joint responsibility of parents and teachers, home and school must work hand in hand to develop in children a Christian respect for himself/herself, for others, for authority and for property. Where it is deemed necessary, parents are notified and expected to work

collaboratively with staff to resolve disciplinary issues. Concerns parents have with disciplinary action should be discussed privately with staff.

## **2.2 Enrolment Process**

For the purpose of enrolment, documentary evidence of your child's date of birth is required. Pupils may be enrolled in Prep if they turn five years on or before June 30<sup>th</sup> of the year commencing Prep.

### ***Enrolment Application & Confirmation Fees***

At the time of submitting an enrolment application the school requires a \$50.00 per child application fee to cover administration costs. If the student is offered a position, the school requires an enrolment fee of \$100.00 per child to hold the child's position. This amount is deducted from the first issue of school fees.

To assist in future sacramental preparation an extract or a copy of the child's Baptismal Certificate is required.

### ***Form of Enrolment***

Official enrolment forms are available from the school's office or may be downloaded from the school's website. Implicit in the acceptance of an enrolment is the understanding pupils and parents agree to adhere to the expectations and standards set by the school.

### ***Enrolment Procedure – Transferring Students***

As a Catholic Primary School we are obliged to accept children transferring from other Catholic Schools, if we have the capacity to do so.

In addition to the information contained on the enrolment form, parents should notify the school of:

- Reports from previous schools.
- Details of issues relating to the child's health e.g. special allergies, treatment, etc.
- Details of disability, impairment or syndrome the child has.
- Details of medication to be administered while at school. Please note the legislative requirements for medication given during school time.
- Reasons why the child cannot participate in learning, sporting or cultural activities.
- Reasons why the child may not be performing as well as he/she should.

It is necessary parents be open about these matters, so we can work in partnership, in the best interests of each child.

## **2.3 School Uniform**

School uniform is important in creating school spirit and bonding students as a group. It is expected parents support the school's requirements that full and correct uniform be worn at all times and students be neat in their dress and appearance. Any deviation from this should be explained, in writing, to the child's teacher.

**ALL** items of clothing should be clearly marked with the child's name. Hats are compulsory. No hat, no play!

### **Compulsory**

#### **Boys Uniforms:**

- MOGC hat
- Prep students are required to wear a yellow broad brimmed hat.
- Navy blue or white ankle length socks
- Black shoes/joggers or black/brown sandals during summer season.
- Tri colour MOGC polo shirt
- Navy shorts

#### **Girls Uniform:**

- MOGC hat
- Prep students are required to wear a yellow broad brimmed hat.
- Navy blue or white ankle length socks
- Black shoes/joggers or black/brown sandals during summer season.
- Tri colour MOGC polo shirt
- Navy skirt, skort or shorts

**Children are designated house colours. House shirts are worn on Fridays.**

A plain navy blue jumper or jacket may be worn in the cooler months.

#### **The following applies to all children from Prep to Year 6**

**Hair** Long/shoulder length hair must be tied back or plaited. This applies to males and females as it discourages head lice and is a recommended practice by Queensland Health.

Hairstyles are to be conservative and suitable to Primary School eg. not coloured.

**Hair ties/bands** Kept to a minimum; navy, white or gold

**Jewellery** One pair of sleepers/small plain studs in ears only.

Signet rings and watches may be worn.

Chain with religious medal/cross is allowed.

No other forms of jewellery are to be worn.

**Nail Polish** Is not allowed.

## **2.4 Custodial Matters**

It is the responsibility of parents to resolve custodial issues and provide the school with written notification of decisions handed down by the courts. If no court orders are in place, each parent has equal rights to the access of their children. If court orders are in place, the school releases

children to the custodial parent according to court orders and written permission is required for staff to release children to non-custodial adults. Staff do not take sides in family disputes and will act in the best interests of children, in accordance with the court.

