Letter from the Principal – Mr Peter Delaney
Mt Carmel School - ‘Our Story’
Vision & Mission Statement

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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
Mt Carmel is a co-educational primary school currently catering for both boys and girls from Preparatory to year seven, with an enrolment of approximately 500 students. The Preparatory year of school commences in 2007. 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 Kingston 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 15th 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. The current principal, Mrs Margo Dixon joined Mount Carmel school in 2005 to continue the faith traditions and educational practices which are the hallmarks of the school’s history.

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 Lawrie Timms. Fr Lawrie 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.
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.
Enrolment Policy
(Reviewed by School Board - 20 March 2012)

Our 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.

Our 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.

Our Values:
Service, Compassion, Respect, Wisdom, Love, Justice, Truth

POLICY STATEMENT:
Enrolment at Our Lady of Mt Carmel is open to all families who are committed to the Catholic values and educational purposes expressed in the School Mission Statement.

ENROLMENT PROCESS:
Enrolments are accepted at any time.

Families are contacted in Term Two of the preceding year to begin the formal process of enrolment, including interviews and confirmation of enrolment.

Information about special student needs must be shared at the enrolment interview. As per BCE guidelines the Enrolment Support Process for Students with Special Needs will be used where required.

At the time of confirmation of enrolment, a non-refundable fee of $300.00 is required. This fee will be credited to Term One accounts in the following year.

When applications exceed available places the following order of enrolment priority is applied:-

1. Siblings of current and past students of Mt Carmel

2. Catholic children who reside and regularly worship in the parishes of Mt Carmel or Regina Caeli & Catholic children of Mt Carmel staff. Applicants are encouraged to document their level of involvement in the parish.

3. Catholic children of active parishioners residing outside the parish boundaries of Mt Carmel or Regina Caeli. Applicants are encouraged to document their level of involvement in the parish.
4. Catholic children of non-active families residing inside the parish boundaries of Mt Carmel or Regina Caeli.

5. Catholic children of non-active families who reside outside the parishes of Mt Carmel or Regina Caeli.

6. Baptised children of families with a meaningful affiliation with orthodox or other Christian traditions.

7. All other Non-Catholic children with a demonstrated meaningful affiliation with Christian values and traditions.

**Enrolment of a Student with Special Educational Needs**


2. The stages of enrolling a student with special learning needs is as follows:
   - Preliminary stage: usual school enrolment procedures – application for enrolment form outlines medical history, specialist services.
   - Stage 1: parent meeting
   - Stage 2: data gathering
   - Stage 3: enrolment support meeting
   - Stage 4: reflection and decision-making
   - Stage 5: Individual Education Plan & Education Adjustment Plan completed

In each of these stages there are desired outcomes, personnel involved, processes, and actions. All stages must follow the procedures and processes as set out in the B Cec handbook.

3. The philosophy of integration, levels of ascertainment, terminology, support proformas, checklists, and the process for accepting an enrolment for a child with special needs is clearly outlined in Brisbane Catholic Education policy statement "Enrolment Application and Support Procedures for Students with Special Educational Needs."(2002) and the Brisbane Catholic Education policy document *Students with Disabilities* (February 2007)

4. The process for an application for enrolment must adhere to the B Cec policy to ensure that it complies with the Disability Discrimination Act, Department of Education Science and Training Canberra, 1992,

**Evaluation**

The Enrolment Policy needs to fulfil the mission and vision of Our Lady of Mt Carmel Catholic School and adhere to Brisbane Catholic Education and legislative guidelines. The policy needs regular review to ensure that it is meeting the needs of the school administration and community.

Date: March 2012
VALUES

Policy formation and implementation at Mt Carmel School are founded on the core values of:

- Compassion
- Respect
- Freedom
- Dialogue
- Truth
- Love
- Faith
- Justice

Through our endeavours to be faithful to these core values, we encompass the collective wisdom of our community.

REFLECTIVE MATERIAL:

Mindfields of Behaviour – A System of Behaviour Development and Management for Schools and Classrooms. W.J. McArdle
Beaconsfield Primary School Behaviour Management Policy
Teacher Language in the Classroom – Behaviour Management. Christine Richmond

RATIONALE:

The teaching and management of student behaviour is the responsibility of all staff, parents and children within our school community. Underpinning its success is the recognition of the dignity and worth of all individuals.

