



# Guardian Angels' School Wynnum

## PARENT HANDBOOK

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## Principal's Welcome

### Welcome to Guardian Angels' Catholic Primary School –2024



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On behalf of the Guardian Angels' School community, I warmly welcome you to our school. Our school has a rich history in providing an inclusive Catholic education to many thousands of students over the past 108 years.

Today, our staff team work to ensure the traditions of compassion and justice, established by the Sisters of Mercy continue. Our staff are dedicated, caring educators, who work with approximately 500 young learners each school day. In partnership with you, our staff embrace the exciting challenge to develop each child socially, academically, culturally, physically and spiritually. We consider it an honour and a privilege that you have entrusted the care of your child to us. We look

forward to working with you in partnership as we guide your child on their learning journey.

It is a pleasure to welcome you to the Guardian Angels' family.

**Veronica Tomerini-Smith**

Principal

## Our Staff and Contact Details

### Our Staff

#### School Leadership Team

|                                    |                         |
|------------------------------------|-------------------------|
| Principal .....                    | Veronica Tomerini-Smith |
| Assistant Principal .....          | Nicole Waller           |
| Assistant Principal Religion ..... | Rhiannon Cameron        |
| Primary Learning Leader .....      | Elisha Thatcher         |

#### Classroom Teachers

|                  |                               |
|------------------|-------------------------------|
| Prep Blue .....  | Amelia Law                    |
| Prep Green ..... | Sheridan Arndell              |
| Prep Red .....   | Lucy Zimmerlie                |
| 1 Blue .....     | Clare Irving                  |
| 1 Green .....    | Lucy Hyndman                  |
| 1 Red .....      | Danielle Carroll              |
| 2 Blue .....     | Nicole Dodds                  |
| 2 Green .....    | Anne-Maree Harrison           |
| 2 Red .....      | Karen Morshius                |
| 3 Blue .....     | Jo Summerville & Loren Cahill |
| 3 Green .....    | Alison Hackett                |
| 3 Red .....      | Will Erwin                    |
| 3 Yellow .....   | Fiona James                   |
| 4 Blue .....     | Lisa Gear                     |
| 4 Green .....    | David Trimble                 |
| 4 Red .....      | Kelli Griffith                |
| 5/6 Blue .....   | Melinda Paljakka              |
| 5/6 Green.....   | Alana Prasnikar               |
| 5/6 Red.....     | Warren Kay                    |

#### Inclusive Education Staff

|   |                                 |
|---|---------------------------------|
| <b>Support Teachers Inclusive Education</b> ..... | Jayne Murphy and Stephanie Sims |
| <b>Guidance Counsellor</b> .....                  | Renaë Haggitt                   |

#### Specialist Teaching Staff

|                                     |   |
|-------------------------------------|---|
| <b>EALD</b> .....                   | Andrea Jenkins                            |
| <b>Instrumental Music</b> .....     | David & Kathleen Smith (user pay program) |
| <b>The Arts: Drama</b> .....        | Andrea Ellis-Vester                       |
| <b>The Arts: Music</b> .....        | Daniela Clever                            |
| <b>Physical Education</b> .....     | Melanie Denmead                           |
| <b>Library</b> .....                | Kath Bynon                                |
| <b>LOTE Teacher -Japanese</b> ..... | Rumi Umegaki                              |



## About Guardian Angels'

### The Beginning

Guardian Angels' School Wynnum is a Catholic, Parish based school established by the Sisters of Mercy in 1914.

Archbishop Reverend Dunne travelled to Wynnum in 1904 and chose the land that became the Church, Presbytery and School. He paid £420 for the land. Reverend Father Thomas Enright was appointed the first Parish Priest. The Church opened in April 1905. The next goal for the parish was a school, and architect Mr Richard Gailey was engaged to design the school building.



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Archbishop Duhig laid the foundation stone for the school on 3 May 1914 and the school was subsequently opened on 4 October 1914 with 71 students. By the end of 1914 there were 109 students.

The school population grew rapidly with students travelling from as far away as Tingalpa, Murarrie and Lota – amazing considering they travelled by horseback, sulky or bicycle. Boarding facilities were also provided by the Sisters of Mercy in the convent. All classes were held in the school building which is now the hall.

Our association with the Capuchin Fathers began in 1945 when Archbishop Duhig along with the Apostolic Delegate for Australia brought 4 Friars from the United States, one of whom, Fr Gabriel d'Italia came to Wynnum Parish.



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### School Values, Spirituality and Charism

Guardian Angels' Catholic Primary School draws its values from the dual charisms of both the Mercy and Franciscan traditions. Our religious identity reflects aspects of both traditions.



Guardian Angels' Catholic Parish Church is central to our school and parish community as a place of worship. Stained glass windows in the church depict images of St Francis, St Clare, and the contributions of the Sisters of Mercy. Guardian Angels' School is committed to an image of God in, with and through all (Col:3:10). We endeavour to embody God's incarnational presence in, with and through policies and procedures, curriculum, organisational structures, learning and teaching practices, communication and relationships. Our approach to our educational ministry, therefore, is towards life, growth, love, union and wholeness. As a result of this understanding, we embrace the potential of change, new possibilities, variety, spontaneity, growth and adaptability as we create our own unique Catholic learning community.

Guardian Angels' is a dual campus school split by Bay Terrace. The **Guardian Angels' campus** (the side where the church is located), is home to the Prep – Year 2 students. The **Mt Carmel campus** is where you will find the Years 3-6 students, the Principal, the school library, the tuckshop and the instrumental music room. The "Shed" is also located on the Mt Carmel campus and this is where all assemblies and most school liturgies are celebrated.

### School Motto

The motto of the school is "To Achieve Life" and through this we encourage the children to use their God-given gifts and talents in service of others. As an exemplary Catholic learning community, we believe that the education of students at Guardian Angels' School is a partnership between teachers, parents and students. As such, we all make a commitment to the best possible learning outcomes for students. We believe that every learner can, and will, succeed. We have high expectations and encourage all learners to "Aim High and Fly". This belief is espoused in our School Song.

### School Logo

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

The logo depicts a guardian angel holding a heart, symbolising God's love for us and our love for each other. This is represented in our school colours of navy blue and lime green.



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### School Sport Houses

Guardian Angels' has defined its houses for sporting purposes through houses called:

**Katara - Green (green parrot)**

**Balcara - Blue (blue dove)**

**Arlunga – Yellow (the sun)**

The names of these sports houses are taken from the native language of the **Quandamooka** people; the original Indigenous people who inhabit our local area.

## What is Prep?

Prep is a five day a week early years educational program. Prep is about establishing strong foundations for success in life-long learning and empowering the child to make transitions throughout their schooling and into the world of work. Students at Guardian Angels' will have many opportunities to enjoy a fun filled first year of schooling where they can make new friends and share in wonderful and engaging learning experiences.

### Making the First Day a Success

There are some simple steps that you can take to make your child's first day at school more enjoyable and relaxed.

On the day:

- Leave plenty of time to get ready
- Make a nutritious breakfast
- Talk through the routine
- Be positive and encouraging
- Be flexible and supportive in the early days.

Children may take longer than expected to settle in.