## **2.5 Arrivals**

It is important children are punctual, and arrive by 8.30am for the commencement of school. Children who are late require a note of explanation. Classroom rolls are taken at 8.40am. If your child arrives after 8.40am they will be noted down as a late arrival (L) in the roll. Children arriving at school after 8.40am are required to report to the office before continuing to class. Valuable teaching time is lost by continuous interruptions by students arriving late..

## **2.6 Departures**

Parents who collect students each afternoon (or students walking or riding home alone) are asked to ensure school grounds are vacated by 3:10pm. OSH require full use the grounds from 3:10 and need to conduct their business in those spaces.

## **2.7 Attendance**

Attendance at school is compulsory by law from the Prep year, and is necessary if pupils are to gain the greatest possible benefit from school activities.

## **2.8 Absentees**

When a pupil is absent from school, parents are required to contact the school via phone call, Parent Portal or email explaining the absence. This is noted via the electronic roll system. In the interests of student safety, unexplained absences are followed up with an SMS to the adult who is the first contact person indicated on the enrolment form. A note is also required if a child cannot participate in the school's programs, e. g. sports, physical education, etc.

## **2.9 Leaving School Grounds**

Children are not permitted to leave school grounds during the school day.

Parents must report to the office to sign their child out, before collecting them from school. Children are notified to meet parents at the office.

## **2.10 Use of School Grounds Outside School Hours**

### ***Permission of Use***

Persons wishing to use the basketball court or school oval must obtain written permission from the school principal **prior** to use.

### ***School Buildings and Facilities***

Unauthorised persons on the School premises are regarded as trespassers unless accompanied by a member of the school staff, or by a person who has written authorisation from the Leadership Team of the School.

### ***Parking of Vehicles***

Vehicles may be parked only in the designated areas and under the conditions signposted.

### **3. Faith Life of MOGC**

Through the experience of a Catholic Education children develop a deep relationship with Christ and an understanding of his unconditional love for humanity. Christ's absolute love was evident through his crucifixion and resurrection, acts which form the core of Christian belief.

*From the first moment a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics. The inspiration of Jesus must be translated from the ideal into the real. The Gospel spirit should be evident in a Christian way of thought and life which permeates all facets of the educational climate* (Religious Dimension of Education in a Catholic School, 1988, n.25).

#### **3.1 Liturgy & Worship**

Students celebrate Eucharist/Liturgy at least once each term as a class, year level or whole school. The sacrament of Reconciliation is made available to Year 3-6 students on a regular basis. Families are invited to attend all liturgical celebrations.

#### **3.2 Sacramental Program**

Year 3-6 students who are baptised in the Catholic Faith are invited to participate in the Parish Sacramental Program. First Communion and Confirmation programs are coordinated by the parish, and supported by parents through a series of meetings. Program information is provided to families in the school newsletter and Parent Portal in the first term of each year.

### **4. Curriculum**

#### **4.1 What is Curriculum?**

Mother of Good Counsel is committed to preparing students for the future by providing an education congruent with Gospel values and teachings of the Catholic Church. In a world of rapid change, Mother of Good Counsel provides students with an education that empowers them to take their place in the world as spiritual, moral and well-integrated people who contribute positively to the life of the church and wider community. A Christ-centred orientation is evident in all aspects of school life including relationships, structures, celebrations and routines, as well as the formal curriculum.

Mother of Good Counsel responds to the educational, pastoral and spiritual needs of students through a curriculum that promotes high-quality schooling for all students, creating successful learners who are confident and creative individuals as well as active and informed citizens. Teachers at MOGC are committed to educating the whole child.

The curriculum represents *what* students are taught. This is informed by the Australian Curriculum, which outlines the core knowledge, understanding, skills and general capabilities

important for students. The curriculum describes what young people should learn as they progress through schooling and forms the foundation for high quality teaching to meet the needs of students. The curriculum plays a vital role in forming attitudes and skills necessary to becoming responsible, active and informed citizens.