As stated in our school’s Mission Statement, ‘We hold a firm commitment to the teachings of Catholic beliefs and the witnessing of Gospel values of love, truth and justice in our daily lives……Through a spirit of cooperation and friendship, we aim to affirm each individual and build a healthy self esteem in all members of our school community.’

A positive, supportive and caring environment will be promoted through creating and implementing an effective behaviour management program. Within such a program, the rights and associated responsibilities of the individual and community will be recognised.

PURPOSE:

To develop commitment and ownership in our community’s behaviour by involving all stakeholders in the development of the expectations of how we will live and learn together.

To enable all students to extend their skills of living and learning together in productivity and harmony by learning and experiencing appropriate behaviours..

To create an environment that satisfies the needs of students in our care and, as a result, promotes appropriate behaviour for all students. (Needs Satisfying Environments)
To allow mistakes to be platforms of learning for students, teachers and the school community.

To resolve conflict at the most appropriate level that is beneficial for all stakeholders.

**POLICY:**

Behaviour Management and Development at Mt Carmel School will be credible, communicable, non coercive and emphasise accountability. It will be grounded in a teaching and learning framework. Key elements from the ‘*Mindfields of Behaviour Program*’ will underpin all aspects of program development.

**POLICY CONSEQUENCES:**

In the spirit of the policy and after consultation with relevant stakeholders, the following consequences will ensue:

1. The rights and responsibilities of staff, parents and students are to be mutually developed, articulated and respected.
2. Charters (agreed expectations) be adopted to inform behaviour within the school community.
3. A consistent sequential approach be adopted by staff when addressing both positive and negative student behaviour.
4. Staff training be directed to maintaining and developing skills aligned to behaviour management and development and consistent with the school policy.
5. In class and playground behaviour management and development systems be articulated.
6. Effective systems be implemented to monitor and report behaviour throughout the school community.
7. Proactive programs be implemented to emphasis, promote, enhance and teach skills and attitudes relating to appropriate behaviour.
8. Conflict Resolution will be addressed proactively in accordance with the core values.
9. Policy and Procedures be developed to address bullying.
MANAGING STUDENT BEHAVIOUR

FOR THE PURPOSES OF CLASSROOM MANAGEMENT, STUDENT BEHAVIOUR CAN FALL INTO TWO BROAD CATEGORIES – ONE OFF INCIDENTS WHICH MAY BE SERIOUS OR NOT SO SERIOUS AND REPEATED INCIDENTS THEY MAY TAKE PLACE IN THE CLASSROOM OR IN THE PLAYGROUND.

**SINGLE INCIDENT BEHAVIOUR**

*If not serious:*
- teacher in place handles
- be consistent

*If serious:*
- teacher in place handles
- refers to class teacher and admin

**REPEATED OR CHRONIC BEHAVIOUR**

- classroom teacher deals with child
- if no change, classroom teacher speaks with admin/learning support/last year’s teacher
- classroom teacher talks to parents – by phone or meets with parents
- classroom teacher talks to student and establishes consequences and expectations
- classroom teacher involves admin and or learning support in parent meeting
- student becomes subject of student support meeting

**Appropriate consequences:**
- notify classroom teacher
- make apology
- make restitution
- do good deed
- Accompany teacher on duty for an amount of time

**Record Keeping:**
- Teacher records students’ progress/interactions if issue is classroom based
- Pass on playground issues to class teacher/administration
- Record behaviour interactions on S/Drive, Behaviour Management Register
VALUES:

Policy formation and implementation at Mt Carmel School are founded on the core values of:

- Justice
- Love
- Compassion
- Reconciliation
- Truth
- Courage
- Dignity
- Respect

REFLECTION MATERIAL:

Bullying: An Effective Anti-bullying Program: Bully Proof- practical strategies for dealing with bullying in schools. (Marg Quon)

RATIONALE:

Our commitment to our students is for them to grow up to be good citizens, purposeful and wise who will contribute positively to our world. In order to achieve this we need to be able to ensure that their learning environment is safe, supported, fair and just with expectations appropriate for children to thrive and consistent with the Mission of the school and its core values. Bullying impacts negatively on children, in some cases having lifelong consequences.

Definition: In this school bullying is defined as unjustified behaviour that has the intent to intimidate, hurt, manipulate, exclude or react aggressively towards another a person. It is usually persistent, repeated behaviour from which the bully gains enjoyment and the victim becomes distressed. Bullying can be physical, social, verbal or psychological. It can also be in the form of cyber bullying which involves the use of internet devices or phone and message technologies.