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Tips for a happy start to the day:

- There will be a mix of emotions on the first day of school – excitement, apprehension and a few nerves. You will probably find that your child will be up nice and early and be dressed in their uniform and raring to go! Please make sure that you are on time for the first day, and that your child has had a good breakfast for the busy and exciting day ahead.
- Try not to build up your child's expectations too much. Many children think they will learn to read and write on the first day. They may then become worried or disappointed when they don't. Talk to them about reading and writing but let them know it takes time.
- Once the classrooms are open, bring your child into the room and help them find an activity. Take this time to have a look around the room, and to introduce your child and yourself to the teacher and the other parents.
- When the bell has rung, give your child a kiss and a hug and then leave. Reassure your child that you will be there at the end of the day. If tears present themselves just leave. Please don't linger outside the room. It is best if you leave and allow the teachers to get the day under way without distractions.
- If possible, please don't be late at pick up time. A few minutes can seem like a long time when you are five years old and all the other children have gone home.

Your child's Prep class and teacher will be determined prior to the start of the school year. You will receive a letter during the January school holidays from your child's teacher welcoming them to Prep.

### **Prep Readiness**

1. Listed below are some ideas to work on with your child before prep begins.
  - Knowledge of formalities such as hello, goodbye, please, thank you, excuse me and making eye contact
  - Confidence in toilet use and personal hygiene (blowing own nose, washing hands, fully toilet trained)
  - Is your child comfortable being left? Trusts that Mum or Dad will return to pick them up; and
  - Practise tying shoelaces with your child (velcro shoes are recommended).
2. Practise with your child:
  - Opening and closing their lunchbox
  - Packing/unpacking school bag including zips and clips, and
  - Putting on and taking off socks/shoes.
3. Rhyming is a very important skill you can practise with your child. Read lots of books that have rhyming words in them and remember to teach nursery rhymes to your child. A child's ability to rhyme is a good indicator of future reading success.
4. Visual perception activities are important too. Try games such as Spot the Difference; Find the hidden picture eg "Where's Wally?" and "I Spy"; Pick Up Sticks; Balloon patting/bouncing; Lotto games; Bingo (pictures/shapes) and puzzles.
5. In the new year begin to establish a routine for bedtimes and mornings, as this will help your child prepare for getting ready for school on time.
6. Read, read, read! This is a vital part of children's reading development and helps to instil a love and enjoyment of reading.
7. The impact of oral language can never be underestimated. It is imperative that to build their vocabulary and confidence with the English language, we make concerted efforts to talk with our children as much as possible.

## Parent Partnership Evening

In the early weeks of the new school year, Guardian Angels' will hold a Parent Partnership Evening. This is an information night when you will have an opportunity to meet your child's teacher and engage with your child in their learning space.

The teacher will share a sway with information regarding the routines of the classroom. This is a valuable opportunity to meet your child's teacher and other parents informally. Individual parent-teacher interviews are held towards the end of Term 1.



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## Teaching and Learning Program

Students are placed firmly in the centre of their learning and they work closely with their teachers to identify what they each need to do to move their learning forward.

Improving educational outcomes for all young Australians is central to the nation's social and economic prosperity and will position young people to live fulfilling, productive and responsible lives. The Alice Springs Education (Mparntwe) Declaration has two distinct but interconnected goals:

Goal 1: The Australian education system promotes excellence and equity

Goal 2: All young Australians become:

- confident and creative individuals
- successful lifelong learners
- active and informed members of the community.

Achieving these education goals is the responsibility of Australian Governments and the education community in partnership with young Australians, their families and carers and the broader community. With this declaration in mind, at Guardian Angels' School students engage in the following Key Learning Areas from the Australian Curriculum and Brisbane Catholic Education:

- Religious Education
- English
- Mathematics
- Science
- History and the Social Sciences (HASS)
- The Arts
- Health & Physical Education
- Technologies



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Students also engage in Specialist Lessons. Specialist lessons currently include:

- Music
- Drama)
- PE
- LOTE (Japanese) is taught in Years 5 and 6.
- Dance (1 term a year)
- Library

### **Curriculum Planning**

All year levels at Guardian Angels' plan, assess and report using the Australian Curriculum The curriculum sets high standards for what all students should learn as they progress through their schooling. The curriculum is delivered through many contexts that are stimulating and exciting and promote literacy and numeracy skills.

# Operational Matters

## Term Dates 2024

|               |  |
|---------------|--|
| <b>Term 1</b> | Tuesday 23 January – Thursday 28 March   |
| <b>Term 2</b> | Monday 15 April – Friday 21 June   |
| <b>Term 3</b> | Monday 8 July – Friday 13 September<br>Pupil Free Day – Friday 30 August                   |
| <b>Term 4</b> | Monday 30 September – Friday 6 December<br>Friday 6 December – school concludes at 12:00pm |

## Absence from School

Parents are required to notify the school by 8:30am of any student absences. **Please report absences via the Parent Portal, BCE Connect app or using the Absentee option when calling the school.** In the case of an extended absence, parents must advise the school in writing of their child's period of absence. All unexplained student absences are followed up daily with an SMS, then a phone call if still unexplained. Any planned absence longer than 10 days requires a form to be filled out requesting the Principal's permission.

## Animals

Pets are not permitted on school property except for guide dogs and service dogs.

## Assembly

All are welcome to attend fortnightly assemblies in the shed at 1:50pm on Wednesday.

## Awards

Each fortnight at assembly we will share recipients of LIVE the GA Way Award. These awards are for students who have demonstrated they are LIVING the GA Way in all they do and say.

To receive a LIVE the GA Award you need to be LIVING the GA Way by demonstrating one or more of our ways of living. For example, you may be living I – Inspire Others by being like Jesus and helping a friend or you may be living E – Engage Responsibly by making positive choices in the playground.

Award recipients will be published in the fortnightly school newsletter.

## Access to school grounds during school hours

All parents and visitors must report to the school office to sign in. All access gates are locked during school hours and access is only available through the office. School gates are opened at drop off and pick up times.

## Books and Equipment - Prep

The Prep bookbags are ordered automatically by the school on your behalf. These bookbags are delivered directly to the school and assigned to the designated classrooms. Labelling of items is not necessary as, all items in Prep are shared out communally and named

as required by the teachers. This process is unique to Prep. This bookpack will also contain a pencil case for your child so there is no need to purchase one.

### **Books and Equipment – Years 1-6**

The book packs are produced external to the school and you will be required to submit your order by post or online by a certain date direct to our preferred provider - EDESCO. These packs must be paid for at the time of ordering to ensure your child has the correct materials for the start of the school year. EDESCO will then deliver your books to your address. Alternatively, should you prefer, you can purchase your child's stationery from local suppliers.

The EDESCO book pack comes in a large rectangular box which you should use to bring **all** items to school on the first day (there will be too many to try and fit into your child's school bag). Taking the empty box home with you would be greatly appreciated.

You will need to **label every item** in the pack, including pens, pencils, glue, etc. It is preferred that each item is marked with a permanent marker as labels come off.

On the first day of school the teacher/teacher aide will advise you where **all** the items need to be placed (ie there will usually be a pile for folders, a pile for scrapbooks, etc.). All textbooks should be covered in clear contact to enable the children to easily identify them.

Note: Students can bring their own pencil case.

### **Communication**

Guardian Angels' School provides regular communication to its community through the following:

- School Newsletter (published every second Thursday to the Parent Portal, email and BCE Connect)
- Bulletin update (published every second week, on alternate weeks to the newsletter)
- Curriculum newsletters (one each term published on the Parent Portal and sent via email)
- Class letters
- Email
- School Website
- School Facebook Page
- SMS (The school will occasionally send SMS messages to your mobile phone.)

### **Contact Details**

It is important that your family contact details (address, phone numbers and emergency contacts) are up to date with the school office. Updates can be made through the Parent Portal, BCE Connect or via email to [pwynnum@bne.catholic.edu.au](mailto:pwynnum@bne.catholic.edu.au). When notifying change of details please advise to whom these changes apply. If a family member or friend is not listed on your child's records, then they are unable to collect your child without written permission.

