



ST LUKE'S CATHOLIC PARISH SCHOOL

PARENT HANDBOOK



VISION AND MISSION STATEMENT

VISION STATEMENT

St Luke's is a welcoming and inclusive community on a journey of faith. We are committed to providing quality teaching and learning opportunities that achieve individual excellence and foster Catholic values.

MISSION STATEMENT

In the spirit of our Patron Saint, Luke, and the Presentation Charism, our mission is to provide a learning environment that supports, challenges and inspires all its members to reach their individual potential and to be valuable contributors to their community.

OUR VALUES



Faith *Respect* *Care* *Love*

SCHOOL OFFICE

Contact . Ph 3245 9595
Address 45 Degen Road, Capalaba 4157
Email pcapalaba@bne.catholic.edu.au
Website www.stlukescapalaba.qld.edu.au

STAFF

Miss Denita Castley	Principal
Mrs Peta Brookwell	APRE
Mr Raymond Schwartz	Guidance Counsellor
Mrs Michelle Daley	PLL
Mrs Brigid Burford	ST:IE
Mrs Tara Homan	ST:IE
Mrs Katrina Kerr	Teacher Librarian
Mrs Katherine Gentile	The Arts Specialist
Mr Eric Massey	PE Specialist
Ms Anna Yamaura	Japanese Specialist
Mr Aaron Christensen	P Blue
Mrs Cassandra Williams	P White
Mrs Tayla Egan	1 Blue
Miss Leyla Sozkesen	1 White
Mrs Marnie Tyler	2 Blue
Mrs Jennifer Foody-Versace	2 White
Ms Kat Speechley	3 Blue
Mrs Sharyn Leafe and	
Mrs Deanna Dawson	3 White
Mrs Brooke Harrison	4 Blue
Paulette Graham	4 White
Miss Karla Spranklin	5 Blue
Mrs Maree Wallace	5 White
Mr Daniel Harding	6 Blue
Mrs Courtney Donsky and	
Mrs Allana Flanagan	6 White
Mrs Louise Phillips	School Secretary
Mrs Alfina Miller	Finance Secretary
Mrs Kaylene Cooper	WHSO
Mrs Frances Ellis	RCO
Mr Peter Bakes	Groundsman
Mrs Debra Sellwood	Tuckshop Convenor

School Officers	
Mrs Babette Brooks	Mrs Jennifer Knight
Mrs Jenny Fels	Mrs Sarah Harvey
Mrs Marie-Therese Jennings	Ms Beth Hall
Mrs Tracie Tello	Mrs Kirsty Stevens
Mrs Lisa Morris	Mrs Michelle Houlston
Mrs Frances Ellis	Miss Mia Sheldrick

PARISH

Parish Priest Fr Regimon Gervasis
Contact Nos. Ph 3820 0100
Address St Anthony's & St Luke's Parish Office
St Anthony's Drive, Alexandra Hills 4161
Email alexhillscap@bne.catholic.net.au

PRINCIPAL'S WELCOME

St Luke's Catholic Parish School caters for children from Prep through to Year 6. In partnership with our families, our Parish, the Catholic Education Centre and wider community, St Luke's offers a curriculum which supports the growth and development of the whole child: socially, emotionally, spiritually, intellectually and physically.

Our staff respects the uniqueness and dignity of each child and base teaching/learning programs on sound educational theory and practise. Set amid pockets of natural bushland and native gardens, our modern buildings and facilities offer an attractive and welcoming learning environment for children P-6.

St Luke's provides the perfect blend of the small school community with the resourcing of a large school. The welcoming environment ensures that all students feel safe and happy, leading to a joyful education.

Denita Castley

Principal

OUR STORY

Foundation

St Luke's Catholic Parish School was developed under the leadership of Father Gerry Kalinowski (Parish Priest) with the support of the catholic community of our local parish and the Catholic Education Centre. The Presentation Order was invited to administer the school during its formation years. Sister Lynn Albury was appointed as foundation Principal in 1988 and planning for the school commenced. St Luke's opened in 1989 with an initial intake of students from Preschool through to Year 3. During the years that followed, our distinctive catholic ethos evolved alongside a rich community spirit.