Disagreements between people occur frequently and we must be clear about not branding every negative interaction as bullying.

POLICY:

Our Lady of Mount Carmel School is strongly committed to the values of dignity and respect, giving all members of the school community the right to feel safe at school. Therefore bullying will not be tolerated.

CONSEQUENCES:

1. Bullying will be acknowledged and addressed openly.
2. A positive school climate to promote the right to feel safe will be promoted through the School Charter and Class charters and will be the responsibility of all school community members.
3. Students, teachers and families will be aware of ways to identify and report bullying. (Appendix 1)
4. Procedures for handling incidents of bullying will be clearly set out in handbooks and handled in a climate of reconciliation. (Appendix 2)
5. Awareness of anti-bullying programs, including use of information technologies, will be an integral part of personal development programs in all year levels.
6. Parents and teachers will be aware of the signs to look for that a child is being bullied.
   (See Appendix 3)
7. Parents and teachers will be aware of the signs to look for that a child is at risk of becoming a bully. (See Appendix 4)

APPENDIX 1.

Ways to identify and report bullying
- Tell a friend what is happening
- Tell your parents what is happening
- Tell a teacher at school what is happening
- Tell someone you trust
- Talk to a student leader whom you know, like or trust such as your buddy

APPENDIX 2.

So that incidents of bullying can be handled within a framework of mutual respect and genuine reconciliation, the following procedures will be followed:

Procedures for handling reported incidents of bullying
- Reassure reporting person/s of the procedure to be undertaken
- Listen openly to all sides of the story and clarify the facts and feelings involved
- Speak to all participants separately to explain the process and what each person wants from it
- Bring the two parties together to confirm facts and feelings in the company of mutually agreed group of peers (2-4 students) who act as supporters and observers
- Using the technique
  When you do ...........
  I feel .................
  I would prefer you to ..........
- Decide mutually acceptable behaviours for the future
- Make appropriate apologies
- Encourage mutual respect and confidentiality
- Explain that the first occasion in which a student is considered to be bullying another will be informal
- Any subsequent reports will include reporting to parents of the bully
- Appropriate communication and documentation will be maintained when this policy is invoked.

APPENDIX 3

Signs that your child might be being bullied
- Bruises, scratches or cuts that are not easily explained by your child
- Torn or damaged clothing
- Damaged or missing belongings
- Headaches, stomach aches and other pains that are not easily explained or understood
- Unusual outbursts of temper
- Unexplained tears, sadness or depression.
- School work falling off in quality
- Wanting to change routines such as travel to school
- Loss of confidence
- Doesn’t want to go to school
What to do

- Talk to your child
- Let them know you care
- Help them to feel good about themselves
- Talk to your child’s teacher/school
- Report serious incidents of bullying to a member of the school leadership team

**APPENDIX 4**

**Signs that your child might be bullying someone.**

- Has difficulty seeing another person’s point of view
- Likes to win at all costs
- Is bullied by siblings or family members
- If fighting, arguing and teasing are acceptable at home
- They may have poor role modelling
- They may wish to feel powerful and in charge
- They may think they are better than others
- Has difficulty keeping or making friends
- “looks for trouble”
- Has low self esteem

Reviewed 2008
VALUES:
Policy formation and implementation at Mt Carmel School are founded on the core values of:

- Justice
- Self Respect
- Personal safety and protection

RATIONALE:
Queensland has the highest rate of skin cancer in the world. Because the link between the sun and skin cancer has been clearly established, our school intends to promote a positive environment in support of sunsmart behaviours. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Given that students are at school during peak ultraviolet radiation times throughout the day and that most skin cancers are preventable, schools play a major role in both minimising student’s exposure and providing an environment where policies and procedures can positively influence student behaviour.

REFLECTION:
Queensland Cancer Fund: Schools SunSmart Policy Guidelines.Queensland

POLICY:
Our Lady of Mount Carmel school will ensure that every reasonable effort will be made to protect students from the harmful effects of the sun while attending school activities.

