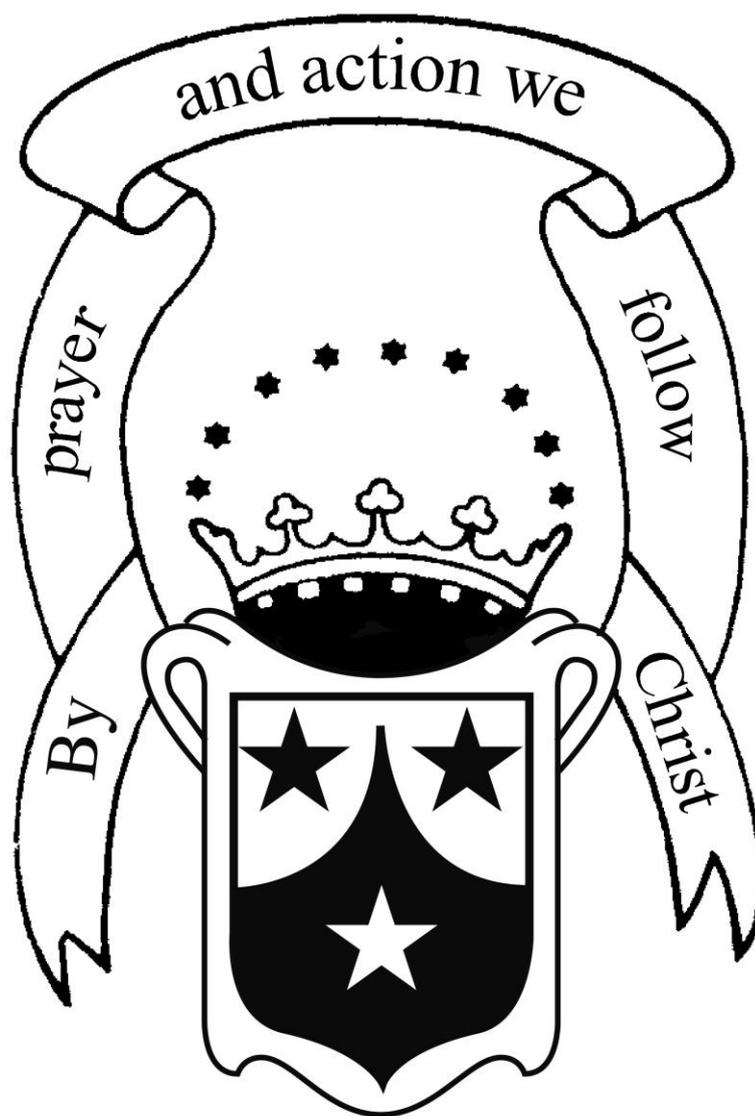
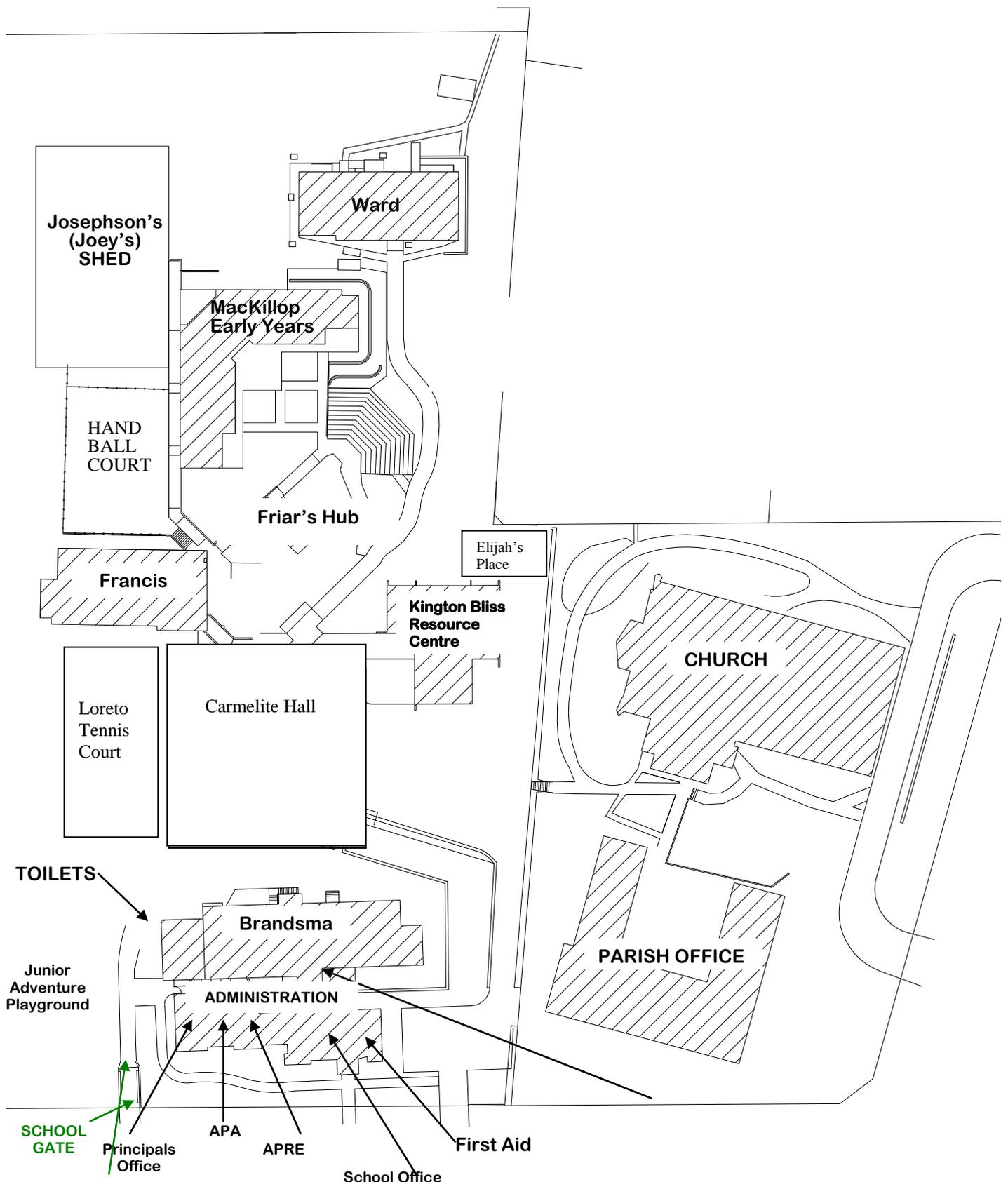


