

Welcome to St Mary of the Cross Primary School

St Mary of the Cross Catholic School is part of the Lutwyche Parish and administered by the Brisbane Catholic Education Office on behalf of the Archbishop of Brisbane. St Mary of the Cross is proud of its Josephite tradition.

We strive to live the message promoted by St Mary MacKillop - never see a need without doing something about it.

Our students are proud and supportive of their school. They show respect to teachers, adults and fellow students. They know what is expected of them and strive to meet these high standards.



At St Mary of the Cross we:

- Respect the dignity of the individual student and the promotion of their gifts and talents
- Believe that these gifts and talents should be found, developed and celebrated in the school context
- Provide high quality teaching and learning outcomes in an holistic manner which addresses the spiritual, intellectual, emotional, physical and creative aspects of students' lives
- Understand that in a learning community, we all learn from each other and that ongoing regular teacher professional development is a priority
- Educate the students to see that their lives are primarily about making the world a better place by being the face of Christ to others
- Understand that people make mistakes and things do go wrong and that there is a need for courage, forgiveness and reconciliation in such situations

St Mary of the Cross is:

- an inclusive school, not a private school
- a place where relationships are valued and problems are solved respectfully
- a community, not a collection of individuals
- a place where the spirit of justice and love for all flows through the total school community
- strengthened by the traditions established by the parents and staff members over the years, living the school motto of "One in Christ".

Being the educational leader of this fine school and building on the work of over 87 years of tradition, is both a privilege and a challenge. I am humbled to be part of the story of St Mary of the Cross School and to contribute to the school's ongoing development in partnership with each member of the school community.

Please contact me if you would like more information about our wonderful school.

Matthew Beacroft
Principal

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Our School's History

The history of St Mary of the Cross School and Holy Rosary Church can be dated as far back as the last century.

In 1894, a Mr Robert Lane migrated to Australia and settled in a bark and slab hut, which was replaced in 1915 by a building of brick walls and iron roof. Named "Mt Pleasant", the home and property were, at that time, located on Bowen Bridge Road between Thondley and Bowen Streets. This section is now named Roblane Street after Mr Robert Lane.

On the 18th August, 1925 the site and buildings were acquired by Archbishop Duhig for the princely sum of 1,750 pounds. Initially Mass was celebrated in one of the property's houses, however following many fund raising effort preparations were made for the erection of a church-school. The foundation stone was laid by Mgr James Byrne (later first Bishop of Toowoomba) on 1st August, 1926. The building was later blessed and opened on October 10, 1926 by Archbishop Duhig. That stone is in our office today.

Following extensions the church building, the Holy Rosary School was officially opened in 1929. The Sisters of St. Joseph were welcomed to the Windsor parish by Archbishop Duhig at Mass on 27th January 1929, and the school was formally opened the next day. A total of 120 students attended on opening day. Archbishop Duhig's dream of a "very beautiful church" was realised in 1953 when the Holy Rosary Church that currently is on site was built.

Continuing in the spirit of the Josephite Sisters, the school and community have welcomed those who seek a caring, Catholic school community from the local area. Post war migration saw the parish school responding to the educational needs of Italian migrant families who contributed significantly to the rich culture of the community.

Archbishop Mark Coleridge announced the change of name from Holy Rosary to St Mary of the Cross at a special Mass at St Stephen's Cathedral to commemorate St Mary MacKillop's feast day.

St Mary of the Cross primary school has a rich history of primary education in a small school caring environment. The school has been planned to provide for primary education for one stream from Prep to Year 6 and cater for students from the Windsor and surrounding areas.

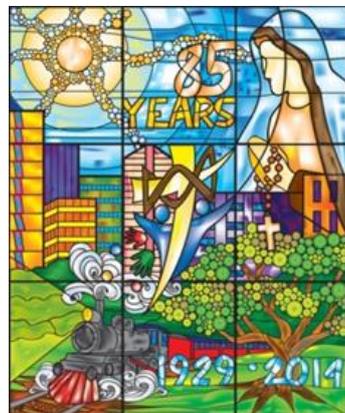
The recognition of the significant contribution to the school by the Josephite Sisters resulted in our school changing its name in 2013 to St Mary of the Cross, which is St Mary McKillop's Saint name. We were the first school in the world to have this honour and it is something we are very proud of.