CONSEQUENCES:
1. Promote sunsmart behaviours as normal school practice.
   - Students wear either a broad-brimmed hat or legionnaire hat when out doors
   - “No hat no play” rule for break times. Students without hats go to the undercover area.
   - All students eat lunch in full shade
   - Students are encouraged to wear sunglasses

2. Plan to maximize the availability and use of shade in the school grounds.
   - A planned Physical Education covered area is to be built in 2006
   - Large, portable shade covers are used for sports carnivals

3. Incorporate educational programs about sun safety into school curriculum.

4. Continue to raise community awareness through education.

5. Encourage all staff and parents to be good sunsmart models.
   - Staff are strongly encouraged to wear hats outdoors and hats and umbrellas are available in the staffroom
   - Parents are actively encouraged to wear hats to school

6. Encourage and support students to use sunscreen
   - Students are encouraged to come to school wearing sunscreen
   - SPF 30+ broad spectrum water resistant sunscreen is available for staff and students at sports carnivals and for outside activities
- Sunscreen is on the school booklist (roll-on is recommended) and students are encouraged to keep it in their school bags
- Students are reminded to apply sunscreen before going out to lunch
- Sunscreen is available to buy at the school office

7. Where possible, timetable outdoor activities to maximize use of shade

8. Review school uniform requirements to include sun safe standards and options.
   - Uniform includes broad-brimmed hat or legionnaire hat
   - Shirts have sleeves with collars
   - Closely woven, dark, natural fibre fabrics are part of the school uniform
   - Sunsmart swim shirts are worn at all swimming lessons


10. Review policy on an annual basis.

Reviewed 2008
PREAMBLE:

This policy supports the annual process of allocation of students to classes in an effort to be inclusive of all students, transparent, respectful and dignified, and with the specific goal of helping students to be positive about their learning environment for the following year. It is in everyone’s best interest to, where possible, assemble classes which are balanced in age, gender and ability. To that end, the following class allocation process will be followed in the belief that families expect that in the safety of the classroom, their students can learn resilience through finding themselves in new and supportive environments, and meeting new teachers and peer students each year as they change classes. Parents are encouraged to support their children by confirming the benefits of making new friends and meeting new people with the goal of building resilient young people. Every class comprises a variety of parents, families and children and all are equally valued, just as all staff in our school are equally valued.

This process is based on our Mission Statement.

MISSION STATEMENT:

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.

CORE VALUES:

- Respect
- Dignity
- Tolerance
- Resilience

BELIEFS:

Each class is a community of faith and education.
Each class is a community of learners where students are nurtured, challenged and respected.
Each class includes a variety of learners and learning styles.
Each class is a community where home and school partnerships are developed and fostered to be mutually beneficial and mutually respected.
All teachers are different – with different personalities, different gifts and talents and different teaching styles.
Years five and six will continue to be three multi-age groups in 2007.

STEP ONE: Procedures For Current Class Teachers And Parents:

Class teachers will:
- Prepare a list of individual students in the class identifying learning styles, talents, strengths and specific needs
- Consult with specialist teachers, learning support teacher, guidance counsellor or APA as regards any considerations for additional support for learning for students
- Be aware of previous/current discussions with parents regarding student’s needs
- Identify small groups of peers with whom students would like to share a class
- Contact parents about special placement needs eg twins
Parents will:

- Be asked to write to the principal by a given date about any needs or situations (personal or behavioural) which may impact on their child’s placement
- Speak positively about new teachers and new friends

**STEP TWO: For Classroom Teachers and Other Staff:**

Class teachers will:

- Meet with year level colleagues and principal or APA to place students in balanced class groups for the following year
- Take into consideration all of the above
- Consult with other school personnel or parents where appropriate

**STEP THREE: For teachers and students:**

**Timing:**

- Students will know the name of and meet with their new teacher/s before the end of the year where possible (teachers new to the school may not be available)
- During the last week of school, the current class teacher will tell children in the class their teachers for next year
- All students will have an opportunity to meet their teacher and the other children in their new class during the last week of school
- The class placement letter will go home with student reports in the last week of school

No changes will be made to class lists after this time.
VALUES:

Policy formation and implementation at Mt Carmel School are founded on the core values of:

- Compassion
- Respect
- Justice
- Service
- Equity

RATIONALE:

Catholic schools recognise the role of parents as the primary educators of their children. Catholic schools share with pastors and parents the responsibility to nurture the development of each student.

The Brisbane Archdiocesan Report on the Bishops Project on Catholic Schooling 2001 states that the Catholic school of the future will ‘provide an authentic experience of Catholic Christian community’ and ‘be open to those who support its values’.

REFLECTION MATERIAL:

BCE Enrolment of Students in Catholic Schools Policy, June 2004; School Fees Collection, Brisbane Archdiocesan Colleges and Archdiocesan Primary Schools.