## Fees

Family fee statements are emailed to all families during Week 2 of each term. Fees are payable by the due date on your statement. To help you understand and calculate the school fees for the year please click on the link below.

<http://www.guardianangelswynnum.qld.edu.au/enrolments/Pages/School-Fees.aspx>

## Late Arrivals / Early Departures

The morning bell signifying the start of the day sounds at 8:25am.

Children who arrive after 8:30am **must be signed in** at the relevant office by a parent/carer prior to continuing to class.

Parents/carers must accompany a student to the school office if the student is returning to school from an appointment.

Children who are leaving school early must be signed out by a parent/carer at the school office.

The class roll is adjusted by office staff to reflect the student's arrival/departure and to accurately record school attendances. Failure to do this may result in getting an SMS to say your child is an unexplained absence.

## Lost Property

Lost Property is held at both campus reception areas. Named items are returned to the owner. **Please, please – name everything!** Any drink bottles or lunchboxes not claimed after 2 weeks will be disposed of due to health reasons.

**PLEASE ENSURE THAT ALL CLOTHING AND SCHOOL ITEMS ARE NAMED**

## Multi-Age in Years 5 & 6 at Guardian Angels' School

At Guardian Angels, we have had a 'multi-age' approach to classroom organisation in our Year 5 & 6 learning area for several years.

This has been intentionally designed to embrace a philosophy of learning to motivate students through Contemporary Learning, Innovative Technologies and Flexible Learning Environments.

The Year 5/6 learning areas is structured to include three class groups:

- Year 5/6R (Warren Kay)
- Year 5/6Blue (Melinda Paljakka)
- Year 5/6Green (Alana Praskinar)

Each Year 5/6 class will be inclusive of students with a balanced range of learning needs, abilities, and interests.

The Australian Curriculum (AC) has been written to assist multi-age learning so that children over two years gain a deeper understanding of each learning concept.

## What is a multi-age classroom?

A multi-age classroom is a community of learners where:

- Students are intentionally grouped together across various age groups of more than one-year level.
- Teachers deliberately focus, establish, and activate a student-centred learning model, according to developmental stages rather than chronological ages.
- The learning and teaching is student-centred and characterised by differentiation.

**What is differentiation?** Our teachers all work to differentiate the curriculum, through providing modifications (scaffolds and supports, extensions and enrichments) to enable students to work on a common task, or a range of tasks, at their level.

- The learning structure is a student-centred model that is endorsed and supported by Brisbane Catholic Education.

## Why multi-age classes in Year 5 & 6 at Guardian Angels?

At Guardian Angels, our school has distinct features embedded that have been identified as essential to successful multi-age classes that cater for:

- academic learning
- independence in learning
- interdependence in learning
- cross-age relationships
- collaborative learning
- social and wellbeing needs of children

Multi-age classes support social and emotional wellbeing:

- The multi-age classroom provides children with greater opportunities for a wider range of relationships and social experiences. This promotes development of their social skills and cooperative behaviour.
- The varied levels of social and emotional development found among children of different ages means that they can be both supported by and supportive of one another.
- 

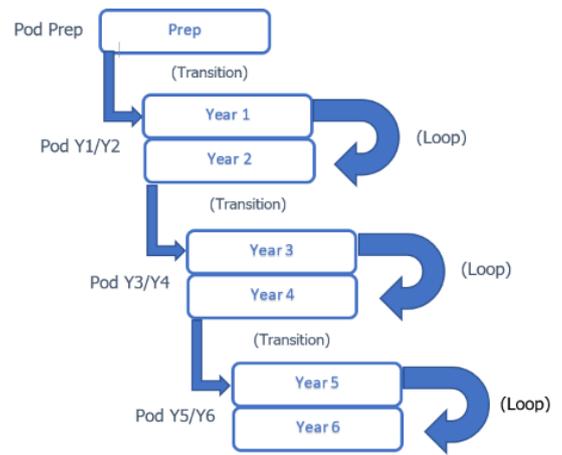
## What does the curriculum look like in a multi-age class?

The Australian Curriculum is:

- designed to cater for multi-age learning
- structured in developmental 'Stages' from Years 1 to 6
- organised in 'bands' within each stage (e.g. Year 3 & 4)

In either a single year level or multi-age class, it is important to recognise that research and experience identify that:

- students are working in different stages and/or bands in either a single grade or multi-age class.
- there is up to 5 years academic ability range in any class.



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### Learning is primarily organised around conceptual threads, 'big idea/s' and/or inquiry questions derived from the Australian Curriculum:

- 'Big idea/s' are based on knowledge of the required curriculum from Foundation to Year 6.
  - These are 'conceptual threads', tracked across more than one year level, through AC Achievement Standards and Content Descriptors.
- Inquiry questions that respond to the Achievement Standard or Content descriptions within the context of the big idea/s.
- When common "big ideas" or skills are involved, all students in the class often work together, but at other times, teaching may be specific to each year level.
- Teachers adjust their approaches to planning, teaching, and assessing in a multi-age context.

### Office Hours

Office hours are from 8:00am – 3:30pm, weekdays, during the school term.

### Outside Hours Care

Established in 2011, the Outside Hours Care service is managed by Catholic Early EdCare (CEE) on behalf of Guardian Angels' Parish, Wynnum. Guardian Angels' Outside School Hours Care is situated in the Multipurpose Room below the Library on the Mount Carmel campus. As well as catering for before and after school care, the service also caters for Vacation Care and Pupil Free Days.

The service provides nutritious snacks and caters for dietary requirements and medical conditions.

When it is time for school during Before School Care, CEE educators will safely escort the Prep to Year 2 children across the road to the Guardian Angels' Campus, where the children will be supervised until their teachers are in attendance.

In the afternoon, CEE educators collect Prep students from their classrooms and Year 1 and 2 students from the Guardian Angels' Campus playground. Students are walked as a group to the Mount Carmel side for afternoon tea and fun activities.

Access to the service is off Pine and Chestnut streets where most parking can be found.

For Enrolment Packages or enquiries please email:

[wynnumoshc@catholicearlyedcare.qld.edu.au](mailto:wynnumoshc@catholicearlyedcare.qld.edu.au) or call 0429 428 768.

### Parent Concerns

Occasions may arise where parents and teachers need to collaboratively work through student issues. It is important to remember; **the classroom teacher is the first point of contact in this process. Where possible, organise a time to meet face to face to resolve student concerns.**

Emails are another mode of communication to raise concerns, however, please allow at least **24 hours for the teacher to read and review the email and a further 24 hours to respond.** If you are still not satisfied please put your concern in writing and email it to [pwynnum@bne.catholic.edu.au](mailto:pwynnum@bne.catholic.edu.au) where it will be brought to the attention of one of our assistant principals.

Please note that while we will endeavour to initiate a response and resolve your complaint promptly, resolving complaints can take time, depending on the nature and complexity of the matter. A copy of our complaints policy can be found on our website.

### Parent Portal

The Parent Portal is a one-stop-shop for parents to access information about events, announcements, forms, policies, school contact details, school reports etc. Parents can update contact details, notify absences, book Parent Teacher Online interviews, access student report cards and a growing list of other features. All parents are issued with a user id and password. Your user id is the email address we have on file for you (the one your newsletter is delivered to). Please contact the school office if you are unable to login. The Parent Portal is the official port for all communications within our school. Please remember to download documents you wish to keep (eg report cards) as once your student has left the BCE system you will be unable to access the portal. The BCE Connect mobile App is another source of school/student information. Instructions on how to set up the BCE Connect app can be found under [Helpful and Supporting Documents](#) at the end of this Handbook.