Mt Pleasant – home of the Lane family



Archbishop Mark Coleridge



Vision and Mission



School Song:

*God, I am a MacKillop kid and I'm trying to listen
to God's voice
Do my bit
have an attitude of gratitude
be a friend-maker
make room for all and forgive hurts.
God, I'm a MacKillop kid
a friend of St Mary MacKillop
and I want to love you as she did.
Amen.*

School Rules:

At St Mary of the Cross we encourage, enforce, reteach and engage the children with our school rules.

We use positive language and reinforcements at assembly, newsletter and class time.

Each class also has a classroom covenant which they work on to have a shared understanding of collaborative classroom behaviour.

School Motto "One in Christ"

Throughout 2011 a consultative process in relation to the school motto resulted in the school readopting its original 1929 motto "One in Christ". The Mary MacKillop quote and life mantra "Never see a need without doing something about it" forms a foundational point of inspiration for our learning community. The school is bound by its "One in Christ" motto and centred in the spirit of St Mary of the Cross, which embraces a truly unique Australian spirituality.

School Logo

The logo provides a visible articulation of the school, connection to the community, and the school's religious identity.

Symbolic Representation:

- People – community
- Open arms of the people - outreach to community
- Open hands - welcoming and belonging
- Cross - centrality of the Jesus story
- Yellow beads - prayer/rosary and connection to parish
- The bright colours were chosen to symbolise the happy and joyful community environment.



Educational Vision & Philosophy

St Mary of the Cross MacKillop Catholic Parish Primary School, Windsor is part of the mission of the Catholic Church serving and providing opportunities for life in the Catholic Parish of Lutwyche.

St Mary of the Cross MacKillop Catholic Primary School is a place of optimism, excitement and challenge, where students, parents and staff see each day as a journey, full of purpose, where intellectual engagement and connectedness to the real world are priorities. Personalizing learning is vital to the success of each child's unique development and preparation for a rapidly changing society, confident, resilient and hopeful.

As a learning community this school thrives in a diverse and flexible environment where an inseparable relationship has been created between innovation, sustainable design and a deep knowledge of how children learn. The learning spaces are open, adaptable and aesthetic, embracing the importance of interaction, communication and collaboration; enabling the learning community to share and learn from each other. The provision of state of the art technology resources is integral to the school's belief of accessing both the local and global communities.

Every student, teacher, parent and community member is accepted and invited to make a contribution to a vibrant school community that seeks to fire the imagination, develop good citizenship and promote a lifelong thirst for learning.

School Curriculum

St Mary of the Cross School implements the Australian Curriculum. Our Vision for Teaching and Learning is positioned within the wider Brisbane Catholic Education Teaching and Learning Framework, which notes:

Our Goal

As a Catholic Christian community we educate for all to live the gospel of Jesus Christ as successful, creative, confident, active and informed learners empowered to shape and enrich our world.

We Believe...

As Catholic educators we have a tradition and vision built on our values and beliefs. These



values and beliefs are foundational to our action and engagement in learning and teaching with our students, parents and colleagues.

Through our vision to Teach Challenge Transform, we believe:

- Every learner is created in the image and likeness of God and inspired by the spirit, responds with passion and creativity to life.
- Every learner seeks to find meaning in life and learning and in the Catholic Christian Tradition we find meaning in the person and teachings of Jesus to grow as pilgrim people.
- Every learner is a lifelong learner, with a desire to search for truth and do what is right; accountable for choices and responsible for actions.
- Every learner is in some respect, like all others, like some others, like no other and we respond creatively, flexibly and with a futures orientation to ensure dignity and justice for all.
- Every learner can achieve success in life and learning where diversity is valued and shared wisdom contributes to decision-making that enriches and enlivens our world.
- Every learner brings to the learning experience their own richly diverse life journey and contribute to a community in communion, empowered by the Spirit to be at the service of others.

We Learn...