POLICY:

Acceptance of a position at Our Lady of Mount Carmel Primary School assumes an ability and willingness to pay school fees and levies as they fall due. However, no Catholic child will be denied a place because of a genuine inability of parents or guardians to pay fees. Fees which remain unpaid after thirty days will become subject to the fee collection procedures outlined in this policy.

CONSEQUENCES:

1. Payment of fees within thirty days of the receipt of the School Fees Account contributes to the efficient and sound financial management of the school.

2. Fees not paid within the thirty day period will become subject to the following procedures:-
   - after thirty days an Account Rendered will be sent advising of a further fourteen days to pay or make contact with the school principal. A copy of the school fee collection policy will be attached.
   - if no payment or contact is made during this period of time personal contact will be made by phone re the outstanding account to make arrangements for its payment within fourteen days
   - options for payment will be available including periodic payment, direct debit, and if appropriate, school fee concession application
   - if no suitable arrangements are made for payment of fees, a Final Notice will be sent giving a further fourteen days to pay. This Final Notice will advise that the unpaid fees will be sent to a debt collection agency.
   - if no satisfactory arrangements have been concluded, the account will then be sent to a collection agency.
3. Families who find themselves experiencing genuine financial hardship have the opportunity to receive financial support by applying for a School Fee Concession on the form “Application for Concessional Fees”. This will require:
   - evidence of income, tax and housing costs
   - an appointment with the school principal
   - a determination of a just and equitable fee within the family’s ability to pay

4. A fee concession lasts for that school year only and new arrangements must be negotiated and documented each year
School Fees and Levies

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<td>$27</td>
<td>$108</td>
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ABSENTEEISM:  
If a child is absent from school, parents must notify the school by phone or letter as soon as possible. Parents may be contacted if students are absent without notification. 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.

Home cooking for birthdays is discouraged for this reason. Water ice blocks from the tuckshop are an appropriate alternative.

ASSESSMENT/REPORTING:  
The table below outlines the School’s Reporting Framework. It clearly states the various opportunities that exist for reporting in each term.

<table>
<thead>
<tr>
<th>TERM ONE</th>
<th>TERM THREE</th>
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<tbody>
<tr>
<td>• Term Overview</td>
<td>• Term Overview</td>
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<tr>
<td>• Student Profile Meeting</td>
<td>• Children’s Work Sample Folder</td>
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<tr>
<td>• (Teacher /Teacher)</td>
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<tr>
<td>• Parent / Child Input</td>
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<td>• Parent Information Evening</td>
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<td>(Teacher /Parents)</td>
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<th>TERM TWO</th>
<th>TERM FOUR</th>
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<tr>
<td>• Term Overview</td>
<td>• Term Overview</td>
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<tr>
<td>• Children’s Work Sample Folder</td>
<td>• Children’s Work Sample Folder</td>
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<tr>
<td>• Parent / Teacher Interview</td>
<td>• End of Semester 2 Report Card</td>
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<tr>
<td>• End of Semester 1 Report</td>
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</tbody>
</table>

Student work is regularly on display in the Resource Centre and in classrooms where parents are welcome to view it. Parents will be advised of the availability of particular class or year level displays.

BEHAVIOUR:  
We believe the home and the school should work co-operatively to develop within children a sense of respect and responsibility towards themselves, others and the environment.

The Behaviour Management Policy and the Managing Bullying Policy can be found in this handbook. These two policies are accompanied by a Behaviour Management flow chart which outlines the sequence of actions for managing student behaviour and consequences.
BOOKLISTS

Booklists 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 on Book Day in November, prior to the end of the school year. Parents are at liberty to purchase some or all of the items on the list elsewhere.

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.

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 to the teacher or leave a telephone message for the teacher with our school office staff.

CURRICULUM:

The Brisbane Catholic Education Learning Framework guides all curriculum development within schools and articulates the values and beliefs associated with teaching within the Archdiocese. The Roles of Life Long Learning form the basis for all teaching and learning within our school. A copy of the Framework is provided below.

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.

The “Education in Faith 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.
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 Seven. The decision to enrol a child in a Preparation Program lies with the parents. Enrolment of children can be done through the Parish offices:

Mt Carmel        3397 1587
Regina Caeli    3398 3697

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.