### Parents and Friends

The Parents and Friends Association plays an important role in the fabric of the school community, raising funds for resources and equipment, providing opportunities for parents and friends to come together and be involved in their child's education. P&F meetings are held at 6:30pm on the second Tuesday of each month in the Mt Carmel staffroom. All are welcome to come along and get involved.

### School Day

School runs five days a week, Monday to Friday and for the full school day.

Start 8:25am (bell)

Finish 3:00pm (bell)

Children are encouraged to arrive at 8:15am, ready to begin school at 8:25am. If you arrive at school after the bell, at 8:25am, as per [Late Arrivals/Early Departures](#), you are required to accompany your child to the office to sign your child in.

| Sessions                 | Times             |
|--------------------------|-------------------|
| <b>Morning Session</b>   | 8:25am – 10:30am  |
| <b>Lunch Break</b>       | 10:30am – 11:10am |
| <b>Middle Session</b>    | 11:15am – 1:15pm  |
| <b>Snack Break</b>       | 1:15pm – 1:35pm   |
| <b>Afternoon Session</b> | 1:35pm – 3:00pm   |
| <b>School Finishes</b>   | 3:00pm            |

### School Photos

Formal school photos are usually scheduled towards the end of May (Term 2). Families will be informed of this so that online ordering can take place before photo day. There will be photos taken of classes and individual students. There will also be opportunities for siblings family photos. In Week 3 of the new school year (Term 1), we also have photos taken of all Prep and new students. These photos are not for purchase but simply to add to our digital system (enrolment, library etc).

### Supervision Before School

Supervision of children on both campuses commences at 8:05am each morning. Please do not leave your child at school prior to 8:05am without supervision. Children who arrive before 8:05am are expected to be formally enrolled in [Before School Care](#).

### Supervision After School

Children are supervised at the two school Pick Up Zones until 3:20pm. Children who remain at the Pick Up Zone after 3:20pm will be brought to the respective office where they are to be collected and signed out by a Parent or authorised Carer.

Children are not to be waiting for collection at any unsupervised areas. The church car park is a park and walk in facility. **Students are NOT to be dropped off or picked up in the church car park as it is NOT supervised by staff and moving vehicles can be dangerous for our students.**

**No play on the play equipment is allowed after school on the school grounds.** Students and siblings are either to remain with parent or are to wait at the Pick-Up Zone for collection. This is a matter of safety as there is no supervision in these areas.

## School Bag

The school bag with school logo is available at our uniform shop and is the only bag that should be used. Please label your child's school bag in a unique way (key ring, ribbon etc.) to make it easier for your child to locate their bag on the port rack.

## Traffic and Parking

Please familiarise yourself and others who collect your children from school with the [Pick Up and Drop Off Zone](#) procedures and rules on page 25.

In addition:

- Vehicles are not permitted to park in the Flinders Building car park.
- Parents delivering or collecting children should use the drop-off/pick-up zones in Akonna Street (GA Campus) and Pine Street (MC Campus).
- **No pick up or drop off is permitted in the Church carpark.**
- **No pick up or drop off is permitted in Chestnut Street (MC reception)**
- Please be respectful of our neighbours by not parking across driveways.

## Visitors and Volunteers

When visiting the school during school hours, please register your arrival and departure by signing in/out at the office. When you sign-in, you receive a visitor sticker to wear. These procedures assist with school safety and security. Due to a legislative requirement, **it is mandatory that all volunteers (including parents of current students) undergo annual student protection training. This is accessed via our school website.** Brisbane Catholic Education has developed a training package to help facilitate this process. All volunteers must have completed the short online video. Once you have completed the online module you can then print out the volunteer form. When you have completed the form it must be handed into the Mount Carmel reception where you will be emailed your exclusive volunteer number. All volunteers other than parents must hold a current blue card. **The volunteer training is valid for the school year only and must be completed every year.**

# Student Wellbeing

## Behaviour Management

Our approach to behaviour management is aligned with the philosophy of '*Positive Behaviour for Learning*' or PB4L. We believe that behaviour is learned and therefore needs to be taught, retaught and reinforced consistently.

At Guardian Angels' we foster a community that believes in developing the whole child - academically, socially, emotionally, physically and spiritually. We understand we are a teaching and learning environment, and it is important we focus on a holistic approach for our children, so they have the opportunity to develop into happy, productive and successful members of society.

'To Achieve Life'

We embed through all we do and say, the GA Way:



**L**ove learning:

- I aim high and fly
- I have a growth mindset

**I**nspire others:

- I follow Jesus' way
- I lead by example

**V**alue relationships:

- I include others
- I show respect

**E**ngage responsibly:

- I act safely
- I make positive choices

Our **School Student Behaviour Support Plan** provides the overarching framework for our school's approach to behaviour learning and can be accessed via our Guardian Angels' public website and Parent Portal.

**Guidance Counsellor**

Renae Haggitt is the Guidance Counsellor and is based at Guardian Angels' and works Monday, Tuesday and Wednesday.

**Support Teacher - Inclusive Education (STIE)**

A Support Teacher is employed to support students and teachers in assisting students to effectively access the curriculum. The STIE works as a part of a collaborative student support team.

**Other areas of support involve:**

- Assistance with the process of gaining additional support for students with learning and other difficulties.
- Identification and support of high potential learners.
- Planning and implementing programs to meet student needs.
- In-class student support.
- Small group support.
- Referring students through the Principal to other agencies for specialist assistance.

- Liaising with parents and System personnel.

Children are referred to the student support team by the classroom teacher or a member of the Leadership Team. Parents may also make requests through the classroom teacher.

### **Speech Pathologist**

Guardian Angels' is blessed to have a school based speech pathologist who works alongside the student support team and teaches to ascertain and support speech language needs. This is not a private speech business and so one-to-one specialised intervention is not the functional responsibility of a school based speech pathologist.

## **Happy, Healthy Children**

### **Lunches**

Lunch break is 10:30 - 11:10am to avoid the midday sun. This is the main break during the day, where children will be encouraged to eat their sandwiches, roll, wrap etc.

Snack break is 1:15 - 1:35pm a great time for fruit, rice crackers etc.

In addition to these breaks, Prep students require a piece of fresh fruit or vegetable for Munch and Crunch. This helps the children get a nutritious snack in between breakfast and lunch, as well as keep their energy up for learning.

Please supply your child with a slimline lunchbox that slides easily into their school bag and place all food items within the lunchbox. When packing school lunches please carefully consider the foods included as we encourage healthy eating choices.

There are no microwave or refrigeration facilities available so please pack an ice brick if necessary to keep their lunch cool.

We explicitly teach children not to share, swap, give away or take other students' food to prevent any issues related to allergies. We appreciate your support with this matter.

A few tips:

- In the beginning, it will be beneficial if you discuss with your child what you have given them for lunch. Make suggestions about what they could eat at each break (or even have food separated into two different containers).
- Try not to pack too much food as the children feel that they need to eat everything. It may take a few weeks to establish suitable portions.
- Ensure your child can manage the opening of all boxes, containers and packets independently.
- To help encourage independence at school please pre-snip any packaging that requires assistance to open.