As a learning community, Mother of Good Counsel believes:

- Learners and learning is respected
- The learning environment is a place where students' learning is encouraged and challenged
- Learning should be fun
- Students learn at their own pace and in their own style to reach their full potential (spiritually, academically, socially, emotionally and physically)
- Students' individual needs are catered for and each learner is valued as unique, having their own talents and strengths
- Learners are empowered when nurtured and encouraged to be confident, critical, reflective and creative thinkers.

The Key Learning Areas are:

- Religion
- English
- Maths
- Science
- Humanities and Social Sciences (History, Geography, Civics & Citizenship, Business & Economics)
- The Arts (Music, Visual Arts, Dance, Drama, Media)
- Health and Physical Education
- Technology (Digital & Design)
- Languages Other Than English (Japanese)

Parent information sessions are organised at the beginning of each school year, where parents are informed of curriculum requirements pertaining to specific year levels. Classroom teachers facilitate these sessions to assist parents in their understanding of curriculum covered in the various learning areas as well as routines, practices and expectations. Information sessions are an important first step in getting to know classroom teachers and helps build positive and meaningful partnerships between home and school. Attendance at these sessions is highly recommended.

Prep Information Sessions and transition sessions for pre-Prep students are conducted in Term 4 of the year prior to children commencing Prep. These sessions inform parents of practices and expectations, assisting families to prepare for their child's first year of school. The transition sessions allow students to become more familiar and comfortable within the school setting, so that they feel confident when starting school in the following year.

## 4.2 Religious Education

Formal religion lessons are conducted. Lessons enable children to develop an understanding of God, the Holy Spirit and the person of Jesus Christ and knowledge of the Church's traditions and teachings.

Mother of Good Counsel School follows the *Religious Education Curriculum* and *Religious Life of the School Guidelines* as developed by the Brisbane Archdiocese. These documents comprise two distinct yet complementary processes, teaching students religion and teaching students to be religious in the particular way of the Catholic Church.

Mother of Good Counsel aims to:

- Follow a planned sequential program of formal Religious Education comprising up to 2.5 hours of teaching and learning per week
- Provide opportunities to celebrate as a community through Masses and Liturgies
- Provide opportunities for daily prayer in a variety of forms including Christian Meditation
- Create opportunities for students to live out Gospel values through involvement in, and support of Catholic social teachings
- Enable children to find meaning in life and learning through exploring the person and teachings of Jesus

Encourage life long learning, with a desire to search for truth and to do what is right through accountable choices and responsible actions.

### **4.3 Health & Physical Education**

Health and Physical Education at MOGC promotes the value of physical activity in students' lives. It provides students with the opportunity to develop the knowledge, understanding, skills, values and attitudes needed to lead healthy, active and fulfilling lives.

The Health and Physical Education (HPE) Learning Area enables students to:

- participate in regular and varied physical education experiences
- promote the health of their community and to make informed decisions relating to personal health (especially relating to food and nutrition) and safety of self and others
- develop and refine personal and social skills to promote positive interactions, be resilient and manage their own lives

At Mother of Good Counsel, Movement and Physical Activity for Prep to Year 6 students is delivered through a program facilitated by a specialist teacher. Classroom teachers teach the Personal, Social and Community Health elements. The Australian Curriculum guides teachers in their planning, teaching, assessment and reporting of HPE.

### **4.4 Social & Emotional Learning**

Social Emotional Learning (SEL) supports students to develop fundamental skills necessary for wellbeing and life effectiveness. SEL enables students to recognise and manage emotions, demonstrate care and concern for others, establish positive relationships, learn self regulation, make responsible decisions and handle challenging situations effectively. These skills develop emotional literacy in individuals and school communities and are best fostered in caring, engaging, participatory learning environments. Established social and emotional skills provide the foundation for academic achievement, maintenance of good mental and physical health, quality relationships and responsible participation in a democratic society.