COEDUCATION:

Mt Carmel Primary School is a Co-educational Primary School from Preparatory to Year Seven. The retention of boys in Years 5, 6 and 7 is welcome because we believe the retention of boys until Year 7 has many benefits for both the boys themselves, the female students, 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:-

- Science Club
- Weekly chess classes
- Lunch time sport competition
- More flexible staffing arrangements
- Annual Year 5 camp
- Annual outdoor education camp for Yr 6
- Young Leaders Day for Year 7 students
- Leadership Program in which all Year 7 students are leaders for the year.
- Annual Year 7 Canberra trip
- Excellent technology integration
- Leadership of young students through Buddy Program
- Opportunities for responsibility by older students much more readily available in a smaller Year 7 cohort.
HEALTH SERVICES:

A school nurse from the Department of Health examines pupils in Year One and Year Seven on request. Dental services are available at Holland Park Dental School. Our children are collected and returned to school by the dental bus. Parents are advised when their child has an appointment.

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. No homework is given over weekend periods. 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.

LIBRARY/RESOURCE CENTRE:

The Library/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 including books, magazines, posters, kits, computer software, audio-tapes, films and videos.
- The Resource Centre provides students with access to 30 laptop computers available throughout the school, via a wireless network, and 16 PC’s in the Resource Centre. These come courtesy of a Federal Government infrastructure grant and the generosity of the Parents & Friends Association.
- Digital cameras and video equipment are integrated into student outcomes.

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 at least five computers with 16 desktop computers in our library specifically for research. The laptop program for all students is well used and provides wireless laptops for use within the school. The computers are networked and have e-mail and internet access. Each year level has access to a laser printer. Data projectors are essential learning tools in all classroom.

Interactive Whiteboards are in use in the Preparatory classrooms.

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 (No more than 2 days)

If it is necessary for a child to take medicine during school hours on a medical practitioner’s advice for a period of no more than 2 days, parents are required to send a note to the school office staff stating this, 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 medical practitioner and parents 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 Centrecare, 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 by each class. This provides an opportunity for parents to meet the class teacher, and discuss programs and procedures for the year.

The Administration Team also provides the opportunity for parents to attend a session on the same evening as the Parent Information Meeting where a variety of topics are presented.

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 Tuesday 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, skills and team games components. The fitness component continues throughout the year, the skills and team games component varies according to the season.

The addition of a full time PE teacher in 2008 has broadened the choice of student activities in sport.

Tennis – Private tennis coaching, conducted by Ken & Barbara Laffey, is available at the school.

RETURNING MONEY, NOTES ETC:

All such items must be placed in a clearly-labelled envelope and given to the class teacher for recording.

ROAD SAFETY:

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.
- After waiting approximately 2 minutes and your child has not arrived, please 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 on the dashboard. (Could families please make their own sign with family surname in very large print)

When everyone cooperates, the system works well. The secret to a smooth pick up is to ensure you do not wait too long at the top of the queue.

Do NOT pull up or park anywhere near the school crossing or driveways. Cars do not drive into the quadrangle. Park in the area provided beside the school office if collecting a sick child.

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

As a courtesy to the residents in the streets surrounding the school, 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, together with the Teacher-Librarian and Learning Support teacher, 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.

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 Hall every Friday morning at 11am. 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.

MT CARMEL 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.
The Pastoral Board model is an attempt to address two particular issues which have become relevant in today’s church:

(1) A sense of mission & (2) Collaborative ministry.

**Mission:** By choosing Mt Carmel for the primary education of your child, you have contracted to be part of our Christian Community and to strive to fulfil the mission of the school – “that everyone, child and adult, grow spiritually, socially and intellectually into the unique person that God has planned.” This sense of mission underlies all that we do at Mt Carmel.

**Collaboration:** The collaboration between different partners in such an enterprise is practically fostered by the School Board.

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 on a separate page in this handbook for your guidance. 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 Building Fund Donation** assists in repaying the loan outstanding for our school buildings. Every family is encouraged to pay this donation. In order to obtain a Tax Deduction it has to be seen as a “donation”, hence the word “optional” is used on the account.

An account is forwarded by the school office with the school newsletter 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:

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<tr>
<th>Session</th>
<th>Time</th>
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<tr>
<td>Morning session</td>
<td>8.30am - 10.35am</td>
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<tr>
<td>Morning tea</td>
<td>10.35am - 11.00am</td>
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<tr>
<td>Middle session</td>
<td>11.00am - 1.00pm</td>
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<tr>
<td>Lunch</td>
<td>1.00pm - 1.45pm</td>
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<tr>
<td>Afternoon session</td>
<td>1.45pm - 3.00pm</td>
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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 emailed to each family every Thursday. The newsletter is also on our website (www.mtcarmelcoorparoo.qld.edu.au). A small supply of paper copies are available in the office if you want a paper copy.