Learning is:

- Inextricably linked with living life to the full
- Personal, relational and communal
- Visible, active and interactive to construct knowledge and meaning



We Teach...

Teaching is:

- A ministry and invokes a commitment to live out the mission of Jesus
- Relational with a shared responsibility to educate for the common good
- Visible, explicit and responsive, creating equity and excellence for all learners

As we implement the Australian Curriculum we acknowledge and value the General Capabilities of:

- Literacy
- Numeracy
- Information & Communication Technology
- Critical and creative thinking
- Personal and social competence
- Ethical behaviour
- Intercultural understanding.

These work with the Cross Curricular Priorities of:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

These General Capabilities and Cross Curricular Priorities are developed in relation to each of the Learning Area Curricula developed by the Australian Curriculum, Assessment and Reporting Authority (ACARA), the Queensland Studies Authority (QSA) and Brisbane Catholic Education.

These Learning Areas include, at present:

- Religious Education
- English
- Mathematics
- Science
- Humanities (History, Geography & Social Sciences)
- Health and Physical Education
- The Arts (Music, Drama, Visual Arts, Dance & Media Studies)
- Technology
- Cultural Literacy and Languages (Spanish Prep-Yr6)

In teaching and learning, the focus is on the learner: what the learner knows (content), what the learner can do with this knowledge (competence) and what the learner can be like (confidence). Teachers plan programs consistent with the General Capabilities, the Cross Curricular Priorities, and the Learning Area Curriculum. This is guided by the Archdiocesan Vision our school's Vision for Learning and Teaching. A Curriculum Support teacher assists classroom teachers with the development of school programs.

To support classroom teachers, a number of specialist teachers provide students with expertise in given areas. These areas include Health and Physical Education, Language Other Than English (LOTE – Spanish), Library skills and Music. In addition St Mary of the Cross has a team of support staff: a Support Teacher - Inclusive Education (ST-IE), a Speech Pathologist, a English Second Language (ESL) Support Teacher and a Guidance Counselor. All members of this team work closely with classroom teachers to support students who have diverse educational needs.



TERM 1

- *Years Prep - 6:*
Parent/Teacher Information Evening (early in term). Generally whole year level gathering, followed by breaking into individual classes. Information sharing focus.
- *Class / Year Level Newsletter:*
Generally at the beginning of term or at the commencement of new units of work. This varies with each year level, typically being more frequent in the early years.
- *Student Support Team Meetings:*
For children experiencing difficulties or requiring extension (ongoing throughout term).
- *Formal Reviews:*
For students verified under Commonwealth Government guidelines (each semester), including the development and review of Independent Education Plans (IEPs).

TERM 2

- *Class / Year Level Newsletter:*
Generally at the beginning of term or at the commencement of new units of work. This varies with each year level, typically being more frequent in the early years.
- *Student Support Team Meetings:*
For children experiencing difficulties or requiring extension (ongoing throughout term).
- *Years Prep - 6:*
Formal Written Report – End of term.
- *Parent / Teacher Interviews:*
End of term for Years 6 – Teacher requested. Parents make an appointment and share insights concerning their child, with class teachers sharing information concerning child's progress.

TERM 3

- *Class / Year Level Newsletter:*
Generally at the beginning of term or at the commencement of new units of work.
- *Student Support Team Meetings:*
For children experiencing difficulties or requiring extension (ongoing throughout term).

- *Formal Reviews:*
For students verified under Commonwealth Government guidelines (each semester), including the development and review of Independent Education Plans (IEPs).
- *Year 3 / 5 NAPLAN:*
Test Results to be forwarded home when received.
- *Years Prep - 6:*
Formal Written Report – End of term.

TERM 4

- *Class / Year Level Newsletter:*
Generally at the beginning of term or at the commencement of new units of work.
- *Student Support Team Meetings:*
For children experiencing difficulties or requiring extension (ongoing throughout term).
- *Years Prep - 6:*
Formal Written Report – End of term.
- *Option for Parent or Teacher Requested Interview:*
End of term. For Year 6 this process is generally teacher requested. Parents make an appointment, with the class teachers sharing information concerning the child's progress.