SEL develops social, emotional, and motivational competence of young people and optimises their social-emotional and academic success. It encourages prevention, promotion, and intervention efforts (school, home and community) in order to build the social and emotional strengths of young people.

Social Emotional Learning is fostered through a variety of practices at MOGC:

#### ***Second Step Program***

Mother of Good Counsel utilises 'Second Step' to explicitly teach language and strategies that promote positive relationship building and the ability to regulate emotions and responses.

### ***Playground Guardians***

Year Six students, as leaders of the school:

- support teachers on playground duty
- help new students settle into the school
- assist students who are hurt or need assistance finding a friend
- mediate minor disputes
- encourage safe and inclusive play
- model positive and inclusive behaviour

### ***Better Buddy Program***

Classes participate in structured, teacher-directed 'buddy time'. 'Buddy Time' encourages children to form positive and supportive relationships with one another.

### ***Student Mentoring***

Our mentoring program, first introduced at MOGC in 2003, is considered highly successful by students, staff, parents and mentors. Mentoring is a powerful tool for young people who need support in relationship building, self regulation etc... For an intensive six week program, students are released from class activities for one hour each week to receive specific instruction and support in an area of need.

### ***Lunch Bunch***

Lunch Bunch is co-ordinated by our wellbeing teacher and school counselor. Students who are invited to participate in Lunch Bunch can take a friend to these sessions, which assist students with their group interaction and socialising skills.

### ***Circle Sessions***

Circle sessions are conducted in classrooms, to provide students with opportunities for reflection regarding their actions and interactions, and to develop positive ways of thinking and acting. Staff are trained Circle Solution facilitators.

### ***Small Group Social Intervention Sessions***

Our wellbeing teacher sometimes finds teaching moments throughout the day, when small groups of students can learn from and with each other, regarding their interactions and responses to social situations.

## **4.5 Homework**

It is important for students to consolidate their day's work by completing some revision. Homework should not be onerous or cause conflict at home. Depending on the child's age and level of reading, a period of time each day should be dedicated to supervised reading.

All homework tasks are considered revision of concepts and skills covered during the school day. Homework may include reading, literacy and numeracy skills, basic fact recall and practice and finishing uncompleted work. The parents' role is to provide support and encouragement and to take an interest in the work being done.

Homework will not include mandatory written work to be completed or marked, although some students may prefer to take up options provided, for practising and learning through written activities (as their preferred learning style).

#### ***Why is homework so important?***

- Homework encourages independent learning skills and good work habits. Homework, which involves practice and revision of what is known, helps to consolidate learning.

#### ***Homework tips for parents***

- Help your child establish a time when he or she can work best and keep this time consistent so a routine develops.
- Balance the amount of time spent on homework with other needs such as sport, having fun, watching a television program and spending time with the family.
- Provide support for the work being completed
- Take an interest in assigned homework and discuss tasks with your child.
- Praise and taking pleasure in your child's efforts and achievements is a more proactive motivator than punishment and fear.

### **4.6 School Assessment**

The purpose of assessment is to provide guidance and feedback to students, to identify weakness and strengths, to communicate student progress, and evaluate the effectiveness of teaching programs and techniques. At Mother of Good Counsel, assessment is conducted throughout the semester and is cumulative.

To supplement student assessment, parent-teacher meetings are arranged at the end of Term One. During this time, teachers confer with parents regarding academic progress and behavioural patterns of students. Interviews during Semester Two are available on request by the class teacher or a parent. A written report is provided at the end of each semester.

### **4.7 Assessment & Monitoring Student Progress**

All stakeholders (parents, *staff*, education authorities and government) work in partnership to achieve the common objective of ensuring children are numerate, and able to read, write and spell at an appropriate level by the end of primary school.