OUR LADY OF MT CARMEL PRIMARY SCHOOL  
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## PARENT INFORMATION HANDBOOK - INDEX

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## Principal Message – Peter Delaney

Welcome to Our Lady of Mount Carmel Catholic Primary School, Coorparoo, a co-educational Catholic Primary School providing educational excellence for students from Prep to Year Seven.

The Mount Carmel School Community is made up of children, parents, teachers and staff who aim to uphold its motto ***“By prayer and action we follow Christ”*** by having a welcoming, inclusive and positive environment where we work together inspired by our actions, faith, and love for all.

We are supported by the extensive resources of the Brisbane Catholic Education Office in providing a broad curriculum choice with emphasis on individual potential and ability, to promote the academic, social, physical spiritual and emotional development of your child.

As a catholic school, Our Lady of Mount Carmel School is an integral part of the parishes of Mt Carmel and Regina Caeli. Catholic values and traditions are taught in a formal religious education program and are the guide for all that we do and teach in the school. One of your most important tasks in this partnership is to assist your child to develop a relationship with God. This relationship can be nurtured by participation in parish and school activities and celebrations.

The staff of our school are committed, professional people who contribute to the reputation of this school in the community. Good people work here and they take their task seriously. It is our belief that the home and school should work co-operatively to develop within children, a sense of respect and responsibility towards themselves, others and the environment.

I believe that Our Lady of Mount Carmel is a happy school where children are both encouraged and challenged to do their best, to develop their individual talents and most importantly – to develop a love of learning while becoming happy, caring and responsible young people.

In my role as Principal, I strive to make Our Lady of Mount Carmel a welcoming community where adults and children work together in partnership, to help each child learn, grow and develop as a whole person. Mount Carmel is a place where opportunities abound and I encourage families to immerse themselves in our community.

I commend the school to you and trust you find our Parent Handbook helpful and informative. Please feel free to contact me for further information.

Regards

*Peter Delaney*

Principal

Our Lady of Mt Carmel Catholic Primary School

Coorparoo

<mailto:pdelaney@bne.catholic.edu.au>

## i. MT CARMEL - OUR STORY

*Mt Carmel is a co-educational primary school currently catering for both boys and girls from Preparatory to Year Six, with an enrolment of approximately 500 students. The structure of the school has changed twice in recent history with the Preparatory year of school commencing in 2007 and Year Seven moving to high school at the end of 2014.*

*Mt Carmel is a school that fosters learning in a happy, caring community. This nurturing environment evolved through the dedication and energy of many people and it is important to pay tribute to their efforts by looking at the rich history of the school.*

*In 1937, the parish of Our Lady of Mt Carmel was given into the care of the Carmelite Friars. In the very early days of Father Bucas, there was no church or school. They lived in a house in the grounds of the Loreto Convent and Mass was said for the people on the verandahs of the house. Later, the Friars acquired the home of a Mr. Evans. Eventually, a church and a school was built on this site. The lower storey was used as the Church while the upper storey was the school. At first, the school was run by two lay teachers, Maureen Kington and Nonie Bliss, until 1943 when the Franciscan Sisters - Sr M. Bernadette, Sr M. Leo and Sr M. Monica arrived.*

*In the beginning, the sisters travelled from Kedron daily, but later that year they took up residence in Marriott Street, Coorparoo. By 1944, Mt Carmel had over 100 children and this meant that the sisters had to use the two storeys, which included the Church, for teaching purposes. It was also becoming obvious that the convent really needed to be closer to the school, so work began to raise the convent and transport it to the school grounds. By June 15<sup>th</sup> that year, the sisters had settled into their new home.*

*With increasing school enrolments and more teaching sisters needed, the convent soon became too small to accommodate them all. Mr. T. Josephson, a parishioner, came to the rescue. He made a gift to the parish of a two and a half acre site, with an entrance off Keera Street, for a new dwelling for the sisters. In 1959, the new "convent among the gums" was opened. It was a large, solidly built brick building with wide verandahs and balconies and the latest in comfort and convenience.*

*The Franciscan sisters taught at Mt Carmel for three decades - until 1973. The happy, friendly atmosphere of the school during this time was certainly a gift from the sisters and is remembered fondly by many students.*

*To continue the dedicated work at Mt Carmel, the Loreto sisters agreed to take over in 1974. Sr Mary Morrissey was the first Loreto Principal*

*followed by Sr Helen Maguire, Sr Jan Niall and Sr Elizabeth Hepburn. The Loreto Sisters had a close relationship with parents, students and teachers and their personal touch made Mt Carmel a place to call home - a real family learning and journeying together.*

*The Loreto Sisters can be credited with the building of the school library, undercroft and adventure playground area.*

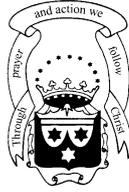
*In 1988, the Loreto sisters left Mt Carmel and the leadership of the school became the responsibility of the laity. Mrs Maureen Thornton became the first lay Principal of Mt Carmel and has worked hard over the years to continue the great works of her predecessors. Mr Michael McCusker was appointed as principal in 1999 and was dedicated to taking Mt Carmel School into the new millennium. Mrs Margo Dixon joined Mount Carmel school as principal in 2005 to continue the faith traditions and educational practices which are the hallmarks of the school's history. The current principal, Mr Peter Delaney, was appointed in 2012.*