Faith Life

At St Luke's Catholic Parish School, we believe that our gift of faith calls each of us (staff, students and their families) on a journey of search, discovery and celebration of 'CHRIST IN OUR LIVING'. The Religious Life of the School, including prayer and liturgical celebrations, complements the formal Religious Education curriculum taught here at St Luke's. These integrate with the Sacramental life of our local Parish to sustain and nurture a distinctively Catholic religious atmosphere. This, in turn, supports the spiritual growth of students and the school community as a whole.

Curriculum

The personal and professional qualities of the dedicated staff of St Luke's Catholic Parish School interact with our formal curriculum to support children in developing knowledge, skills, processes and attitudes which will guide them towards a growing Christian sense of social responsibility and towards independence as learners. Literacy and Numeracy is a strong focus at St Luke's where students' learning is enhanced by a wide variety of programs and learning resources. Students are offered a wide range of physical activities including physical education lessons, excursions and camps which are integral to learning. Opportunities are provided for students to learn Japanese, weekly specialist The Arts programs and choir, adding an aesthetic dimension to their learning experiences.

Community

Parental involvement is an essential aspect of school life at St Luke's. Our Parents and Friends Association plays a vital role in nurturing our sense of community, in supporting the maintenance and improvement of the learning environment for students, and, in addressing and responding to broader educational issues. Our School Board is made up of staff and parent representatives who meet on a regular basis to

advise the Principal in relation to broad school issues. At St Luke's Catholic Parish School, we value open dialogue with our parents' and we strive to develop and maintain healthy relationships among and between staff, students and their families. Community life at St Luke's is strongly linked to the community life of our Parish.

ABSENCE FROM SCHOOL – LATE ARRIVALS & EARLY DEPARTURES

Whenever a child is **absent** for any reason parents are requested to inform the school **before 8am on the morning** of the first day of absence. Parents are to submit an absentee notification via the Parent Portal and BCE Connect App. Each day an SMS will be sent to parents of students with any unexplained absence.

Late Arrivals/Early Departures must be accompanied by an adult and registered via Student Sign In / Out laptop in the office.

ASSEMBLIES

Parents are welcome to attend our assemblies / prayer reflections.

School Assemblies are held most **Friday mornings** at 8:40am in the Emmaus Centre and follow the format below:

- Acknowledgement of Country
- School song and prayer
- Student Awards from each class.
- Birthdays – first Monday of the month
- Information sharing

Prayer Reflections are held regularly and advertised in our school newsletter and via social media.

BEFORE & AFTER SCHOOL PROCEDURES

Before School

- **Before School Care is provided from 6.30am at the OSHC building on site.**
- Children should not arrive at school before 8.15am, as there is no supervision provided prior to this time.
- On arrival at school all students must go to the Senior or Junior lunch shed with their school bag and wait there until supervision commences at 8.15am.
- **No games are played until supervision commences.** No running games or ball games except handball are permitted.
- Students arriving on bikes are to observe signs and walk their bikes to the bike rack area beside the Resource Centre and move immediately to the Senior or Junior lunch shed. **All bikes should be locked to the bike rack.**
- No child is to wait outside the Administration Block or on any verandahs.
- **No School Hat – No play.** Children without school hats at break times remain in the lunch shed.
- **Play ceases immediately when the bell rings at 8.28am** and students move to the classroom.
- **Children need to be in classrooms ready to commence by 8.30am.**

After School

- After children have been dismissed at 2:55pm, they are to move immediately to the waiting area near the administration block where supervised.
- **After School Care is provided until 6.00pm at the OSHC building on site.**
- All children waiting to be collected by parents are to sit on the seats in the waiting area.

- Two teachers control flow of traffic, communicate (using microphone) to students which cars are ready for passengers, and direct children into cars. The Pick-up Zone is a strictly no parking area.
- Children riding bikes home must walk their bikes to the boundary of the school and follow normal bike safety rules as they continue to go straight home. **Helmets must be worn at all times.**
- No child is to cross the road or driveway without parental / adult supervision at any time.
- No child is to wait on the Degen Road footpath.
- No games are to be played.
- After school care children must go immediately to the OSHC Building and notify the Supervisor that they have arrived.