#### ***Monitoring Processes***

- Tracking through whole school assessments
- Developing a profile of student progress
- Compiling student portfolios
- Modification of student programs

#### ***Assessment***

Assessment takes many forms and occurs continually. Teachers thoroughly plan for assessment,

to ensure students are provided with opportunities to show their development in each Learning Area. Examples of assessment include:

- School based testing
- Year 3 and 5 Naplan tests
- Progressive Achievement Tests - Reading & Maths
- Pre and post testing for targeted programs
- Observations
- Learning Area Tests
- Open investigations
- Research-based tasks
- In class work, discussions, group activities

#### **4.8 Communicating Student Progress**

Education is a partnership between home and school, and therefore regular parent-teacher communication is essential.

Examples of communication include:

- Parent - Teacher evenings
- End of semester reports
- Participation in classroom activities
- Parent-teacher meetings
- Email, Apps, Parent Portal

#### **4.9 Learning Support**

Mother Of Good Counsel is an inclusive school that recognises children begin school with differing backgrounds, abilities and motivations. Similarly, children cope with the stresses of academic learning in different ways.

As an inclusive community, Mother Of Good Counsel School continues to evolve to meet the changing needs of students and families. The school community, served by the Diocese of Cairns, embraces inclusion as a means of enhancing the wellbeing of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for us all.

The primary focus of Learning Support at Mother Of Good Counsel School is to support student learning in the mainstream classroom curriculum within the classroom environment.

##### ***Early Intervention***

Mother Of Good Counsel recognises the importance of the early learning years. Research repeatedly indicates that the earlier learning difficulties are identified, the more effective intervention strategies are. Identifying individual needs and providing effective support in numeracy and literacy development is a priority. Support is provided for students through class-based differentiation and 1:1 and small group support.

##### ***Differentiation***

The Learning Support teachers work closely with class teachers to modify teaching and learning strategies to enable success for students in the classroom. This includes:

- support for specific skill development
- support programs targeted to student needs
- modifications to the student's class program
- in-class support for students to pursue individually modified programs
- withdrawal programs for small groups of students with similar learning needs

### ***Extension / Enrichment***

Mother of Good Counsel strives to cater for academically able students within the classroom setting by providing access to specialised programs or cross-classroom programming.

### ***Access to Support***

Students access support after a thorough process of assessment and staff collaboration. This incorporates a combination of:

- teacher referral
- school based assessments
- specialist assessments ie. speech/language pathologist, educational psychologist, occupational therapist
- specialist referral
- information from Benchmark Testing

The Learning Support Coordinator monitors programming and progress of students accessing support. Whilst some children require ongoing support, others access short-term programs.

### ***Special Meetings***

Parents whose children require support, or who have targeted needs may be required to attend extra meetings, where all support personnel meet to discuss the needs of the child and best strategies for supporting them. These may take the form of Care Team, IEP or EAP Meetings.

## **5. Fees & Levies**

### **5.1 School Fees**

No child shall be denied a Catholic education due to financial hardship. Tuition fees are charged for children attending Catholic schools in the Cairns Diocese. These fees are fixed by the Diocesan Education Office and are determined before the commencement of each year. The school tuition fee covers children from Prep to Year 6.

School fees also comprise levies, which vary from school to school, and may include items such as a Building Levy, Subject Levies and General Purpose Levy. Levies allow for the best educational opportunities for students.

Accounts for school fees and levies are sent out each term and payments may be made on a weekly/fortnightly/monthly or term basis according to your preference. Payment can be made

at the school office via eftpos, credit card, direct debit or direct deposit. If you wish to pay via direct debit or direct deposit, please contact the office for a form.

A Diocesan fee collection policy is in place and is followed if payment is not received and end of Semester reports are withheld until payments are settled.

## 5.2 School Levies

Capital Levy (per family)

- Includes grounds, building maintenance and facilities.
- The grounds keeping component supports the employment of a part time grounds/maintenance person and contractors for mowing and other maintenance
- Utilised to pay for facilities - the building loans and air-conditioning, which services classrooms

IT Levy (per family)

- Provides infrastructure, internet access and technical support

P & F Levy (per family)

- Provides money to fund resources such as iPads, computers, Chromebooks etc throughout the school.