### **Tuckshop**

The school tuckshop is open on Wednesdays, Thursdays and Fridays. Our tuckshop is an online tuckshop and ordering can only be completed online through Flexischools. When

ordering tuckshop for your Prep child, please be aware that the **whole** order is delivered at 10.30am. If the order contains hot and/or frozen items these must be eaten during the first break eating period of 20 minutes. With this in mind, it is recommended that Prep children have a packed lunch box every day and order only one special item from tuckshop. Refer to Page 29 for the [Tuckshop](#) ordering instructions.

The Tuckshop Convenor requires the assistance of volunteers. Please notify the office if you can help.

### **Water Bottles**

Children are encouraged to bring a water bottle each day to school. Please ensure that it is a clearly **named** bottle, filled with WATER only. Any water bottles in lost property for more than 2 weeks must be thrown away for health and safety reasons.

### **Toileting**

It is expected that each child will be toilet trained when commencing school. It is understood that on rare occasions, some students may have accidents. In these circumstances, students are required to change themselves independently.

Prep students are required to have an 'accident pack' stored in their school bag. This pack should include:

- 2 pairs of named underwear – underpants and socks
- 1 plastic bag for soiled items

Please check this regularly to ensure the contents are clean and still fit your child.

### **Sun Safety**

A compulsory part of the school uniform is the school bucket hat which must always be worn when outside. It is recommended that parents apply sunscreen to their child before they leave home each morning for further sun protection. We do adhere to a strict "no hat no play" rule for the sole purpose of protection from the Australian sun.

## **Medical Protocol**

### **Accidents and Illness**

Should your child suffer from an accident or a sudden illness at school, office staff members will attempt to contact you by phone. If you cannot be contacted and /or if the injury is serious, an ambulance will be called.

Parents should advise the school of any changes to contact telephone numbers so that our records are up-to-date, and contact can be made in an emergency. If a contact comes to collect your child and they are not listed as an authorised contact on your record they will not be permitted to sign your child out. You can also update all your details on the parent portal.

For the well-being of your child and other children, please do not send your child to school whilst sick. Please inform the office if your child has a childhood disease. If a child has vomited

or had diarrhoea, then the child must be excluded from school for at least 24 hours after the last time the incident has occurred. Please refer to the **Time Out poster** at the end of this booklet for details.

## Health

Information regarding your child's health, which is requested at the time of enrolment, should be kept up-to-date. It is important that we are advised of any changes in your child's health or medical treatment. Some children will require a medical action plan for school. Please notify the school immediately if your child is diagnosed with a contagious illness.

## Medication at School

Brisbane Catholic Education has strict rules in place regarding the administration of medication. No child will be given any regular prescription medication unless:

- the parents complete a Student Medical Request Form (available on the parent portal and in each school office)
- provide a doctors/paediatrician letter regarding the medication to be administered; and
- the medication is in original packaging - stating dosage, student's name and time to be taken.

### **There are no exceptions to this process.**

All medication is given to students by first aid trained office staff only and all requests about medication must come directly to the office.

Prescribed medications must carry the child's name, dosage and the time to be administered. Non-prescribed oral medication cannot be administered at school and no students are allowed to carry any medication (apart from a Ventolin inhaler). The medication must be brought to school by an adult and **NOT** a child.

Any child that is anaphylactic must have a recent action plan and a valid epipen with them at school.

Any student with a formal asthma plan must have a copy of their valid asthma plan at school.

## Personal Appearance (Uniform)

At Guardian Angels' School students are expected to maintain a high standard of dress and grooming which:

- supports a positive atmosphere where study and learning can flourish
- promotes school unity and community
- presents an appropriate image of our school to the broader community and to each other
- reflects personal respect and pride.

## Guidelines for the Implementation of the Uniform and Grooming Policy

Students and parents should note the following:

- Uniforms should be clean, tidy and in good repair
- Hair should be clean and tidy. Hair longer than collar length must be tied back with a **blue** or **white** ribbon/band or school scrunchie
- extreme hairstyles, which draw attention to the student, are not permitted
- fingernails must be clean, well-trimmed and unpolished
- acceptable jewellery may include: a watch, chain and cross or Christian religious symbol. Sleepers or studs may be worn in pairs (one only per ear lobe).

## School Uniform Requirements (compulsory)

|                                   | Prep Students | Girls Years 1-6 | Boys Years 1-6 |
|-----------------------------------|---------------|-----------------|----------------|
| School Bucket Hat                 | ✓             | ✓               | ✓              |
| School Bag                        | ✓             | ✓               | ✓              |
| Library and Homework Bag          | ✓             | ✓               | ✓              |
| <b>Sports Uniform</b>             |               |                 |                |
| Sports Polo Shirt                 | ✓             | ✓               | ✓              |
| Sports Unisex Shorts              | ✓             | ✓               | ✓              |
| Sports Skort                      | ✓             | ✓               | ✓              |
| White Sports Shoes                | ✓             | ✓               | ✓              |
| White Ankle Socks                 | ✓             | ✓               | ✓              |
| School Tracksuit Pants (Optional) | ✓             | ✓               | ✓              |
| <b>Day Uniform Summer</b>         |               |                 |                |
| School Dress                      |               | ✓               | ✓              |
| School Skirt or Skort             |               | ✓               |                |
| School Unisex Day Shirt           |               | ✓               | ✓              |
| School Day Shorts                 |               |                 | ✓              |
| Black Leather Shoes               |               | ✓               | ✓              |
| White turnover ankle socks        |               | ✓               | ✓              |
| <b>Day Uniform Winter</b>         |               |                 |                |
| Navy School Pullover              | ✓ or          | ✓ or            | ✓ or           |
| School Tracksuit Top              | ✓             | ✓               | ✓              |
| School Tracksuit Pant             | ✓             | ✓               | ✓              |
| Navy Blue Tights                  |               | ✓               |                |

## Prep Uniform Expectations

Prep students are to wear the sports uniform five days a week.

## Uniform Considerations

- Joggers must be predominantly white with minimal coloured trim. Definitely no high-top or "fashion" shoes which draw attention to the feet.
- Students are expected to wear the correct shoes with the correct uniform.
- Prep students should wear Velcro sandshoes if possible.
- The school bucket hat is compulsory. Shoes are to be white sports shoes with velcro and white ankle socks.

- No tracksuit pants or footless leggings to be worn under shorts or skirt.
- White ankle length socks must be the fold over type and not invisible or low-rise under the shoe.
- Years 1-6 girls can choose to wear either the dress or the skirt/formal skirt and shirt.
- In winter – plain navy gloves and/or scarf may be worn on extremely cold days.
- Optional – on whole school sports days students may wear a plain t-shirt in their house colour (green/yellow/blue).

From time to time, the school will offer a free dress day. Whilst these days are fun for the students, the following protocols must be adhered to:

- Free dress needs to be clean, neat, tidy and accompanied by closed in shoes.
- Free dress needs to maintain modesty and sun safety – no midriff tops, or short shorts and skirts. No singlets, high heels or thongs.
- School bucket hats must be worn on free dress day.

## Uniform Shop

Uniform shop opening hours:

- **Mondays 7.30am - 10.30am**
- **Thursdays 1.00pm – 4.00pm**

The Uniform Shop is attached to the Hall on the Guardian Angels' campus.

Contact number: 0415 163 965

Online orders: via our website or <http://umspl.com.au/shop/>

All online orders will be delivered to the GA Uniform Shop and can be delivered to your child's classroom if requested. If delivery is required to an address, postage will be charged. The uniform shop offers a layby service for our parents.

There is also a page on Facebook called **Guardian Angels' Second Hand Uniforms** (<https://www.facebook.com/groups/509224182766156/>). This is a community platform to buy and sell second hand uniforms.