BEHAVIOUR MANAGEMENT

It is our hope that **All** at St Luke's School will be part of the process of teaching acceptable behaviour to our students. Our learning environment will be characterised by LUKES – (see matrix below)

- ✓ **Love learning**
- ✓ **Use respect**
- ✓ **Keep safe**
- ✓ **Engage responsibly**
- ✓ **Stay safe**

ST LUKE'S CATHOLIC PARISH SCHOOL OF QUEENSLAND		St Luke's Expectations						
		LEARNING SPACES	EATING TIME	PLAYGROUND	CHURCH/ ASSEMBLY	TOILETS	OFF SITE (ALTERNATIVE LEARNING SPACES)	TRANSITIONS
L	Love Learning Challenge, take risks, wonder, Inquire and be creative	On task behavior (listen and follow directions ... Take risks with learning ... Encourage others	Feed your brain: eat healthy food	Share spaces and equipment ... Be fair ... Follow game rules	Participate in prayers, songs and rituals	Remember to go before school and at break times	Listen attentively ... Ask questions	Move around the school quietly ... Follow the routine
U	Use Respect Communicate effectively, build right relationships	Listen to others ... Speak positively and politely ... Look after personal and class equipment	Speak positively and politely ... Put all rubbish in bin or lunchbox ... Respond promptly to teachers/adults	Play fairly, display good sportsmanship ... Respond promptly to teachers/adults and the bell ... Play in correct year level zone	Respectful singing and standing during the School Song and National Anthem ... Listen to speakers	Respect the privacy of others ... Use facilities for their purpose	Ask permission before leaving the group ... Use good manners	Wait patiently ... Be courteous to other classes, adults and visitors on pathways ... Follow directions promptly
K	Keep Safe Follow all school expectations to keep yourself and others safe	Follow directions quickly ... Walk at all times ... Use hands and feet appropriately	Wait to be dismissed ... Wait for a supervisor to arrive ... Request permission to use the toilet or bubblers	Keep hands and feet to ourselves ... Use equipment safely ... Wear hats ... Walk on concrete	Move, sit and stand quietly and patiently	Walk at all times ... Close doors gently	Listen and follow all directions ... Stay with the group	Wait in the correct areas ... Walk promptly to pick up areas or between learning spaces ... Be aware of traffic ... Cross at the crossing
E	Engage Responsibly Be responsible, sensible and lead by example	Take ownership of learning ... Be organized ... Have correct equipment ... Remain on task	Sit down to eat ... Eat all of your own food or take it home ... Eat before play ... Clean up your area	Care for the environment and equipment ... Follow rules of games ... Listen and respond to teachers, bells and signals	Participate fully and with respect	Wait patiently ... Flush toilets ... Wash hands with soap	Represent the school with pride (including uniform)	Be ready ... Be in the right place ... Be on time
S	Show Persistence Persevere, persist, be resilient, determined and Independent	Use determination ... Achieve your goals ... Listen to feedback	Drink water throughout the day ... Zip up your lunchbox ... Pick up any rubbish and put in the bin	Challenge yourself to make a new friend or learn a new game ... Use conflict resolution strategies ... Include everyone	Use whole body listening ... Participate actively ... Sit quietly	Be hygienic	Set a good example	Be on time and alert ... Lead by example

We believe that behaviour must be taught explicitly and in context. The behavioural expectations that are clearly detailed on the matrix have been developed by the staff of St Luke's and are reviewed regularly. They are an important element of the Positive Behaviour 4 Learning here at St Luke's.

Consequences for displaying appropriate behaviours include:

- Affirmation and recognition by class teacher and / or other staff
- Rewards negotiated by class teacher and children.
- Awards at weekly assemblies etc.

Children not complying with expectations either in the classroom or on the playground are spoken to by their classroom teacher or the teacher on playground duty. At the discretion of the supervising teacher the child may be sent to the office. The teacher must follow the PB4L approach (Positive Behaviour 4 Learning), highlighting the school expectations matrix.