Resource Levy (per student)

- Covers items required by students to participate in classes eg. Classroom resources, all stationery items, device maintenance and purchasing, apps, site licenses and printing costs
- Assists in provision of a one to one iPad program in Years 2 – 4

Activities Levy (per student)

- Covers sport and swimming options for all students. Included is equipment, facility hire fees and specialist lessons
- Children attend cultural presentations and a dance program as part of the ARTS program.

# 6. Health, Safety & Wellbeing

## 6.1 Illnesses & Accidents

Mother of Good Counsel requires information that enables staff to act as needs arise. It is a parental responsibility to ensure school records are maintained and addresses and telephone numbers are current. In the case of an accident or emergency, parent/carer contact is made in the order provided to the office.

School First Aid Kits are equipped to tend to minor accidents that occur in the playground. In cases of severe accidents or serious illness, an ambulance is called and staff endeavour to contact parents as soon as possible. If a parent/carer is reachable and on their way, children are transported to hospital by ambulance, in the care of Queensland Ambulance.

If a parent/carer is unreachable, children are transported to hospital by ambulance, in the care of a staff member.

## 6.2 Administering Medication

Under Queensland legislation, Mother of Good Counsel requires a doctor's letter outlining medication to be administered during school hours. The letter must state the child's name and date of birth, name of medication and dosage required. This applies to all 'over the counter' medicines such as Panadol, as well as prescription drugs. Medication such as ventolin puffers should be marked clearly with the child's name. Parents/guardians must complete a medication form providing the school with permission to administer medication.

## 6.3 Allergies

Mother of Good Counsel has children attending school who have life threatening allergies to peanuts. We appreciate you refraining from sending nut products to school.

## 6.4 Head Lice

On discovery of live head lice, parents are notified immediately and asked to treat their child before their return to school. Parents are notified when head lice is discovered in their child's class, asking for all parents to check and, if necessary, treat their child's hair:

1. Kill the lice by using a proprietary shampoo/lotion (available at a pharmacy)
2. Remove the eggs (nits) by combing with a fine tooth comb
3. Prevent re-infestation by conducting regular check-ups and prompt treatment when lice and/or nits are discovered.

## 6.5 Exclusive Diseases

Mother of Good Counsel is obliged to follow the Department of Health's exclusion regulations as posted on the National Health and Medical Research Council Website. [http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf) for:

<b>Chicken Pox</b>	<b>Rubella</b>	<b>Viral Hepatitis</b>
<b>Conjunctivitis</b>	<b>Measles</b>	<b>Colds/Flu</b>
<b>Diarrhoea</b>	<b>Whooping</b>	<b>Cough Ringworm/Scabies</b>
<b>Mumps</b>	<b>Diphtheria</b>	<b>Impetigo</b>

# 7. Roles & Responsibilities

## 7.1 Expectations of Parents

Parents no doubt have many expectations of staff and Mother of Good Counsel. Likewise, the school has expectations of parents which we believe improves the quality of learning for all children.

Parents of Mother of Good Counsel School are expected to:

- Send children to school neatly attired, in correct uniform.
- Send children to school with the required equipment.
- Be punctual in bringing children to school, picking up after school and returning notes.
- Label all belongings, including clothing, school materials and hats.
- Respect and support school staff as they care for your children.
- Communicate with staff through an arranged interview when issues of concern arise.
- Support the school's Positive Behaviour and Relationship Plan.
- Assist staff in teaching children to respect others and their property.
- Be supportive of school functions.
- Be involved in our parish whenever possible.
- Assist in teaching children good manners and thorough hygiene habits.
- Voluntarily assist the school in some way, if possible - working bees, Parents and Friends' meetings, class reading, gardening, excursions, educational matters.
- Live out the school motto - Honour and Truth.