*Throughout all these changes at Mt Carmel, the ever-present stabilising factor has always been the contribution of the Carmelite Friars. Their strength of prayer, reflection and simplicity of life has added to the Christian spirit and direction of both the school and parish. This Carmelite spirit is continued by our current priest, Fr Paul Síreá. Fr Paul is a pastoral person, very much aware of the needs of all of his parishioners. He is dedicated to keeping the teachings of Jesus alive by bringing meaning and purpose to the liturgical celebrations.*

*When we look at Mt Carmel today, we see a Catholic school striving to achieve the best for each individual. Its pleasant surroundings, wide range of facilities and caring, supportive community enable this goal to be realised. Mt Carmel provides a broad curriculum including specialists in many subject areas as well as a computer networked library for learning and research. It is a dynamic school that continues to bring the good news of Jesus to our young ones.*

**Service Compassion Respect Wisdom Love Justice Truth**

## **OUR LADY OF MOUNT CARMEL SCHOOL**



### **VISION AND MISSION STATEMENT**

#### **Article I. BY PRAYER AND ACTION WE FOLLOW CHRIST**

##### **Vision:**

Our Lady of Mount Carmel Catholic School seeks to be a place where children are educated in faith, life and learning so that they may take their places as purposeful people with the courage, wisdom and will to embrace the work of Jesus through Gospel values to build a better world.

##### **Mission:**

Our Lady of Mount Carmel Catholic School is an inclusive and compassionate community where the partnership of parents and school supported by our parish communities is committed to growing and nurturing our young people in faith and learning that is life-long and life-giving.

**With Jesus as our model for faith**, we intend to

- help children grow in their knowledge of Christ according to the Catholic tradition by providing opportunities for children to pray, worship and celebrate.
- provide opportunities for children to participate in the sacramental life of the church.
- help children to understand and use Gospel values to guide their words and deeds and apply these beliefs and understandings to their daily lives.

**With Jesus as our model for living**, we intend to

- develop and nurture positive and mutually supportive relationships among all community members, through collaborative decision-making processes and clear and respectful communication styles.
- develop and nurture resilience and personal growth for students through positive behaviour management practices and opportunities for personal development education in safe, supportive, social environments.
- foster the development of individual potential in ways which are consistent with Gospel values and contribute to the common good.

**With Jesus as our model for learning**, we intend to

- provide a curriculum which is challenging, interesting and focuses on the development of the whole child to reach their full potential
- acknowledge and support the individual differences and needs of each child.
- acknowledge and support the role of parents as primary educators of their children in faith, life and learning.

**Service Compassion Respect Wisdom Love Justice Truth**

## GENERAL INFORMATION

### ABSENTEEISM:

If a child is absent from school, parents must notify the school by phone or letter as soon as possible. Parents will be contacted if students are absent without notification via our SMS absence service. Students arriving after the bell must be signed in by a parent/guardian through the Office.

### ALLERGIES:

With the increasing incidence of serious food allergies among school children, the school staff are informed and prepared to respond to student needs.

To help in ensuring student safety, parents are asked to avoid all peanut products in lunches, especially in classes and year levels where students are at risk. Year level families are notified of the allergies of students where they are known.

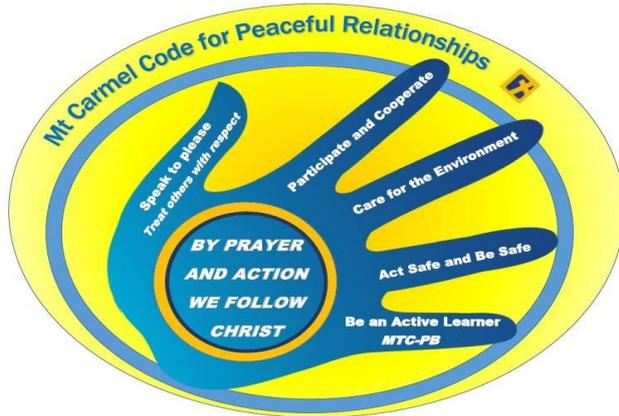
Guidelines on dealing with allergies are available on the school website outlining the school's actions and practices in detail.

### ASSESSMENT/REPORTING:

The table below outlines the School's Reporting Framework. It clearly states the various opportunities that exist for reporting in each term.

<b>TERM ONE</b> <ul style="list-style-type: none"><li>• Term Overview</li><li>• Parent Information Evening (Teacher /Parents)</li><li>• Parent Teacher interview towards end of term.</li></ul>	<b>TERM THREE</b> <ul style="list-style-type: none"><li>• Term Overview</li><li>• Parent Teacher interview towards end of term.</li></ul>
<b>TERM TWO</b> <ul style="list-style-type: none"><li>• Term Overview</li><li>• Children's Work Sample Folder</li><li>• End of Semester 1 Report</li></ul>	<b>TERM FOUR</b> <ul style="list-style-type: none"><li>• Term Overview</li><li>• Children's Work Sample Folder</li><li>• End of Semester 2 Report Card</li></ul>

## BEHAVIOUR:



Our community of Brisbane Catholic Education (BCE) schools value an inclusive approach to student support to enable students to successfully complete their studies. We are entrusted to nurture and support students in a safe and welcoming environment that is grounded in our Catholic faith in which stewardship and advocacy are key values. As Catholic educators, we hold fundamental beliefs that are foundational to our work with students, parents and colleagues. As such we value: our Catholic Christian tradition; dignity and justice for all; Catholic Christian community; high quality learning; collaboration and subsidiarity (shared wisdom); creativity; stewardship; and a mutual accountability.

In Catholic schools the goal of **formation in right behaviour** and **respectful relationships** occur in a supportive community where students are provided with models of Christ-centred living and where they can learn from their mistakes and build and restore relationships in a climate of safety, acceptance and reconciliation.

Further information can be found on our school website.