Consequences for displaying inappropriate behaviours include:

- Warnings and reminders
- Time out from classroom or playground
- Discussions about and reflection on choices
- Mediation with peers or adults
- Gradual isolation
- Internal suspension
- External suspension
- Expulsion in extreme cases

Parents will be informed if inappropriate behaviour is of a serious nature. We will implement a process of mediation and conflict resolution if deemed necessary. There will be definite consequences for inappropriate class behaviour and playground.

CLASS MASSES

Classes are rostered at certain times of the year to participate in the Celebration of the Eucharist, held in the Emmaus Centre Hall on Fridays at 8:40am. Parents are welcome at these celebrations.

COMMUNICATION WITH TEACHERS

Appointments

Please phone to make an appointment to see the Principal or members of staff so that a time mutually convenient may be arranged. This allows teachers to prepare information to make the meeting with you as fruitful as possible.

Unscheduled visits to Teachers

This is not the most efficient practice to use in matters where some detailed discussion is needed about a child's work or behaviour. Please ensure that you make appointments with teachers, giving your reasons where possible, in these important cases. If the matter is highly-confidential, you may wish to send a note or email advising the teacher of the subject.

Telephoning teachers

Parents should avoid telephoning class teachers during school hours unless the matter is urgent. Messages may be left at the office as necessary. This policy is necessary to minimise distraction to class routines.

Communication is important and needs to be two-way. Please email or make a time to meet with the teacher whenever you have a question or concern, and the teachers will be in contact with parents as we have a 'no surprises' policy.

EXCURSIONS / CAMPS

Educational excursions (Prep -Yr 6) and camps Yr 5 and Yr 6, will be conducted as required. As these are official school functions, consent forms giving all details of the trip are emailed home. Teachers are in attendance and carry out supervision. No child may attend without **consent** from parents. Costs of such trips are included in the school fees/levies.

FIRST AID

Accidents are unavoidable where children play, but through supervised and properly planned activities these are kept to a minimum. When accidents do occur, action is taken by the school depending on the degree of injury. Minor cuts and abrasions are given first aid treatment. For more serious injuries, parents will be contacted as soon as possible and prior to any action being taken. However, sometimes the nature of the injury is such that immediate action must be taken and in such cases, the ambulance would be called with parents being contacted as soon as possible.

Administration of Medication

School staff members will not normally administer medications to children. If a child requires medication while at school the following procedures are to be followed.

1. Parent/Guardian to fill in a "Form A- Request to administer medication" form.

The request includes:

- Child's name and class
- Medication
- Time/s for administration
- Name of Doctor who wrote prescription.
- Probable period of treatment

(Request forms available at school office, Parent Portal and on school website.)

2. Medication, in original container with dispensing agent's instructions attached, to be delivered to school office. Schools are unable to cut medication. If your child takes a medicine that requires cutting of a tablet, the tablet will need to be provided to the school pre-cut and packaged by a pharmacist in a Webster-Pak (or similar). The school is unable to administer medication that is not medically authorised.
3. Delegated school staff members will administer medication and complete school records as required.

Children are not to bring medications to school unless the above procedure is followed.

Children will not be administered pain relief medications by school staff under normal circumstances.

Immunisation

It is suggested that parents ensure that children are protected by immunisation before commencing school. If in doubt, see your doctor.

Contagious Diseases

Where children contract one of the contagious diseases, there are specific lengths of time of compulsory absence. This is, of course, to protect the other children as well as providing adequate time for the child to recover.

Queensland Health have the following guidelines regarding [Time Out](#) on infectious diseases.

GRIEVANCE POLICY AND PROCEDURES

BCE and St Luke's are committed to effective complaints management by managing student, parent and guardian complaints in an accountable, transparent, timely and fair manner, while protecting the health and safety of BCE employees through proactive management of unreasonable complainant conduct. Information on the policy and procedures can be found on our [school website](#).

HATS

It is a very clear school policy that students must wear their hats whenever engaged in outside activities. The students must wear their school hat, and it must be worn properly. Students without hats during lunch times must remain in the covered area.