### ***Pupil Details***

It is important parents inform the school of any changes in address, contact names, telephone numbers or other particulars stated on the original Enrolment Form. This information must be provided directly to the school office or via the Parent Portal, when changes occur - for the safety and wellbeing of children.

## **7.2 Code of Conduct of Parents, Carers & Visitors**

This code of conduct applies to parents, volunteers and visitors who interact within Mother of Good Counsel School and attend school meetings and functions conducted within and outside of school hours.

A comprehensive document outlining the expectations of Catholic Education in the Diocese of Cairns in regards to this Code of Conduct can be found at

<http://www.cns.catholic.edu.au/our-school-communities/information-for-parents/code-of-conduct/>

# **8. Communication**

An essential element of a collaborative working partnership is establishing and maintaining positive communication. The following methods are employed to foster effective communication.

## **8.1 Newsletter**

On every second Tuesday (even weeks of the school year), a newsletter is published outlining up-coming events and providing information about what is happening in the school. Parents are encouraged to read this newsletter, which is only available online. We suggest that parents subscribe to Schoolzine, so that they receive an alert when the newsletter is published online:

<http://www.mogc.qld.edu.au/parent-information/newsletters/>

Information to appear in the newsletter must be approved by the principal and emailed to the office by no later than 10am on the Monday prior to the newsletter's publication.

## **8.2 Seesaw**

The Seesaw App can be downloaded to any hand held or desktop device. Teachers and students use Seesaw as a means of communication, at an individual and whole class level. We encourage every parent to have access to Seesaw.

## **8.3 Parent Portal**

The Parent Portal is a secure space where parents can access information regarding the progress of students, parent-specific information about the school, manage their own contact details etc... Instructions for Parent Portal access are available from the school office.

## **8.4 Seymour St Electronic Sign**

Notification of upcoming and current events are displayed on the Seymour St electronic sign so that information is disseminated at pick up and drop off times.

## **8.5 Facebook**

The MOGC Community Hub is a Facebook group for parents of the school, that can only be accessed upon request. This space allows opportunities for reminders to be posted and photos / celebratory items to be shared. Notices from the community and the school can be posted.

## **8.6 Parent-Teacher Interviews**

Parents requiring an interview with class teachers are expected to contact the teacher directly (emailing the teacher's direct email address is best) to arrange a suitable time. Teachers are unable to organise or conduct interviews during teaching time. Parents are reminded to approach the classroom teacher regarding concerns with their child's learning and classroom activities prior to approaching the principal.

## **8.7 Meeting with the Principal**

Parents requiring a meeting with the Principal must contact the school office to make a suitable time.

## **8.8 Information Sessions**

At various times throughout the year, meetings are conducted to explain aspects of the curriculum, discuss expectations of parents and students and to collaborate with and support parents.

At the beginning of the school year, class teachers conduct information sessions to provide an overview of curriculum and events for the year.

## **9. General Information**

### **9.1 School Library**

An excellent library and resource centre is established at Mother of Good Counsel. Student loans are limited to two weeks and children are expected to use their homework pouch to protect books in transit.

It is expected that parents replace books damaged or lost due to carelessness. Parents are welcome to browse and borrow. Please contact the Librarian if you wish to use this facility.

### **9.2 Excursions & School Camps**

Educational excursions and school camps are important learning and socialising experiences and are conducted by class teachers to enrich classroom experiences. Parents receive written and SeeSaw notification of excursion/camp details prior to events. Students are expected to participate in camps and excursions. Requests for exemption must be referred to the Principal, in writing. The cost of camps is included with our school levies, and will not be refunded if the Principal has not granted an exemption prior to the event.

### **9.3 School Photos**

Class, individual and student family photos are taken each year. It is expected parents order and pay for photos prior to photo day. If you do not wish your child to appear in class or school photos, please ensure this is made clear to office staff and the class teacher prior to the photo sessions.