SCHOOL OFFICE HOURS:

Office is open Monday – Friday from 8.30am - 3.15pm.
Staff Prayer is 8.15am on Thursday.

SCHOOL POSTAL ADDRESS:

Our Lady of Mt Carmel School
Norfolk Street
COORPAROO QLD 4151

Telephone (07) 3397 7125 or (07) 3847 1950
Fax (07) 3847 2792

www.mtcarmelcoorparoo.qld.edu.au
E-mail - pcoorparoomtc@bne.catholic.edu.au

OUT OF SCHOOL CARE:

Telephone 3847 9585
(Coordinator – Mrs. Grace Pitt)

THE SCHOOL UNIFORM:

Uniforms are available from HOSIKOZI CLOTHING COMPANY
349 Riding Road, Balmoral. 4171.
Phone – 3899 3000
www.hosikozi.com.au
School hats are purchased from school office. Slouch Hat - $12, Legionnaire Hat - $8
Or Bucket Hat - $12.50

The second hand uniform shop is open at school every Friday from 2.30 – 3pm.

**Girls Uniform (Prep)**

School brown and gold polo shirt **to be worn each day**
Brown Skort
Brown shoes and fawn socks on non-sports days – available with Velcro closure
Brown sandals are optional in summer.
White sneakers and white socks on sports days – preferably with Velcro closure
(white sneakers may have another colour on them)

**Girls Uniform (Yrs 1 – 7)**

- check peplum blouse, worn with brown skirt
- brown school shoes (lace ups); optional brown sandals in summer
- fawn ankle socks
- Hair - brown ribbon; brown or uniform material scrunchy

**Boys Uniform (Prep)**

School brown and gold polo shirt **to be worn each day**
Brown shorts
Brown shoes and fawn socks on non-sports days – available with Velcro closure
White sneakers and white socks on sports days – preferably with Velcro closure (white sneakers may have another colour on them)

**Boys Uniform (Yrs 1 – 7)**

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

**Sports Uniforms (Yrs 1 – 7)**

- **Boys** - brown mid-length shorts, elasticised waist, side pocket with gold polo shirt with school name screen printed on left chest in brown
- **Girls** - brown skirt with gold polo shirt with school name screen printed on left chest in brown
- **Shoes** – Both girls and boys wear white sandals or joggers (with a maximum of one other colour) with white socks and while laces.

Tracksuits for children in Years Prep - 3 and Years 4-7 are available to order from HOSIKOZI CLOTHING COMPANY
HAIR:

While no specific rules for hair exist, it is expected that all children will have appropriate hair styles with longer tied back for safety. Colour should be natural.

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. The school, through the P&F Association, subscribes to The Queensland Ambulance Service.

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 20 full time classroom teachers and a Principal. In addition to this, the school is provided with a Teacher Librarian, Learning Support Teacher, A.P.A (Assistant to the Principal – Administration), A.P.R.E., (Assistant to the Principal, Religious Education), Music, Drama, Physical Education Specialists, three part-time School Officers, a part-time I.T. Technician, 3 Prep Aides and a full time groundsman and two administration officers.

Co-As-It, (Italian Welfare Association), provides funding for a part-time teacher of Italian for years 4-7.

An Instrumental Music Program is offered in the school for students from Years 4-7 through the Instrumental Music teacher - Mrs Sharon van den Hurk.

Children in Years 1-7 have an opportunity to be a member of the Mt Carmel Science Club and Chess Club. The Science Club meets on a Saturday morning each fortnight at the school in the staffroom. The Science teacher, Ms Donna Bennett organises the club at a small cost to parents. Chess classes are held every Tuesday morning before school in the School Hall. Lessons begin at 7.30 a.m.

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.
SWIMMING:

Sun-protective shirts are required to be worn during swimming carnivals.

TUCKSHOP:

Children can purchase their lunch every Wednesday, Thursday and Friday from our Tuckshop. Orders and correct money are placed in a brown paper bag which is taken to the tuckshop by class monitors. Tuckshop menus are available from the school office or on our website.

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.

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.