HOME / SCHOOL LIASION

The education of each child is a joint responsibility that is greatly enhanced by maximum co-operation of all involved. The staff at St Luke's is aware of their responsibility and endeavour to foster a meaningful and helpful liaison with the parents of each child. Therefore, parents are –

- expected to attend parent-teacher sessions to meet their child's teacher and to become familiar with class/school policy, procedures and programs.
- encouraged to make an appointment to see the teacher whenever they feel it is necessary – outside class times.
- invited and encouraged to join in celebrations of class/school liturgies, concerts, special events and sports days.
- encouraged to come along to the meetings of the P & F and support organised activities.
- requested to read newsletters and other communications (inc. social media) from the school to keep them informed of activities and policies.
- encouraged to communicate anything that may be helpful in understanding and caring for their child. They will be assured that confidential matters remain that way.
- reminded that the school exists for their children and that full support of philosophy, policy and procedures will benefit all.

HOMEWORK

Homework is given at the discretion of the class teacher with regard to the age and ability of the children.

To assist your child in homework assignments, parents may find the following of some assistance:

1. Arrange a regular time in a suitable room or area which is free from distractions, i.e. television.
2. Check details such as neatness, correctness and that an adequate effort has been made.
3. Praise for good work and encouragement for effort are more important than censure. Be positive and supportive at all times.
4. Inform the class teacher if you have any questions.

LOST PROPERTY

Please make sure that all children's personal property is clearly marked. The lost property boxes (for clothing, lunch boxes etc) are located outside the 'Blue Room' on the top level of the Junior Block. For all other items (watches, wallets etc) please check with the office.

MOBILE PHONES

Should students require the use of a mobile phone before or after school, parents are requested to inform the Principal and it is essential that the phone is handed into the school office upon arrival at school and remains in the office until the end of the school day.

NEWSLETTERS

Our School Newsletter is an important part of our school communication network. It is produced every second **Tuesday**. The newsletter is emailed to all legal guardians and is available on our parent portal and BCE Connect App. If you wish to place a general message or a note to parents in the newsletter it must reach the school secretary (preferably by email) by midday Monday.

P&F ADVISORY GROUP

The P&F Advisory Group meet once per term, and its main function is to 'build the educational community of St Luke's' through various formal and informal activities. The P&F support various aspects of school life and assist the Principal who has final responsibility to make decisions on the school's behalf. The Parish Priest is invited to play a role in this parent group.

STUDENT PROGRESS MEETINGS/PARENT INFORMATION NIGHTS

Parent Information nights are held at the beginning of each year. This night provides the opportunity provide parents and teachers with the ability to discuss the events of the school year, the particular curriculum covered by the grade level, ways of participating in school life and assisting children as learners at home. Student Progress Meetings occur in Term One and an optional time in Term Three. These meetings are to discuss specific feedback on learning, learning goals, progress and growth. Two-way communication is encouraged, and parents can make contact with the class teacher via email or appointment at any time during the year.

PARENT INVOLVEMENT

Parents and friends are invited to participate in the school in a voluntary capacity. Examples of involvement are helping in classrooms and art room, Tuckshop, shelving / book covering in the library, School Board and P&F Advisory Group.

SCHOOL BOARD

The School Board at St Luke's, operates in the Pastoral Model, with a purpose to involve the local community in the "big picture" of schooling, planning to assist in setting direction for the school.

The School Board provides advice to the Principal as representatives of the wider community - It has a consultative role but does not have authority to govern or make exclusive decisions about the school administration or direction.

The Principal consults with the Board in developing school procedures, policies, enhancing faith within the school community, negotiating capital works projects and establishing the strategic direction of the school.

"Parents and parishioners on local Boards bring decision making, the wisdom of parent educators, to complement the skills of teacher educators and pastors" (Boards in Catholic Education, 2001).

The School Board is "Pastoral" - concerned with nurturing the dignity and self-worth of people, building life-giving relationships and the holistic educational welfare of the students. School Boards within the Brisbane Catholic Education System do not follow a business/management model.