### **9.4 Lost Property**

Lost property is stored outside the Library. It is essential that **all** property be marked clearly with the child's name and regularly checked to ensure names remain visible. At the end of each term, unclaimed lost property is sent to the St Vincent De Paul Society Shop.

### **9.5 Book Club**

Mother of Good Counsel participates in the Scholastic Book Club scheme. Brochures are sent home with students and parents are encouraged to pay for orders online.

### **9.7 Parking of Vehicles**

There are designated areas for parking. The staff car park is adjacent to the basketball court and parents are not to use this area as a pickup or drop off point for children. The area in front of the church and adjacent to the OSHC room is also an unsafe pick up area as many students walk or ride in this pedestrian zone to approach the crossing on Sheridan St. There is parking for parents along Seymour Street and O'Keefe Street. The pickup and drop off zone in Seymour St functions efficiently when drivers are courteous and respectful. This area is supervised until 3:10pm. Students who have not been collected at that time must sit and wait courteously. Office staff cannot be responsible for the wellbeing of students who have not been collected in a timely

manner.

### **9.8 Assembly**

School assembly is held each Friday at 8:40am. During assembly, our community participates in prayer, sings the National Anthem, presents awards, celebrates birthdays and special achievements and conveys important information. Family members are welcome to attend assembly.

### **9.9 Sun Safety**

Mother of Good Counsel is a sun safe school where children are encouraged to come to school wearing sunscreen. During the day, should sunscreen need to be reapplied, students are welcome to do this from their own individual supply. Children are not to share their individual supplies of sunscreen, in case others have unknown allergies.

Students must wear the Mother of Good Counsel hat available for sale through Uniform Link, or through our tuckshop's Flexischools online ordering.

### **9.10 Tuckshop**

Mother of Good Counsel tuckshop provides healthy food made on the premises from fresh, high quality ingredients. The tuckshop menu can be found on the school's website and the MOGC newsletter.

Tuckshop operates each Tuesday, Wednesday, Thursday and Friday for both lunch breaks. Mother of Good Counsel School utilises an online Flexischools system as well as a paper bag lunch order system. All mains, salads, sandwiches and sausage rolls must be pre-ordered. Clearly write your child's name, class and order on a paper bag, include the correct money (where possible) and drop to the Tuckshop by 8.30am. Please use separate bags for 1st and 2nd breaks.

The tuckshop relies on volunteers to operate efficiently and effectively. All assistance is welcome and greatly appreciated. Please express your interest at the tuckshop.

### **9.11 Instrumental Music**

Students are provided with the opportunity to learn a musical instrument through a parent funded program offered during school time. Students can learn guitar, violin, viola, clarinet, saxophone or modern voice coaching from external, qualified instrumental teachers in a small group or individual learning environment. Families can access the instrumental program if school fee payment is current. Please make enquiries through the office.

### **9.12 Counsellor**

Counselling services are available to students requiring emotional and/or social support. Clear

guidelines are in place regarding access to these services, which do not take the place of external counselling services for ongoing or long term issues. Our school counsellor can assist according to school and diocesan policies, which includes:

- Teachers must initiate the referral process, with parental consent required for ongoing individual sessions
- Counselling services are available only for issues affecting learning and social interactions at school
- Students may be withdrawn from class for services to be provided
- Group and class discussions may occur and include the counsellor without individual consent

### **9.13 Internet Safety**

Students will access the school network and Internet while at school. While we have measures in place to limit access to sites, this does not guarantee that inappropriate material will not be accessed. We educate the students about protocols and expectations regarding internet access and cyber safety, and what to do if they come across inappropriate or unfavourable material. Our school rules and Positive Relationships and Behaviour Policy apply if students breach our expectations.

HYPERLINK "<http://www2.mogc.qld.edu.au/index.php?vP=113&vC=148>"