As individuals, teachers will also choose to make use of a variety of avenues of reporting during the year, such as weekly, monthly and/or term newsletters, assignment /task details, open nights / days, parent updates and class displays. Anecdotal reporting and informal discussions, particularly in the early years, are also common. This flexibility allows teachers to establish a system of effective communication, which meets the needs of parent/s, teacher and child.

Parents and teachers can request interviews at any time throughout the year, by advance appointment, for the convenience of both parent and teacher.



Religious Education

Religious Education consists of two distinct but complementary dimensions, an educational dimension and a faith formation dimension. The first dimension is addressed in the classroom teaching and learning of religion. Within this context we aim, at St Mary of the Cross, to promote the development of knowledge, skills and values which students need to participate as active lifelong learners within the church and community. Guided by the Religious Education Curriculum developed by Brisbane Catholic Education, and approved by the Archbishop, teachers involve students in constructing understandings of the Catholic tradition as well as acknowledging other religious traditions, the nature of religion and its place in life and Australian society. As in other Key Learning Areas, the teachers provide their students with opportunities to demonstrate what they know and what they can do with their acquired knowledge in terms of identified learning outcomes. This information together with assessment results in other Key Learning Areas is subsequently reported to parents.

The second dimension of Religious Education, faith formation, is reflected in the religious life of our school, the student's family and the parish. At St Mary of the Cross we endeavour to nurture this part of a student's Religious Education in several ways. Firstly each class begins and concludes its day with a prayer. Secondly, the school community is given opportunities to celebrate Eucharist (Mass) and Prayer services. A special day for our school community is our St Mary of the Cross (Mary Mackillop) celebration held on a date near August 8th. To assist our students' participation in liturgical celebrations, all students and teachers gather in the library across the term to learn and practise appropriate liturgical songs.

A warm invitation is extended to everyone in our school community to join us in any our Eucharistic and prayer celebrations.



Sacramental Program

In accordance with the Archdiocesan Sacramental Policy, the Parish is "responsible for and ultimately involved in the Sacramental preparation and presentation of students". The students are properly instructed for sacramental reception through the use of the Religious Education Guidelines here at school. It is the parents' responsibility to enrol their students in the appropriate Parish Sacramental Program.

Specialist Lessons:

Physical Education

A weekly physical education program is provided to all students. Specialist coaches are used to assist the teachers where possible. Students are also offered the opportunity to participate in selection for City District, Regional and Zone 6 carnivals.

Swimming

Swimming lessons are run by specialists weekly at Newmarket. These lessons take place in fourth term and culminate in our swimming carnival.

Technology

Brisbane Catholic Education has rolled out a new web based program called LIFE.

Our school has a range of technology including notebooks, surface pros and iPad systems. We have resources to cater for the entire school in a one to one technology capacity.

Our school also subscribes to Mathletics and Reading Eggs, including access for children and parents at home.



Behaviour Development & Management System

The way we behave at school is one of the most important considerations for all; parents, staff, administration and students. We believe that we all need to develop the skills of living and learning together in productivity and harmony and, when we run into problems, be able to work it out together.

We believe that behaviour is taught and learned and misbehaviour, our mistaken choices, is an opportunity for us to learn a better way. Positive behaviour supports right relationships. At St Mary of the Cross behaviour management is based around a central theme of RESPECT as outlined in the school-wide model for positive behaviour.

Hence the purposes of our behaviour management system are:

- To develop commitment and ownership in our community's respectful behaviour by involving all stakeholders in the development of our expectation of how we will live and learn together.
- To enable all students to extend their skills of living and learning together in productivity and harmony by being taught appropriate behaviours.
- To create Need-Satisfying Environments for all students.
- To allow mistakes to be platforms of learning for all members of the school community and not destructive failure paths.

Responsibilities of Children

- To choose behaviours that are life giving and that show respect for self and others.
- To develop with their class teacher a plan for living and learning together and live by this plan.
- To work out problems in a productive and harmonious way.
- To accept that mistakes are part of the learning process.
- To admit and apologise when they make a mistake.
- To give and accept forgiveness.