SCHOOL FEES

FEE COLLECTION AND PAYMENT POLICY

Issuing of Accounts

Accounts are forwarded to parents in the second week of term and are due by the end of the fourth week of term. The due date is shown on the account.

Method of Payment

Payment may be made by BPay, credit/debit card, or cash (always pay in person and obtain a receipt). For your added convenience, EFTPOS and Direct Debit facilities are available and each account will include an authority to pay using either a credit or debit card.

Reminder Notices

An Account Rendered – Reminder Notice is forwarded for accounts **that are unpaid after the due date**. Should accounts continue to remain outstanding, a member of the Administration Team will make contact to discuss the outstanding fees.

Payment Difficulties

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the school as soon as possible, preferably **before the due date**. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the school will consider granting a fee concession.

Overdue Accounts

On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the school to make alternate arrangements. In these instances, the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

Concessions

In cases of financial hardship, the school will consider offering a concession on Tuition and Building Fund Fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines.

SCHOOL HOURS

The school day commences at 8.30am and concludes at 2:55pm.

- Supervision commences at 8.15am each day when children are dismissed from the lunch sheds.
- All children, including those accompanied by parents, arriving before 8.15am are required to gather and be seated in the junior / senior lunch shed.

8:15	Supervision commences
8:28	Bell for beginning of school day – ready for 8:30am start
8:30 – 10:40	First session
10:40 – 10:55	Eating time
10:55 – 11:20	Play time (first bell 11:20am, second bell 11:23am ready for session 2)
11:25 – 1:25	Second session
1:25 – 1:35	Eating time
1:35 – 1:55	Play time (first bell 1:52pm, second bell 1:55pm ready for session 3)
1:55 – 2:55	Third session
2:55	School Concludes

SCHOOL REPORTING

In 2006 the Federal Government introduced new requirements that ensure schools provide parents/caregivers with:

- The Queensland Curriculum Assessment Authority reports on Year 3 and Year 5 National Testing (NAPLAN).
- An opportunity to meet with the child's teacher/s at least twice a year
- A written report, twice per year, against achievement levels with clearly identified standards and a five point scale, A – E (or equivalent)
- The opportunity to access information on a child's achievement relative to the child's peer group.

St Luke's has reviewed their reporting processes and practices to ensure that they:

- Use plain language that is easily understood
- Provide a written report twice each year
- Provide opportunities for parents and teachers to meet twice per year
- Give an accurate assessment of the child's progress and achievements

- Offer to provide additional information regarding how the group of students in the same year level or subject is performing against state standards.

SCHOOL UNIFORM

The school uniform is a symbol of our school's identity. It is to be worn, without variations, at all times. Sports uniform is to be worn on days advised by class teacher.

HAIR is to be worn at appropriate length and no artificial colour i.e. collar/shoulder length or longer must be tied back neatly with school uniform or natural hair colours.

JEWELLERY is not part of the uniform. Items such as watches, earrings in the form of plain studs or sleepers and a religious necklace is acceptable.

SCHOOL BAG with school emblem is a compulsory part of our school uniform. (Two sizes P-3 & 4-6 available.)

SHOES Black sports joggers (no colour) or black school shoes.

HAT Years 1-6 compulsory formal royal blue hat with wide brim and school emblem. Sports bucket hat (reversible with house colour) with school emblem for HPE lessons, sports days and sporting activities and are compulsory for Prep (optional for Yrs 1 – 6).

WINTER EXTRAS Skivvies are not to be worn under any uniform. Optional tights are to be worn under formal dress only, not under sports shorts or skorts