## BOOKLISTS

Booklists for Years 1 to 6 are available towards the end of year in preparation for the following year. Orders may be placed through the school. These are packaged and distributed at the school prior to the commencement of the school year. Parents are at liberty to purchase some or all of the items on the list elsewhere.

Please note that Prep classes do not have a booklist and families are charged a consumables levy that provides for all resources required in class. This levy is paid quarterly and is included in term school fees.

## CHILDREN'S PROPERTY:

All property, especially clothing belonging to a child, must be clearly marked with his/her name. No responsibility can be taken for property lost or damaged at school. Toys should not be brought to school for play.

## **CO-EDUCATION:**

Mt Carmel Primary School is a Co-educational Primary School from Preparatory to Year Six. The retention of boys and girls in Years 5 and 6 is welcome because we believe the retention of all students until the end of Year 6 has many benefits for both the boys, girls and the school as a whole.

Parents are encouraged to weigh up the benefits of a co-educational setting for their sons and daughters in the light of the value for money which this school provides.

There are many opportunities available for boys and girls to enhance their social, physical, intellectual, spiritual and emotional maturity in a coeducation setting such as:

- Extra curricular activities including drama, dance, chess, computer club, tennis, instrumental music, Go Sports clinics, Rugby clinics, AFL clinics, touch football to name a few
- More flexible staffing arrangements
- Annual Year 4 & 5 camp
- Leadership Program in which all Year 6 students are leaders for the year
- Annual Year 6 Sydney/Canberra trip
- Excellent technology integration
- Leadership of young students through Buddy Program & Pastoral Care Program
- Opportunities for responsibility by older students much more readily available in a smaller Year 6 cohort.
- Interhouse Sports program
- Wide range of Interschool Sport activities.

## **COMMUNICATION WITH PARENTS:**

Effective parent/teacher communication is very important at Mt Carmel School. For parents it is much easier to solve problems, to feel reassured and to be confident in what is happening in the classroom when there are open channels of communication between home and school.

Teachers will readily make themselves available to meet with parents to discuss a child's progress. As teaching staff are unavailable during class time and have other supervisory duties before, during and after school, the best way to arrange such meetings is for parents to write a note/email to the teacher or leave a telephone message for the teacher with our school office staff.

Parents are also able to communicate with their child's teacher via email. Email addresses of staff are available on the school website/parent portal. Parents are asked to respect that teachers are not able to check emails during the day while teaching. With this in mind teachers will endeavour to reply to all emails within a reasonable timeframe.

The Parent Portal is currently a work in progress that has as its aim the further enhancement of communication between school and home.

## CONTACT NUMBERS

Please ensure that the school has your current address, work/home/mobile telephone numbers and emergency contact numbers. It is vital that we have up-to-date phone contact numbers so that we may contact you at home or at work in the event that your child may be suffering from an illness or injury.

## CULTURAL LITERACY & LANGUAGES

Italian culture and language is taught at Our Lady of Mt Carmel School. Cultural literacy is a learning perspective that permeates the curriculum from Prep to Year 6, however, the explicit teaching of the Italian language is presently taught in Years 3 - 6. Students in these classes have weekly lessons from an experienced language teacher.

## CURRICULUM:

The Australian Curriculum is the basis for the planning of all teaching and learning experiences within our school. At Mt Carmel and as part of a Brisbane Catholic Education focus, particular emphasis is placed on the engagement, progress and achievement of each student in the areas of Literacy and Numeracy. The teaching and learning approach used to achieve this goal is **Visible Learning**. This approach empowers students to have ownership and self-direction in their learning. Visible Learning strategies help students understand clearly what they are learning, why they are learning it and what successful learning looks like. Students know how they are going with their learning through regular feedback from their teachers. With teacher guidance, students are encouraged to identify their strengths and set goals for improvement.

An essential part of the Visible Learning approach is helping students develop a positive mindset towards learning. An important part of this, is teaching students learning strategies that can be applied when approaching new or challenging situations. A *Learning Kit* has been developed which contains five learning strategies that helps students build this positive mindset. These five learning strategies are *Manage, Think, Be Creative, Persist and Be Brave* (MTC-PB). MTC-PB strategies encourage students to “*Strive for their Mt Carmel Personal Best*”. This consistent, shared language of the MTC-PB strategies is applied to learning both in and out of the classroom when discussing learning with our students and setting goals with them for improvement. It is a language used by all the Mount Carmel community – teachers, Administration, students, support staff and parents. More information on the MTC-PB Learning Kit and Visible Learning can be found on our Website.

Our religious education curriculum is based upon those guidelines recommended by the Catholic Education Centre, Archdiocese of Brisbane. We strive to integrate these in a way that offers your child a uniquely Catholic curriculum; one that is framed by Christian beliefs and Catholic traditions.....*one that enables us to discover and celebrate “Christ in our living”.....* one that develops each child’s knowledge and understanding of self, other, our God and the world in which we live.

## **CUSTODY:**

If there are any conditions concerning the custody of a child, the Principal must be informed of these, in writing, so as to ensure the safety of the child. Copies of any court orders concerning access to students by non-custodial parents must be given to the school.

## **FLEXIBLE SCHOOLING ARRANGEMENTS**

Invariably throughout the course of a school year, situations arise which require students to enter into different and flexible arrangements for their continued education. Such situations may include extended family vacations, periods of prolonged sickness, recovery from serious injury and so on.

In such situations, the school has procedures which must be followed to ensure the appropriate continued education of the students involved. The Education (General Provisions) Act 2006, Section 182 Part 2 clearly states that a non-state school may approve such flexible schooling arrangements but only if certain conditions are met. These procedures are designed to meet the required conditions. Details of these procedures and required forms can be found on the school website ([www.mtcarmelcooparoo.qld.edu.au](http://www.mtcarmelcooparoo.qld.edu.au)) under the "Forms and Downloads tab".