Parent volunteers run a pop-up second hand stall once a month. The shop is run by parent volunteers and will open between 7:45am and 8:20am on the GA campus. Each item is \$5. Cash only sales.

The process for purchasing from the second hand pop-up shop:

- only parent volunteers, managing the second hand sales, are allowed in the storeroom
- second hand items are washed and bagged according to size so that finding stock is quick and easy

- due to the demand in short opening hours please take the item as given to you by our parent volunteers. It is not possible to sift through stock; if it is unsuitable it can be returned to the Mount Carmel School Office for a refund or exchange
- the shop has a small float on the day but the exact change is appreciated.

Demand for second hand uniform items is usually high so our parent volunteers truly appreciate your kindness and patience as they help as many parents as possible when the shop is open.

Need items outside of shop open times? Please email [pwynnum@bne.catholic.edu.au](mailto:pwynnum@bne.catholic.edu.au) with what you need and one of our amazing parent volunteers will fill this order for you.

Like many retailers, the uniform shop supply has been compromised by the impact of COVID19 virus on shipping. Please be patient and understanding in these situations.

### **And finally...**

The teaching staff at Guardian Angels' are dedicated to helping your child progress at his/her individual rate to reach their potential. Please respect and co-operate with their decisions and professional recommendations as they guide your child on the next stage of their life journey. Welcome to Guardian Angels'.

## Pick Up and Drop Off Zones

**The church carpark and the MC reception (Chestnut Street) are not DROP OFF/PICK UP ZONES.**

**These areas are PARK and WALK areas only.**

**Please do not instruct your child to wait for you in these areas.**

The school has designated **Akonna Street ONLY** for the **Guardian Angels' Campus** and **Pine Street ONLY** for the **Mt Carmel Campus** as the 'Pick-up/Drop-off Zones'. These are 2-minute passenger loading zones supervised by teachers and dedicated parent volunteers and are provided as a service to parents. The volunteers assist children to get in and out of the car with their school bags. It is particularly helpful for parents or family day carers who have babies and toddlers in the car.

The following guidelines have been developed to provide maximum safety for children, parents and helpers who use the zones.

### **Morning Drop-Off – Operates 8:05am to 8:25am**

- Akonna Street (Prep – Year 2) – Approach zone from Cedar Street **ONLY**; **NOT** from Pine Street. Cutting in means that you push in front of other drivers who are waiting in the queue and can cause a back up of traffic impacting on the safety of our children and causing frustration for those who are patiently waiting.
- Pine Street (opposite the police station) – Approach the zone from Tingal Road direction.
- Use the zone like a quick moving taxi rank – **THE ZONE IS NOT TO BE USED FOR PARKING**. Please remain alert and watch for directions from the parent volunteers and teachers.
- Move forward as a space becomes available. Please do not 'rat run' and pull out and in around other cars. This greatly increases the risk of an accident.
- Unload children **ONLY** between the witches' hats (the top half of the zone) or as directed by teachers or helpers.
- **The driver is to remain in the car.**
- The children must exit and enter from the **PASSENGER/FOOTPATH** side of the vehicle.
- Children's school bags and other items need to be in the car; **NOT in the boot**. Teachers and helpers will not open boots, as it is extremely dangerous. Please do not

ask children to get school bags out of the boot themselves. If you need to use the boot, please park legally elsewhere and walk children into school.

- Students arriving after the bell 8:25am must be accompanied to the Office by a **parent/carer** to collect a **Late Slip**; NOT dropped at the drop off zones. Class rolls are marked at the start of the day so if you arrive after the roll has been marked and do not report to the office, your child will remain absent on the roll until it is marked again at 1:35pm.
- Leave a space for driveways when waiting in Akonna Street and Pine Street – please be courteous to our neighbours.

### **Afternoon Pick-Up – Operates 3:00pm to 3:20pm**

- The afternoon pick-up has the same rules as the morning drop-off.
- Students remaining at the zones at 3:20pm will be escorted by the supervising teacher to the respective office to await collection, so please be assured they will not be left waiting anywhere unsupervised.
- Display your name sign (we can supply one if requested) on the passenger side of your windscreen or visor. Your child will then be called and be ready for collection, cutting down on waiting time. Visor label signs can be requested through the MC office if you require any extra for family members.
- Please DO NOT cut into the zone lines or perform U-turns to enter the zone.

Sometimes we have cars that park illegally during the designated '2-minute times'. This makes it inconvenient and unsafe as well as difficult to keep the flow of traffic moving quickly. We thank you in advance for your patience in these instances. These are often drivers not associated with the school. Please be aware of the parking limits and times of operation when parking around the school.

It is a good idea to bring your child to the zone while it is operating before they start school. This will help you and your child become familiar with the area and routine. Please reassure your child that although they may not be able to see your car straight away, you will be there to pick them up.

**Parent volunteers are always needed to run this vital service for the school.** It is a great way to contribute, so if you and a friend can spare 20 minutes a week, we would really appreciate it. If you would like to help before or after please call the school office. Help is especially important in the GA drop off/pick up, as the younger students need more help.

Your co-operation and patience is appreciated.

# Tuckshop Ordering



## Step 1: Register

Go to [flexischools.com.au](http://flexischools.com.au) from your computer or mobile device.

**Login or register for an account and add your students to get started.**

## Step 2: Top-up

Top-up your account using VISA, MasterCard, PayPal or by direct deposit. We recommend topping up your account by \$20. Flexischools will email you a reminder when your account is running low.

## Step 3: Order and Pay

Order and pay for your child's tuckshop.

## Step 4: Review or Edit

Your order is now shown on the first screen along with your child/ren. You can view, change or cancel the orders at a later time, by logging in again. You can also create a repeating order out of an existing order, so you never need to remember tuckshop day again!

## Other important information

Credit card details are processed securely by Westpac. Flexischools does not record or store any credit card details. All topped up account funds are held in a security trust, administered by Forsythes Assurance and Risk - a leading accounting firm.

## Cost for Parents

- Top-up Fee - Credit Card. 29c Fees charged once when money is transferred into Flexischools account using VISA or MasterCard. This top-up option is immediate.
- Top-up Fee - PayPal. 35c Fees charged once when money is transferred into Flexischools account using PayPal. This top-up option is immediate.
- Top-up Fee - Direct Deposit NIL Parents can direct deposit funds into their Flexischools account via internet banking or by banking cash at a bank branch. Normal bank processing times apply with funds usually available the following business day.
- Parent Order Fee 25c Added to the cost of an online order and deducted from the parent's Flexischools account. This is a mandatory fee for tuckshop online orders.

## EASY, ONLINE REGISTRATION

- Go to [www.flexischools.com.au](http://www.flexischools.com.au)
- Click REGISTER NOW
- Enter your email
- You will be emailed a link to an online form - follow the link
- Choose a username and password and complete the form
- Add each student and their class
- Top-up the account - VISA or Mastercard preferred.

### A few points to remember:

- All orders must be made online by 7:45am on tuckshop days.
- No paper bag orders can be accepted.
- If your child is absent from school on a day you have ordered tuckshop, please text tuckshop on 0413 593 845 stating your child's name, class and the text "cancel order for today".
- On occasions, the tuckshop convenor runs a "meal deal" where you can order special items as a treat. You will be notified of any upcoming 'meal deals' via the Newsletter and Facebook.