<u>BOYS YR 1 – 6</u>	<u>GIRLS YR 1 – 6</u>
<p>Formal Uniform</p> <ul style="list-style-type: none"> • Blue and white check shirt • Royal blue long-legged shorts • St Luke's blue ankle length socks <p>Sports Uniform</p> <ul style="list-style-type: none"> • Royal blue and white polo • Royal blue sports shorts • St Luke's blue ankle length socks <p>Winter Uniform - Compulsory</p> <ul style="list-style-type: none"> • Same as Formal Uniform • Zip front jacket <p>Winter Uniform - Optional</p> <ul style="list-style-type: none"> • Micro fibre pants to match jacket 	<p>Formal Uniform</p> <ul style="list-style-type: none"> • Blue and white check dress • Girl's blue and white check blouse • Royal blue skort • St Luke's blue ankle length socks <p>Sports Uniform</p> <ul style="list-style-type: none"> • Royal blue and white polo • Royal blue sports shorts • St Luke's blue ankle length socks <p>Winter Uniform - Compulsory</p> <ul style="list-style-type: none"> • Same as Formal Uniform • Zip front jacket <p>Winter Uniform - Optional</p> <ul style="list-style-type: none"> • Micro fibre pants to match jacket • Navy tights in place of socks with dress only, not under sports uniform / skort
<p><u>PREP UNIFORM - BOYS AND GIRLS</u></p> <ul style="list-style-type: none"> • Royal blue and white polo • Royal blue sports shorts • St Luke's blue ankle length socks • Sports bucket hat (reversible with house colour) 	

It is the expectation of St Luke's School that all school uniform items must be regulation.

Supplier of School Uniform - School Locker

Uniform Shop hours - Friday 8.00am – 9.30am in the Uniform Shop under the Emmaus Centre.

SMOKING

St Luke's School grounds are a Smoke Free environment.

SUPPORT TEACHER

The Support Teacher Inclusive Education (ST:IE) role is to primarily support the classroom teacher with many and varied needs of our children including:

- (i) assessment for school readiness and placement from Years P-6
- (ii) assist with diagnosis of learning difficulties
- (iii) referral to Student Support Team and external agencies and liaison with these agencies
- (iv) classroom support / planning particularly with ascertained students
- (v) writing and implementation of Personalised Learning Plans (PLPs) re: verified students with classroom teacher
- (vi) liaise with parents and teachers with concerns they have within the school community

STUDENT RECORDS

When a child is enrolled at the school, certain items of information, eg. Address, telephone number, family circumstances are obtained and recorded. Should there be changes to these the school should be advised. Factors which may have an influence on a child's behaviour or attitude, should be made known to the child's teacher.

(Note – if a Court Order concerning custody of a child exists, a copy will need to be provided to the Principal and will be kept on file.) At all times, school administration will strive to maintain confidentiality and privacy of information relating to families as required by Brisbane Catholic Education Policy and government legislation.

TUCKSHOP

Our Tuckshop operates on **Friday** at first and second breaks, with the exception of the last Friday of term.

Tuckshop operates by using an online ordering system - Qkr. Each child is requested to order the **day before** tuckshop and any orders that need to be cancelled must be done by 8am.

VISITORS AND VOLUNTEERS

As part of the National Safe Schools Framework it is important that all visitors visiting the school site wear lanyards and badges. In the course of the day there are a number of visitors to the school site for a variety of purposes. Our evacuation procedures require that school administration are aware of the identity and location of all visitors to site to that we can be sure of their safety in event of fire or other emergency.

Duty of care for the students on our campus requires that we make every effort to identify all visitors on the site. Workplace Health and Safety regulations also require that we provide duty of care for all visitors on site.

The following procedures have been developed to ensure safety to visitors and so that any unidentified strangers can be challenged if found on school premises during school hours.

Teachers and school administration are responsible for the implementation of these procedures. As part of our Workplace Health and Safety Procedures all visitors to St Luke's are required to sign in at the office using the iPad and to wear a **Visitors' lanyard and badge** as a form of identification for staff.

Volunteers

There are some very specific expectations on schools in relation to Volunteers who work in the school. Most of these expectations are in relation to Child Protection and exist for the good of all students in our care. These expectations are set these out below. All volunteers, parents or not, must complete the [volunteer code of conduct and student protection training](#) found on the school website.

All non-parent volunteers (grandparents, uncles, aunts, siblings, extended family) must undergo **employment screening** and receive a **Positive Notice Blue Card for Volunteers**. The volunteer cannot be engaged by the school until the positive Notice Blue Card is received.

Volunteers should sign in and out daily so that a record of contact with children can be maintained and to assist in accounting for visitors in cases of emergency.