## **HEADLICE**

The occurrence of head lice is the most common insect infestation in humans throughout the world. In Queensland, infestation occurs mainly in children of primary school age. However, head lice infestation may affect people of any age, nationality, gender or socio-economic status. It is as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development. Children who have been infested are required to be withdrawn until appropriate treatment has been administered.

## **HOMEWORK:**

Homework is set in every classroom. The nature of homework is left to the discretion of the class teacher. It will be regular so as to develop a healthy routine for the child. All homework given will reflect work being carried out during the day/week and is not expected to be difficult or onerous for either child or parents.

Parents are asked to work with the teachers in the development of the child in this area by encouraging the completion of all homework and the return of all books to school.

## **INSURANCE**

The school carries Schoolcare Insurance through Catholic Church Insurances which assists parents in meeting some of the costs if injury is to occur. The Catholic Church Insurance website explains their student accident policy and what is included under the Schoolcare policy. The cost of this is covered through School Fees. Parents are advised to refer to the website to fully understand the benefits of the policy at [www.ccinsurances.com.au](http://www.ccinsurances.com.au).

## **LEADERSHIP**

Each year the Year Six students are commissioned as School Leaders. Early in the school year they participate in activities to develop their leadership role, and again later in the year review their primary schooling years and look to the future. Year Six students are given a number of responsibilities throughout the year, including leading School Assemblies, committees, Pastoral Care leaders, thanking visitors and being buddies to Prep students. The Year 6 students are involved in a number of activities throughout the year which focus their leadership on being active and responsible citizens.

## **LIBRARY/KINGTON BLISS RESOURCE CENTRE:**

The Library/Kington Bliss Resource Centre is central to all resource-based learning in Mt Carmel School. It supports the belief that learning is an adventure which can be exciting and challenging. It aims to stimulate natural curiosity and provide an interactive experience of learning through print and modern interactive technology and computer access that is relevant to the needs and capabilities of each student. Students learn differently – so many creative, interactive teaching tools are needed to present information in all the ways students learn.

To this end the Centre:

- Strives to provide a happy learning environment where teachers and students can access information using a wide variety of print and non-print materials;
- Encourages reading for pleasure and information; and
- Supports classroom teachings and learning through co-operative planning with teachers, and by providing a wide variety of resources.
- The Resource Centre provides students with access to a wide range of technology, including laptops, tablets, Apple TV and projectors, via a wireless network.

The Centre has a fully-automated catalogue with circulation and enquiry access. Children attend the centre in class groups, small groups or individually. Library bags are compulsory for grades PREP - 3 and strongly recommended for the older students to protect books while being taken from school to home.

Parents and Friends are seen as very important in the daily running of the Centre. Parental supervision of school resources at home and the encouragement of good library habits are essential. Volunteers to assist with shelving, covering of books etc. are always welcome.

## **INFORMATION TECHNOLOGY:**

Information Technology within the school has received major emphasis in recent times. All classrooms have access to a range of technology including laptops, Apple TV and tablets. The IT program for all students is comprehensive and provides wireless connectivity for use across the school. Our Yrs. 4, 5 & 6 students are currently participating in a 1 to 1 iPad BYOD "Bring Your Own Device" program. All of our computers and school I pads are networked and have e-mail and internet access. Data projectors and Interactive Whiteboards are essential teaching and learning tools in all classrooms. Apple TV is also available in all classrooms providing further potential for the interactive use of technology.

Our Teacher Librarian and Primary Learning Leader teacher provide support to all classrooms with the integration of technology to support learning.

## **MEDICATION:**

As school staff members do not have medical training, it is diocesan policy, and therefore policy of this school that any medication to be given to students is done so only on the written advice of a medical practitioner. Preferably, students should take prescribed medications at home. Office staff cannot accept responsibility for administering medications on time. If necessary, medications should be administered at morning tea or lunch breaks. If it is necessary for a child to take medicine during school hours, the following guidelines will apply.

### ***Short Term Medication***

If it is necessary for a child to take medicine during school hours on a medical practitioner's advice for a period of time, parents are required to complete a Student Medication Request Form and bring to the school office, together with the container displaying the practitioner's instructions. These instructions must include the pharmacist's label, showing:

- The name of the drug
- The 'use by date'
- The name of the student's medical practitioner
- The name of the student
- The dosage and frequency of administration

Such medications are to be kept in sick bay, **not** in the child's bag or desk

### ***Long Term Medication*** (Longer than 2 days or administered 'as required')

Medication which is to be taken daily or regularly over a period of time, or medication which is to be administered 'as required' (such as asthma medication or over the counter drugs such as headache tablets) requires a Student Medication Request Form to be completed by the parent or the child's medical practitioner before administration of medication at school can begin. All such medications must be brought to school in the container displaying the pharmacist's label as outlined above.

## **OUR VISION FOR THE CHILD:**

Mt Carmel School believes in working in partnership with family and parish to achieve quality education for the individual. By focusing on each child's needs, our staff will work with parents and parish to provide maximum opportunities for each child.

Each child is nurtured within our community of faith, yet is recognised as an individual. Incorporating a committed partnership between parish, school and family, we aim to develop each child's personal experience of God's Word and its place in their lives.

Quality teaching and learning is a priority at Mt Carmel. This is achieved through an understanding of the learning styles of students, and adjusting teaching methods and classroom structures accordingly.

#### **OUT OF SCHOOL HOURS CARE:**

A child care program, managed by Centacare, is offered at our school for children from Prep to Year Seven. Child care times are:

Morning session	7.00am – 8.15am
Afternoon session	3.00pm – 6.00pm

Full details may be obtained by contacting the coordinator on **3847 9585**. Children attending the program will be expected to abide by the School's Code of Behaviour.

**Children arriving at school before 8.15 a.m. must go to Before School Care.** This is an important safety requirement that we ask all parents to follow. Staff Supervision commences at 8.15 a.m. in the Shed.