Responsibilities of Teachers

- To encourage and model positive, life giving behaviour.
- To create need satisfying environments for children.
- To develop with their student a class plan for working and living together and consistently abide by this plan.
- To help student to learn and master life-giving behaviour.
- To accept mistakes as part of the learning process.
- To work out problems in a productive, harmonious and respectful manner.
- To give and accept forgiveness.
- To admit and apologise when a mistake is made.

Responsibilities of Parents

- To create a need satisfying environment for children.
- To model and encourage positive, life giving behaviour.
- To help student to learn and master appropriate behaviour.
- To accept mistakes as part of the learning process.
- To work out problems in a productive, harmonious and respectful manner.
- To give and accept forgiveness.
- To admit and apologise when they have made a mistake.
- To watch for signs that their child may be experiencing behaviour concerns at school.

Behaviour Management

The Step Process

The Step Process is used throughout the school and is a management strategy for students to consider their actions and the way their actions affect others.

Being Safe / Feeling Safe

At St Mary of the Cross every person has the right to feel safe. Any person who disregards the safety of another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviour.

What Is Unsafe-Bullying Behaviour?

- It is a deliberate hurtful behaviour.
- It is repeated.
- It is difficult for those being bullied to defend themselves.

Step 1 - Stop and Think

Step 2 - Thinking Time

Step 3 - Time Out

Step 4 - Time Away

The four main types of bullying are:

- Physical: hitting, kicking, taking belongings.
- Verbal: name-calling, insulting, racist remarks.
- Indirect/Emotional: spreading rumours and nasty stories, excluding others.
- Cyber-Bullying: using technology such as mobile phones and the internet to tease or torment others.

At St Mary of the Cross we:

Openly talk about bullying – what it is, how it affects us and what we can do about it.

Responsibilities of Children

- To report incidents or suspected incidents of bullying.
- To help someone who is being bullied.
- To not bully others.

Responsibilities of Staff

- To model appropriate behaviour.
- To be aware of potential for bullying situations in specific areas and during recess.
- To ensure children are adequately supervised.
- To teach appropriate social behaviours as outlined in the school's Behaviour Management System.
- To deal with reported incidents of bullying according to school guidelines.
- To provide support through day-to-day teaching including liturgies and assemblies where the values of Respect, Contemplation, Shared Responsibility, Joy and Reverencing Creation are taught.

Responsibilities of Parents

- To watch for signs that your child may be bullied.
- To advise children to tell a staff member about bullying incidents.
- To encourage children to take positive action, not retaliation.
- To model appropriate behaviour.

Buddy System

Establishing smooth transitions for the children entering St Mary of the School is an important aspect of our Empowering Relationships benchmark. Our Prep students will be partnered with children from Year Six. This buddy relationship continues throughout the year.

Frequently Asked Questions

Active School Travel

Active School Travel is a free, tailored program proven to help Brisbane primary school students, parents and teachers to leave the car at home and walk, cycle, scooter, carpool or take public transport to school. It has helped swap up to 35% of single-family car trips to and from participating schools for an active and healthy transport alternative. Benefits include healthier students and parents, greater road safety awareness among students and families, more independent children, improved community networks and reduced traffic at the school gate.

Dress Code for Free Dress Days

Free dress days are often held in recognition of a particular day or to raise funds for charity and will be advertised in the school newsletter in advance. On these days whilst the children are not required to wear their full school uniform they are still expected to wear closed in shoes, have a hat and wear clothing that covers their shoulders (no singlets tops or dresses) These measures are to comply with Work Place Health and Safety regulations and Sun Safe policy guidelines.

Excursions

Teachers are encouraged to take the educative process outside the classroom whenever it is appropriate to the learning needs of the students. Excursion expenses are a component of the annual school fees; these are to cater for any special events such as excursions, incursions (at school) and guest presenters. It is St Mary of the Cross school policy that any bus used for excursions must be "seat belted" if the bus travels at any stage from a 60km/h zone.