# Helpful and Supporting Documents

## LIVE the GA Way



### **L**ove learning:

- I aim high and fly
- I have a growth mindset

### **I**nspire others:

- I follow Jesus' way
- I lead by example

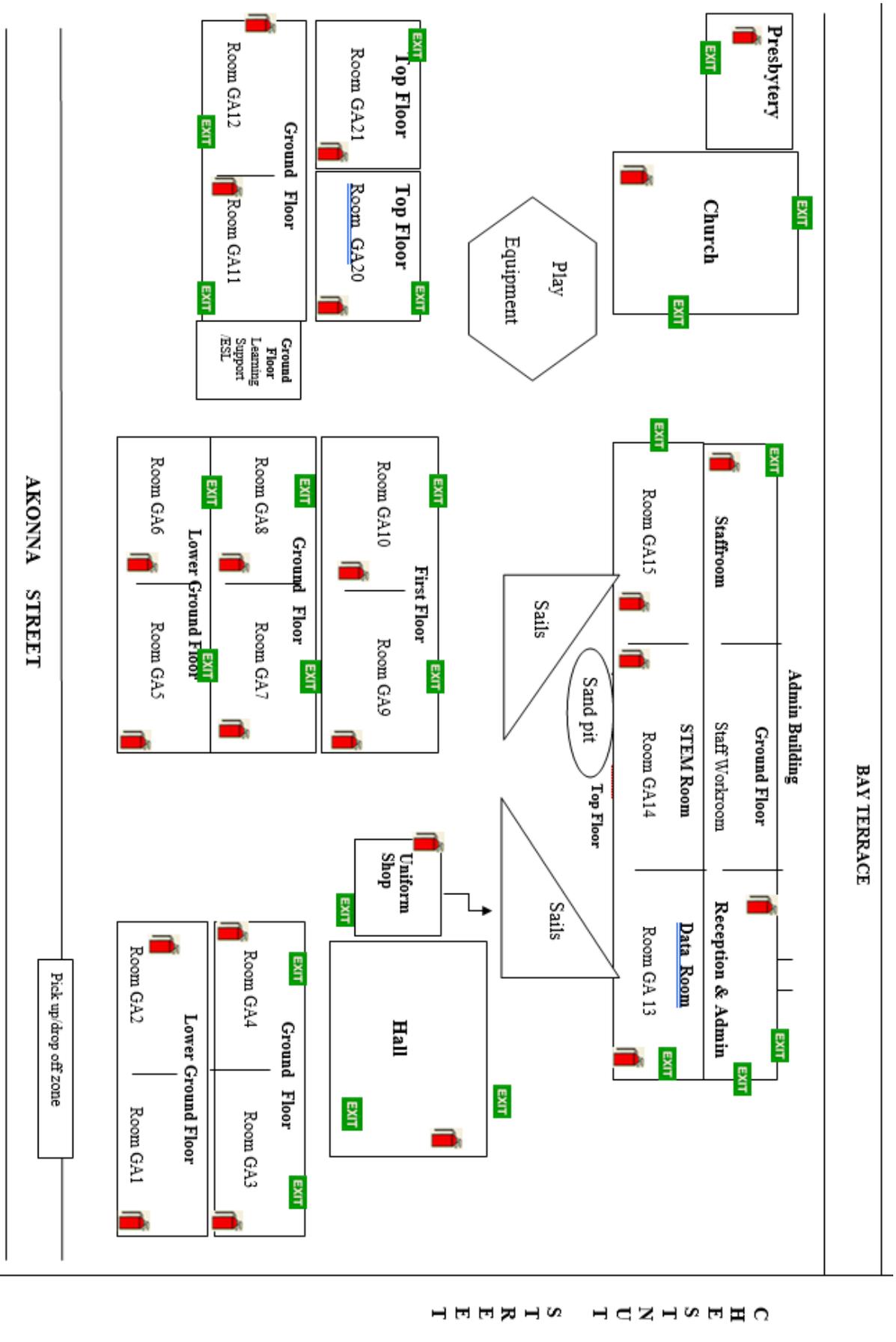
### **V**alue relationships:

- I include others
- I show respect

### **E**ngage responsibly:

- I act safely
- I make positive choices

# Guardian Angels' Campus Map



C H E S T N U T S T R E E T



Beginner's Alphabet Script

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z

a b c d e f g h i j k l m n

o p q r s t u v w x y z

0 1 2 3 4 5 6 7 8 9

## Guardian Angel Prayer

This prayer is an important part of everyday life here at Guardian Angels' school.



Angel of God,  
my guardian dear,  
to whom God's love  
commits me here,  
ever this day  
be at my side,  
to light and guard,  
to rule and guide.  
Amen.

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## School Song

### CHORUS:

**Life Love Learning  
At Guardian Angels' School  
Reaching out together  
We're following Jesus' way  
We're following Jesus' way**



### Verse 1

Respect for everyone  
We welcome all who come  
Valuing our differences  
Achieving life!



### Verse 2

Faith in what the future brings  
Courage to play our part  
Valuing the gifts we share  
Achieving life!

### Verse 3

Striving to do our best  
Together we are one  
Valuing our unity  
Achieving life!

Aim high and fly! Oo oo oo  
Wings to the sky! Oo oo oo  
**To achieve**



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# VISION FOR LEARNING



## WE BELIEVE...

**every learner is created in the image and likeness of God**

- inspired by the Spirit, responds with passion and creativity to life
- valuing diversity and shared wisdoms contribute to decision-making that enriches and enlivens our world.

## WE BELIEVE...

**our Catholic Christian tradition inspires global responsibility and stewardship**

- we find meaning in the person and teachings of Jesus to grow as pilgrim people
- we respond creatively, flexibly and with a futures orientation to ensure dignity and justice for all.

## WE BELIEVE...

**learning is a life long journey involving active and collaborative processes**

- valuing diversity and shared wisdoms contribute to decision-making that enriches and enlivens our world
- with a desire to search for truth and do what is right; accountable for choices and responsible for actions.

## WE BELIEVE...

**as a Catholic Christian community**

- we educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners; empowered to shape and enrich our world.

## WE BELIEVE...

**In achieving our school vision we will experience:**

- relationships which are inclusive, mutually respectful and based on trust
- learning which is dynamic, interactive and purposeful
- a culture which is hope-filled, courageous and caring through organisational structures which are efficient, helpful and which enable participants to achieve their purpose.



The graphic features a large, stylized white angel wing with a red heart at its base, set against a green background. To the right, the school's name is written in a green, cursive font, with 'Guardian Angels' School' in a larger font and 'CATHOLIC PRIMARY SCHOOL WYNNUM' in a smaller, blue, sans-serif font below it. The background is a vibrant collage of colorful patterns, including polka dots and abstract shapes. Two photographs of children in school uniforms are integrated into the design: one showing a boy and a girl working together, and another showing two girls in blue uniforms and hats smiling.

# Guardian Angels' School

CATHOLIC PRIMARY SCHOOL WYNNUM

## School Mission

In achieving our **VISION** we will experience:

**Relationships** which are inclusive, mutually respectful and based on trust

**Learning** which is dynamic, interactive and purposeful and

A **culture** which is hope-filled, courageous and caring through organisational structures which are efficient, helpful and which enable participants to achieve their purposes.

## School Vision

We aim to be an exemplary Catholic Learning Community, united in living the Gospel.



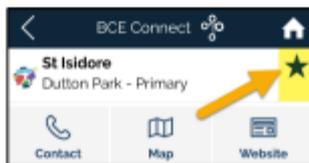
# Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

## 1. Download BCE Connect

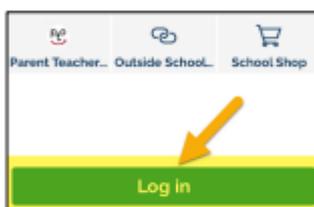


## 2. Favourite your school



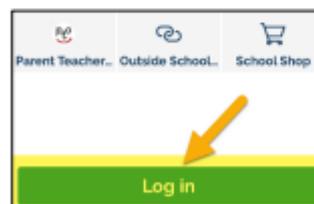
**Favouriting** your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

## 3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the school. A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.