#### **PARENT/TEACHER INFORMATION NIGHT:**

A Parent Information evening is held in Term 1 for all Year levels from 1 to 6 class. This provides an opportunity for parents to meet the class teacher, and discuss programs and procedures for the year. Parents of new Prep students are invited to a Parent Teacher Information night in November in the year prior to their child's commencement in Prep.

#### **PARENTS AND FRIENDS ASSOCIATION:**

The Parents and Friends Association of Mt Carmel has, over the years, provided invaluable assistance in the total development of the school. The association supports the mission of Mt Carmel School by:

- (a) Fostering a distinctive Christian environment in the school
- (b) Developing maximum co-operation between parents and school staff
- (c) Utilising those structures which are established to promote the principles of Christian education
- (d) Providing a medium for information and participation of parents

and by

- (e) Identifying services and talents within the school community and making them available to school related spiritual, educational, social and fund raising activities.

The P&F Association meets on the second Thursday of each month.

## **PARISH POSTAL ADDRESS**

Our Lady of Mt Carmel Parish  
312 Cavendish Road  
COORPAROO Q 4151

Telephone (07) 3397 1587

## **PARISH POSTAL ADDRESS**

Regina Caeli Parish  
32 Lavington Street  
COORPAROO Q 4151

Telephone (07) 3398 3697

## **PHYSICAL EDUCATION/SPORTS:**

At Mt Carmel we believe that physical education and sport are an integral part of the curriculum. Emphasis is given to developing within each child a positive attitude towards participation and competition.

The school has a P.E. program which includes fitness, swimming, skills and team games components. The fitness component continues throughout the year, the skills and team games component varies according to the season.

P.E. lessons are complimented by a range of sporting opportunities including a House Sports program for Yrs. 3-6 and Interschool Sports.

**Tennis** – Private tennis coaching, from 'tennisforkids.com.au', is available at the school.

## **POLICIES & GUIDELINES**

Policies and Guidelines are formulated and reviewed by the school board as required. Policies and Guidelines aim to meet the needs of the school and parish community.

Current policies are displayed on the school website. ([www.mtcarmelcoorparoo.gld.edu.au](http://www.mtcarmelcoorparoo.gld.edu.au))  
Current policies and guidelines include:

- Enrolment Policy
- Behaviour Support Plan
- Sunsmart Policy
- Allocation of Students to Classes
- School Fees Policy
- Mt Carmel Traffic Safety brochure
- Guidelines for the Management of School Allergies
- Guidelines for Flexible Schooling Arrangements

## RELIGIOUS EDUCATION

Our goal in teaching Religious Education is to assist you, the parent, in nurturing your child's faith development and Religious literacy. The Assistant to the Principal for Religious Education (APRE) is responsible for the supervision of the school's R.E. Program. The teachers follow the R.E. Guidelines as set by the Brisbane Archdiocese in implementing the School Based program. Religious Education in the contemporary Catholic School comprises two distinct but complementary dimensions – teaching people religion and teaching people to be religious. Teaching people religion is an educational activity focused on the teaching and learning of religion and utilising a range of learning processes and resources. Teaching people to be religious is identified with the religious life of the school and is a faith development activity focused on nurturing the religious, spiritual and faith growth of students.

The “Religious Life of the School Guidelines” link the family faith life and the faith life of the parish to classroom catechesis. The child *lives his/her faith within the family, learns his/her faith in the school and celebrates his/her faith in the parish*. These three aspects of a child's faith life cannot be separated. Each aspect complements the other in the overall faith development of the child.

Liturgy and prayer are central to the faith life of Mt Carmel School. All children are expected to be involved in class prayer, assemblies and liturgical celebrations.

### ROAD SAFETY:

Please refer to the School Traffic Safety brochure on the school website (See “About Us tab – Policies & Guidelines”) for detailed guidelines to enhance the safety of students around the school. This brochure is emailed to all families from time to time.

It would be appreciated that all families please observe the road signs outside the school, in particular the 2 minute zone in Norfolk Street. This is the only supervised pick up area for the school, so parents are encouraged to use this when collecting their children. The following suggestions allow the 2 minute zone to operate successfully:

- Parents to stay in their car while waiting for their child.
- Join the queue and proceed to the front of the line.
- If your child has not arrived you may be directed to drive around the block and join the end of the queue
- A teacher on duty will direct children to move to their car
- No double parking
- No jumping the queue
- Please indicate that you are in the queue by putting on your hazard light and placing your family name sign on the dashboard. Families may request “Family Name signs” through the office. These greatly assist the teacher on duty and speed up the whole collection process

When everyone cooperates, the system works well.

Do **NOT** pull up or park anywhere near the school crossing or driveways. Cars do not drive into the Norfolk St Entrance.

Children crossing Cavendish Road and Norfolk Street must do so at the crossing from where they will be guided across safely by the Crossing Supervisors.

As a courtesy to the residents in the streets surrounding the school, please leave ample room for them to exit/enter their properties.

#### **ROLE OF PARENTS:**

It is important to stress the irreplaceable role you, as parents, have in the Christian education of your children. You have the strongest influence on their lives. Your influence is direct through your example and indirect through the manner in which you relate to them. The warmth and security of a stable family life is the greatest single factor contributing to the development of a well-adjusted child.

#### **ROLE OF TEACHER:**

The role of the teacher is to develop a warm, supportive teaching/learning environment where children grow and develop academically, socially, emotionally and spiritually to their full potential.

Teachers work co-operatively and collaboratively to develop school based curriculum in all key learning areas – a curriculum that meets the needs of individual students. Progressive evaluation and assessment of student developments is an integral part of the role of the teacher.

#### **SACRAMENTAL PROGRAM**

The sacramental programs of Mt Carmel Parish and Regina Caeli Parish are based on the Brisbane Archdiocesan Sacramental Guidelines. The programs are planned and implemented by each of these parishes. The role of the school in supporting the parish programs is to continue the catechesis for each sacrament from Prep through to Year Six. The decision to enrol a child in a Sacramental Preparation Program lies with the parents. Enrolment of children can be done through the Parish offices:

Mt Carmel	3397 1587
Regina Caeli	3398 3697

#### **SCHOOL BANKING:**

School Banking facilities are available for all children. This is arranged by members of the parent community as a service to families.