Occasionally, parents of St Mary of the Cross children will be invited to attend with the class whilst they are involved with the excursion/ incursion. Parents are invited to attend these out of class activities primarily to lend support and assistance to the classroom teachers and staff attending the excursion. The mantle of managing children's behaviour is always the responsibility of the school staff. All staff are trained in CPR and First Aid and emergency procedures and will communicate these with you.

Homework

At St Mary of the Cross homework is viewed as an important part of the learning process. Homework, which is relevant to the teaching and learning that is taking place in the school and which is appropriate to the ability of the learner, assists and supports the learning process. Homework set will vary from class to class depending on the teaching strategies of the class teacher and the maturity and learning needs of the children. It may take the form of weekly sheets focussed on the classroom concepts, daily review and completion of class work or individual research and project presentation. Reading is usually an important part of daily homework.

Parents can assist their children by taking an active interest in their child's homework as well as setting a regular work time, providing encouragement and promoting a high standard of work.

St Mary of the Cross runs a 'homework club' on Wednesday afternoon from 3.00 – 4.00pm, which all children are welcome to attend.

MEDICAL / HEALTH RELATED ISSUES

The safety of the children in our care is our main priority. Our policies and procedures are focused on providing a safe environment in which the children can learn and develop.

Accidents

Regardless of the policies developed and the quality of supervision provided, accidents do occur in schools. At St Mary of the Cross, while staff have Senior First Aid certification, no treatment is permitted except for basic First Aid. As such, it is vital that parents provide their current telephone/mobile numbers. In the event of an emergency or if parents are unable to be contacted, the injured child will be transported to hospital by ambulance.

Allergies

Please be aware when packing lunches or providing birthday cakes of the need to check with the class teacher about potential problems.

Infectious Conditions

For the safety and well-being of all members of our school community we ask that parents contact the school if they are unsure of exclusion periods for children with infectious conditions. When there is a contagious health issue it will be communicated as soon as possible via email and the newsletter to the school community. The parents of a child with an infectious condition must give permission for us to identify the specific class. Health fact sheets are easily available through the Queensland Health website: <http://www.health.qld.gov.au/>

Sickness

Children who are unwell will be taken to the school office and then to the sick room. If the child's condition does not improve, parents will be contacted and asked to collect the child as soon as possible. Any child who is unwell should be allowed to recuperate at home until they are able to fully complete a school day.

Please do not send children to school who have experienced vomiting or diarrhoea within a 24hour period of symptoms, stomach bugs are often highly contagious.

Medicine

Staff are unable to administer any medication (either prescription or over the counter medications) to students without a signed letter of authorisation from your family doctor, including a management plan.

At times, some children may need to receive medication at school. Parents must complete with the child's doctor a "Student Administration of Medication" form for each medicine including all over-the-counter medicine. (Forms are available from the office or on the school website)

All medication must be forwarded in the original packaging, dispensed by a chemist (this includes all over-the-counter medication) with clear instructions for administration. St Mary of the Cross has clear policies in the area of medical administration and these must be followed to ensure the safety of all.

Students cannot self-medicate and all medication must be initially presented to the office.

St Mary of the Cross staff has been trained in the awareness of Asthma and in the dispensing of Asthma medication. St Mary of the Cross is an Asthma friendly school.

Head Lice

Head lice is an ongoing problem in all schools. We encourage treatment from pharmacists and advice from medical experts for ongoing problems.

OUTSIDE SCHOOL HOURS CARE



Windsor School Age Care Centre Inc. (WSACC) operates a before and after school care program at St Mary of the Cross. This is complemented by vacation care programs.

Windsor School Age Care Centre has been rated **exceeding in all seven of the National Quality Standards** and joins an elite group of centres within the country to attain this high level of accreditation.

Windsor School Age Care Centre is the only outside of school hours care centre to have extended hours to support families who work outside the usual 9-5.

Please contact WSACC on 3357 9848 or 0410769040 for information or go to their website: <http://www.wsacc.org.au>



PARENTAL INVOLVEMENT

We encourage parents to be involved in all aspects of school life at St Mary of the Cross. Some of the ways parents can support the education of their children is through:

- Classroom support in all Learning Areas
- School liturgies & celebrations
- Sports carnivals
- Parent Information Evenings
- Community Association
- Market Day

PARENT'S COMMUNITY ASSOCIATION

Parents are encouraged to be involved in the St Mary of the Cross Community Association. This association works to provide additional funds for the school as well as providing a great opportunity to meet other parents through the organisation of social functions. The Community Association meet on the first Wednesday evening of each month during the school term. These meetings are held in the Library.