## 4. Log in



**Log in** to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of BCE Connect. You can also access the Parent Portal from the Parent Portal link on the BCE Connect App.

## 5. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.

# Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005!

| Condition   | Person with the infection   | Those in contact with the infected person <sup>1</sup>   |
|---|---|--|
| <b>Chickenpox (varicella)</b>   | <b>EXCLUDE</b> until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.   | <b>EXCLUSION MAY APPLY</b><br><b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy.<br><i>Contact your Public Health Unit for specialist advice.</i><br>Varicella can be reactivated in older children and adults as Shingles. See below. |
| <b>Cold sores (herpes simplex)</b>  | <b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.  | <b>NOT EXCLUDED</b>  |
| <b>Conjunctivitis</b>   | <b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.  | <b>NOT EXCLUDED</b>  |
| <b>COVID-19<sup>2</sup></b>   | <b>EXCLUDE</b> for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days.<br><i>Contact your Public Health Unit for specialist advice.</i>  | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice.</i>  |
| <b>Cytomegalovirus (CMV)</b>  | <b>NOT EXCLUDED</b><br>Pregnant women should consult with their doctor.   | <b>NOT EXCLUDED</b><br>Pregnant women should consult with their doctor.  |
| <b>Diarrhoea<sup>3</sup> and/or Vomiting including:</b><br><ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis</li> </ul> <b>but excluding:</b> <ul style="list-style-type: none"> <li>• norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul> <i>See specific information below</i> | Exclusion periods may vary depending on the cause.<br><b>EXCLUDE</b> a single case until 24 hours after the last loose bowel motion and the person is well.<br><b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.<br>If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit.<br><i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i> | <b>NOT EXCLUDED</b>  |
| <b>Enterovirus 71 (EV71 neurological disease)</b>   | <b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.   | <b>NOT EXCLUDED</b>  |
| <b>Fungal infections of the skin and nails (ringworm/tinea)</b>   | <b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).   | <b>NOT EXCLUDED</b>  |
| <b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>  | <b>NOT EXCLUDED</b>   | <b>NOT EXCLUDED</b>  |
| <b>German measles (rubella)<sup>4</sup></b>   | <b>EXCLUDE</b> for 4 days after the onset of rash or until fully recovered, whichever is longer.<br>Pregnant women should consult with their doctor.  | <b>NOT EXCLUDED</b><br>Pregnant women and female staff of childbearing age should check their immunity with their doctor.<br><i>Contact your Public Health Unit for specialist advice.</i>   |
| <b>Haemophilus influenzae type b (Hib)</b>  | <b>EXCLUDE</b> until the person has completed a course of appropriate antibiotic treatment. <sup>5</sup><br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice.</i>  |
| <b>Hand, foot and mouth disease (EV71)</b>  | <b>EXCLUDE</b> until all blisters have dried.   | <b>NOT EXCLUDED</b>  |
| <b>Head lice</b>  | Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).   | <b>NOT EXCLUDED</b>  |
| <b>Hepatitis A<sup>4</sup></b>  | <b>EXCLUDE</b> until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.  | <b>NOT EXCLUDED</b><br><i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>   |

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.  
 2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.  
 3. Diarrhoea definition is 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.  
 4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.  
 5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.



| Condition   | Person with the infection   | Those in contact with the infected person*   |
|---|---|--|
| Hepatitis B and C   | <b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.   | <b>NOT EXCLUDED</b>  |
| Hepatitis E   | <b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.  | <b>NOT EXCLUDED</b>  |
| Human immunodeficiency virus (HIV/AIDS)   | <b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.   | <b>NOT EXCLUDED</b>  |
| Influenza and influenza-like illness  | <b>EXCLUDE</b> until symptoms have resolved, normally 5-7 days.   | <b>NOT EXCLUDED</b>  |
| Measles <sup>†</sup>  | <b>EXCLUDE</b> for 4 days after the onset of the rash.<br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b><br>Vaccinated or immune contacts <b>NOT EXCLUDED</b> .<br><b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case.<br><b>EXCLUDE</b> non- or incompletely vaccinated contacts, without evidence of immunity.<br><i>Contact your Public Health Unit for specialist advice.</i> |
| Meningitis (bacterial)  | <b>EXCLUDE</b> until well and has received appropriate antibiotics.   | <b>NOT EXCLUDED</b>  |
| Meningitis (viral)  | <b>EXCLUDE</b> until well.  | <b>NOT EXCLUDED</b>  |
| Meningococcal infection <sup>‡</sup>  | <b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.<br><i>Contact your Public Health Unit for specialist advice.</i>  | <b>NOT EXCLUDED</b><br><i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>   |
| Molluscum contagiosum   | <b>NOT EXCLUDED</b>   | <b>NOT EXCLUDED</b>  |
| Mumps   | <b>EXCLUDE</b> for 5 days after onset of swelling.<br>Pregnant women should consult with their doctor.  | <b>NOT EXCLUDED</b><br>Pregnant women should consult with their doctor.  |
| Norovirus   | <b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours.  | <b>NOT EXCLUDED</b>  |
| Roseola, sixth disease  | <b>NOT EXCLUDED</b>   | <b>NOT EXCLUDED</b>  |
| Scabies   | <b>EXCLUDE</b> until the day after treatment has commenced.   | <b>NOT EXCLUDED</b>  |
| School sores (impetigo)   | <b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.<br>Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.  | <b>NOT EXCLUDED</b>  |
| Shiga toxin-producing E.coli (STEC)   | <b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative.<br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice.</i>  |
| Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)              | <b>NOT EXCLUDED</b><br>Pregnant women should consult with their doctor.   | <b>NOT EXCLUDED</b><br>Pregnant women should consult with their doctor.  |
| Shigellosis   | <b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours.<br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice.</i>  |
| Shingles (herpes zoster)  | <b>EXCLUSION MAY APPLY</b><br>If blisters can be covered with a waterproof dressing, until they have dried <b>NOT EXCLUDED</b> .<br><b>EXCLUDE</b> if blisters are unable to be covered and until no new blisters have appeared for 24 hours. | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice, including a device for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>   |
| Streptococcal sore throat (including scarlet fever)                                       | <b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.   | <b>NOT EXCLUDED</b>  |
| Tuberculosis (TB) <sup>§</sup>  | <b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.   | <b>NOT EXCLUDED</b>  |
| Typhoid <sup>¶</sup> and paratyphoid fever  | <b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative.<br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b><br><i>Contact your Public Health Unit for specialist advice.</i>  |
| Whooping cough (pertussis) <sup>¶</sup>   | <b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.<br><i>Contact your Public Health Unit for specialist advice.</i>   | <b>EXCLUSION MAY APPLY</b> for those in contact with the infected person.<br><i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>   |
| Worms  | <b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.   | <b>NOT EXCLUDED</b>  |

Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

**Time Out**



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**For further information or advice about diseases or conditions not listed here:**

- Contact your nearest public health unit at: [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at <http://disease-control.health.qld.gov.au>



**188 Bay Terrace**

**Wynnum 4178**

**Brisbane**

**Tel: 07 3396 4486**

**Email: [pwynnum@bne.catholic.edu.au](mailto:pwynnum@bne.catholic.edu.au)**