## **SCHOOL ASSEMBLY:**

Whole school assembly is held in the Carmelite Hall every Monday afternoon at 2.15pm. Parents are welcome to join us at this assembly. These are times of prayer, celebration, affirmation and general business, run by the staff and student leaders, for the students.

## **SCHOOL BOARD:**

Our Pastoral School Board consists of a policy making team with an awareness of the shared ministry in the Church's education mission to support the Administration of the school. The Board consists of the Parish Priest, The Principal, a staff representative, and 3 or 4 other parents (one of whom becomes the Chairperson). These elected representatives participate in formation activities that include inservice in the "shared wisdom" model of procedure. The role of each board member is to assist in setting the future direction and policies of the school, providing comments and advice on strategies to achieve its current objectives and monitor and provide feedback on the school's performance. The Board meets on the third Tuesday of each month.

## **SCHOOL FEES:**

In order to meet the expenses incurred in the running of our school, each family is expected to contribute so that the cost is spread fairly. A family contribution takes the form of fees. These are set in November each year in consultation with the School Board, Brisbane Catholic Education and the Parish Finance Council. Four accounts are sent home per year (one each term). A copy of this year's fees is available on the school website. Parents have the following options of payment:

◆ Direct debit ◆ Eftpos/Credit Card ◆ Cheque / Cash ◆ B Pay

School fees go towards paying costs such as salaries, teaching/learning resources, rates, insurance, electricity, telephone and school administration.

The Compulsory Building Levy assists in repaying the outstanding loans and maintenance for school facilities. Every family is expected to pay this levy.

An account is forwarded by the school office via email at the beginning of each term, (four terms). If the account is not received, parents are asked to contact the school secretary. Parents are asked to budget their own resources so that payment is made by the due date. Parents may choose to pay off the account weekly or monthly. If, due to unforeseen circumstances, payment cannot be made by the due date, a meeting with the Principal is both expected and appreciated.

Where families are genuinely unable to make the full fee commitment parents are asked to make an appointment with the School Principal to discuss a concession.

If an account is overdue and we have not heard from the family concerned, the School Fee Collection Policy, in line with Brisbane Catholic Education Guidelines, will be put into place. As its final step, unpaid school fees will be put into the hands of collection agencies, when agreement for payment by families is not able to be made.

## **SCHOOL HOURS:**

<b>Morning session</b>	<b>8.35 am - 10.40am</b>
Morning tea	10.40am - 11.00am
<b>Middle session</b>	<b>11.00am - 1.05pm</b>
Lunch	1.05pm - 1.50pm
<b>Afternoon session</b>	<b>1.50pm - 3.00pm</b>

Please ensure your child arrives punctually each day and if it is necessary for him/her to arrive late or to leave early, please forward a note to the class teacher.

All late arrivals or children leaving early must do so through the office and a parent/carer must sign the register. All parents and visitors to our school must come through the school office where they sign the visitor's book and collect an I.D. tag.

## **SCHOOL NEWSLETTER:**

The school newsletter is a vital part of our communication network. It is available on the Parent Portal each Thursday afternoon. A small supply of paper copies are also available in the school office.

## **SCHOOL OFFICE HOURS:**

Office is open Monday – Friday from 8.15am - 3.20pm.

## **SCHOOL POSTAL ADDRESS:**

Our Lady of Mt Carmel School  
20 Norfolk Street  
COORPAROO QLD 4151

Telephone (07) 3397 7125  
Fax (07) 3847 2792

[www.mtcarmelcoorparoo.qld.edu.au](http://www.mtcarmelcoorparoo.qld.edu.au)  
E-mail - [pcoorparoomtc@bne.catholic.edu.au](mailto:pcoorparoomtc@bne.catholic.edu.au)

## **OUT OF SCHOOL CARE:**

Telephone (07) 3847 9585  
Coordinator – Mrs. Grace Pitt  
E-mail – [mtccoorparooohc@bne.centacare.net.au](mailto:mtccoorparooohc@bne.centacare.net.au)

## THE SCHOOL UNIFORM:

### Uniforms approved by School Board 17 February 2015

It is the responsibility of parents to ensure their children come dressed to school every day in the full correct uniform.

A note from a child's parent, giving a reason, must be given to the class teacher if for any reason a child is not wearing the correct uniform.

Uniforms may be purchased from:

**HOSIKOZI CLOTHING COMPANY**

349 Riding Road, BALMORAL 4171

PH 07 3899 3000 **E sales@hosikozi.com.au**

**Shop Open Monday – Friday 8am – 5pm Saturdays 8am – 2pm**

*School Bags are also available from Hosikozi.*

The **Second Hand Uniform shop** is open at school every Friday from 2.30 – 3pm. Supplies of second hand uniforms are available for sale. Donations of second hand uniforms will be gratefully accepted in the school office.

### Hats

The school hat is a part of the school uniform and must be worn throughout the year.

School Hats in the following styles can be purchased from Hosikozi and also from the school office.