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DAILY ROUTINE

School commences at 8.30am and concludes at 3pm. A staff member is on duty from 8.15am, children who arrive before 8.15am should be enrolled in Before School Care. Children not collected by 3.15pm will be placed in After School Care.

The School Day

- | | |
|----------------|----------------------------|
| 8.25am | First bell, School begins |
| 10.30am | First Break |
| 11.20am | Class resumes |
| 1.30pm | Second break |
| 1.50pm | Class resumes |
| 3.00pm | Last bell, School finishes |

UNIFORM

Uniforms can be purchased at any time during school hours from the school office. Uniforms will also be available the week before school begins.

The school uniform consists of:

- Royal blue polo school shirt, with a yellow stripe
- Formal girls/boys blue check shirt
- Royal blue unisex school shorts / culottes
- Wide brimmed royal blue hat
- Black joggers
- White socks
- Microfiber sports jacket
- Winter – fleecy tracktops
- Winter – fleecy trackpants
- Hair bow & ties available
- School bag available



VOLUNTEERS

All parents/carers who volunteer in the school community need to ensure that they have completed the Brisbane Catholic Education's Student Protection Volunteers Induction facilitated by the Principal. Any other volunteers in the school community are required by legislation to obtain a Blue Card. The above conditions need to be completed before any volunteer work can commence. All Volunteers must sign in at the school. Volunteers who are working regularly in a particular area are to be signed in at that area eg: Classroom reading. Volunteers who are working generally throughout the school must sign in at the office.

COMMUNICATION WITH PARENTS

This is the most important ingredient in the establishment of the home/school partnership. It is imperative that both school and home inform each other fully of the happenings that affect both elements of the partnership.

Emailing

All staff are aware of the convenience and ease of email and are happy for you to communicate with them via their work e-mail. It is appreciated if there are any major issues that you contact the classroom teacher via phone or appointment to ensure we can have work together for the best outcome for all concerned.

Updated Information

Please ensure all your contact details (including work, mobile numbers and email addresses) are always up to date and that phone numbers given for emergency contacts are immediately accessible and responded to, at all times. Parents will always be contacted in the first instance.

Contact for a Whole School Emergency

In the rare case of an emergency such as flood, storm etc the entire school community needs to be contacted immediately. This is done via an automated SMS text messaging service. This message will be sent out to the main contact person and is only used in extreme cases.

Absences from School

Should your child be absent from school on any occasion, it is the school's policy that the parent/guardian phones the school on the morning of the day in question. This is necessary to ensure online rolls are completed accurately.

Issues Regarding Your Child

Should parents have concerns related to their child's education, the expected first step is to contact the teacher either in person, via phone or email to arrange a suitable time and place to meet and discuss the issue. If parents feel that it is a broader school-based related issue, an appointment should be made to discuss the issue with the Principal or alternatively the Assistant Principal. At St Mary of the Cross we work in partnership with a focus on positive relationships.

Late Arrivals and Early Departures

If children arrive late for class, the parent and child must first report to the school office and collect a "Late for School" notice. Once this legal requirement is completed the parent and child should move to the child's designated classroom. Again this allows office staff to complete the online rolls accurately. For early departures parents are to report to the school office and notify office staff who will in turn inform your child's teacher. The child will then meet with the parent at the school office. This will allow office staff to complete the online rolls accurately.

Phone Calls

At times parents may wish to speak to the class teacher or want to give a message to their child. In this instance, a message may be left with the school office staff, your child's teacher will be notified and then contact you at a suitable time, please note, this might not be until after school given staff playground duty commitments.

School Newsletter

Our main vehicle of communication is via the school's weekly newsletter, which is available electronically each Friday. As a member of the school community, you are encouraged to take time each week to read and make note of the news and upcoming events at St Mary of the Cross.