Slouch Hat

Legionnaire Hat

Bucket Hat

*An optional school visor may be worn during participation in school sporting events.*

### Girls Uniform (Prep)

- School gold polo shirt to be worn each day
- Brown Culotte or Microfibre Sport Shorts with Mt Carmel Embroidered on the left leg
- White sandshoes/joggers (with a maximum of one other colour) with white socks and white laces – preferably with Velcro closure. The white socks worn with the sports uniform need to be plain white and clearly visible above the ankle line of the sports shoe. Optional brown sandals in summer.
- Tracksuits for children in Years Prep - 3 and Years 4-7 are available from Hosikozi Clothing Company
- *An optional house coloured T-Shirt may be worn in place of the sports polo shirt for house sporting and pastoral activities. These shirts are available from the School Office.*

### Girls Uniform (Yrs. 1 – 6)

- check plum blouse, worn with brown Culotte
- brown school shoes (lace ups or Mary-Jane style); optional brown sandals in summer
- fawn ankle socks
- Hair – basic plain ribbon or head band (in colours of brown; gold; pastoral house colours-red, green gold and blue; black or white) or uniform material scrunchie

**Boys Uniform (Prep)**

- School gold polo shirt to be worn each day
- brown long-legged (wash & wear) shorts with side insert pockets or Brown Microfibre Sport Shorts with Mt Carmel Embroidered on the left leg.
- White sandshoes/joggers (with a maximum of one other colour) with white socks and white laces – preferably with Velcro closure. The white socks worn with the sports uniform need to be plain white and clearly visible above the ankle line of the sports shoe. Optional brown sandals in summer.
- Tracksuits for children in Years Prep - 3 and Years 4-7 are available from Hosikozi Clothing Company
- *An optional house coloured T-Shirt may be worn in place of the sports polo shirt for house sporting and pastoral activities. These shirts are available from the School Office.*

**Boys Uniform (Yrs. 1 – 6)**

- brown long-legged (wash & wear) shorts with side insert pockets
- check shirt (same as girls blouse)
- brown school shoes (lace-ups or pull on); optional brown sandals in summer
- fawn ankle socks

**Sports Uniforms (Yrs. 1 – 6)**

- Boys - brown Microfibre Sport Shorts with Mt Carmel Embroidered on the left leg, side pockets with gold polo shirt with school name screen printed on left chest in brown
- Girls - brown Culotte or Brown Microfibre Sport Shorts with Mt Carmel Embroidered on the left leg with gold polo shirt with school name screen printed on left chest in brown
- Shoes – Both girls and boys wear white sandshoes or joggers (with a maximum of one other colour) with white socks and white laces. The white socks worn with the sports uniform need to be plain white and clearly visible above the ankle line of the sports shoe.
- Tracksuits for children in Years Prep - 3 and Years 4-7 are available from Hosikozi Clothing Company
- *An optional house coloured T-Shirt may be worn in place of the sports polo shirt for house sporting and pastoral activities. These shirts are available from the School Office.*

**Hair:**

- It is expected that all children will have appropriate and well groomed hair styles. Children with longer hair should have the hair tied back by a basic plain ribbon or head band (in colours of brown; gold; pastoral house colours-red, green gold and blue; black or white) or a scrunchy (uniform material or school colours of brown or gold) for safety. Hair colour should be natural.

**Jewellery:**

- Jewellery, nail polish, make up and any other accessories are not acceptable. (Children are encouraged to apply sunscreen). Students are permitted to wear a watch, religious medals and sleepers/studs in pierced ears.

**Sunglasses:**

- School approved sunglasses are optional in the interests of sun safety.

## **SICKNESS:**

The Principal will follow the current regulations of the Department of Health concerning re-admission of pupils who have had an infectious disease.

In case of minor accidents or illness, the matter will be dealt with by the supervising teacher. In cases of serious injury or illness or in doubtful cases, medical assistance will be sought. Parents will be informed immediately in all such cases and preferably before seeking medical aid. There may come a time when there is a need to call the ambulance.

Parents who withdraw their child during the day for sickness or other appointments, are requested to sign off in the school office.

## **STAFFING:**

Staffing of schools within the Catholic Education System is regulated on the school needs and its population. As our numbers are relatively stable, staffing varies little from year to year. We have full time classroom teachers and a Principal. In addition to this, the school is provided with a Teacher Librarian; Learning Support Teachers; A.P.A (Assistant to the Principal – Administration); A.P.R.E., (Assistant to the Principal, Religious Education); Music, Drama, Italian, Physical Education Specialists; School Officers; an I.T. Technician; Prep Aides; Groundsmen; Work Place Health and Safety Officer and Administration Officers.

Through the Catholic Education Centre, we also have access to a range of specialist personnel including a Guidance Officer and Special Education, School Management, Religious Education, Hearing Impaired and Curriculum consultants.

An Instrumental Music Program is offered in the school for students from all year levels through the Instrumental Music teacher. A Strings Program is also offered.

## **SUPPORT TEACHER – INCLUSIVE EDUCATION**

The role of the ST–IE is to provide support for students with specific learning needs across all year levels. Academic support programs are developed and implemented with teachers, and at times with parents and students in a co-operative mode. These programs aim to meet the needs of students - from those who need extra assistance in learning to those who need extension work. Liaison with outside specialists (speech therapists, guidance officers etc.) is an important part of the role.

## **TUCKSHOP:**

Children can purchase their lunch every **Wednesday, Thursday and Friday** from our Tuckshop. All ordering and menus are available via the Flexischools link on the homepage of the school website ([www.mtcarmelcoorparoo.qld.edu.au](http://www.mtcarmelcoorparoo.qld.edu.au))

## **VISITING THE SCHOOL:**

Parents are required to sign an attendance book and collect a Visitor's badge from the School's Office when visiting the school. This is a Workplace Health and Safety requirement.

### **WORKING BEES**

Working Bees are organised by the Works Convenor on the P&F Executive. Attendance at P & F working bees is encouraged. For workplace health and safety reasons children are requested not to be in attendance at working bees.

### **WORKPLACE HEALTH & SAFETY**

A Workplace Health and Safety Committee has been formed to advise and support the Principal in the areas concerning safety not only for the children but for all those who work at and visit the school. A school WHOSO (Workplace Health & Safety Officer) is appointed to co-ordinate workplace health & safety and reports directly to the Principal. Priorities are set by this committee and appropriate action is planned. Your support is valued by way of communicating what you see as reasonable safety needs for our school environment.

*Thank you for choosing Mt Carmel School Community.  
It is a pleasure and a privilege to work with you in partnership  
in the education of your child.*