

Parent Information Handbook

SCHOOL CONTACT DETAILS

Street Address: 8 Green Street, South Johnstone, Qld, 4859

Postal Address: PO Box 8, South Johnstone, Qld, 4859

Email Address: secretary.johnstone@cns.catholic.edu.au

School Website: <https://www.stritascps.qld.edu.au/>

School Facebook: <https://www.facebook.com/StRitasSouthJohnstone/>

School Phone number: (07) 4065 9500

Parish Priests: Father Kerry Crowley

Parish Centre Phone Number: (07) 4063 0650

School Principal: Mr Greg Hoare

WELCOME

Dear Parents,

I welcome you and your family to the St Rita's School community. I hope that your association with St Rita's will be long and lasting, and one filled with many memorable learning experiences. St Rita's is a Catholic Primary School catering for boys and girls from Prep to Year 6. Our mission is to provide an education where all students are valued individually.

Here at St Rita's we are a community of faith that recognises Christ and seek to live and proclaim His Gospel message. These values combined with a comprehensive scholastic curriculum will help each child develop his/her own abilities and become a totally integrated, self-disciplined student.

All families wishing to enrol at St Rita's are called to support the school in the development of balanced young persons who have a strong sense of value and justice through participation in the religious education programs which prepares them to become independent and confident young people eager to be life-long learners.

A Catholic education offers students a total education exposing them to life's possibilities and developing and enriching a broad base of knowledge and skills to cope with change. Our school's integrated program of spiritual, social, academic and sporting pursuits offers a 'value added' education.

We at St Rita's, therefore, look forward to journeying with you and sharing in the education of your child/ren.

Greg Hoare

Principal

VISION STATEMENT

At St Rita's we believe in:

- The partnership of parents, teachers, students, parish and wider community is enriched by our gospel values and our faith.
- Encouraging risk-taking and offering challenging opportunities to enhance success for all in an ever changing world.
- The development of the whole person academically, socially, emotionally and spiritually using Jesus as the perfect example.
- Accepting the differences and valuing the opinions of others in a safe, caring, loving and learning environment.

MISSION STATEMENT

St Rita's is a Catholic School, which aims to foster the growth of each individual within a committed faith community of students, staff and parents. Our administration, organisation and curriculum reflect and teach values, that recognises the life and message of Jesus Christ.

We strive to nurture the physical, intellectual, social, emotional and spiritual development of each student.

We acknowledge the role of parents as the primary educators of their children and are prepared to support them in this responsibility. We value a cooperative spirit between the home and the school.

OUR AIM

“Building Positive Relationships based on Jesus and the Good Samaritan Charism.”

At St Rita's School we aim to model our behaviours through the lens of the Good Samaritan Charism and on the example of Jesus as shown through the gospel. Jesus showed us how to live through the interactions he had with the people of his time.

St Rita's Community has named and claimed its core values:



St Rita's School being true to its mission as an authentic Catholic School, aims to move beyond the management of student behaviour and extend to the transformation of student actions and attitudes to enable them to reach their full potential. The process of transformation involves empowering students to gain the skills and attitudes needed to be both personally and socially responsible for their own behaviour and make appropriate behavioural choices. Teachers will play an active role in this process through explicit teaching and updating through professional development which will assist students reach these goals; and also by being 'living' models, who nurture and mentor our students in our faith, values and social emotional competencies.

BUILDING AND PROMOTING THE ST RITA'S WAY IN OUR COMMUNITY

St Rita's School builds our Catholic School culture and core values by:

- Teach, reinforce and coach students to do things the St Rita's Way.
- Staff need to continually model the St Rita's Way in their own professional lives towards each other, students and our wider community. This requires a level of self-awareness, emotional intelligence and openness to self-reflection and feedback.
- Use of the following resources to help embed the St Rita's Way:
 - Religious Education Program
 - Prayer
 - Circle Solutions
 - Health component of the HPE curriculum.
- Building a healthy home and school relationship, communicating positive feedback to parents as well as inviting them to work with the school to resolve behavioural challenges; employing consequences which are natural and logical.
- Providing students with high quality support when they are experiencing difficulties in relationships.
- Alignment of school policies and procedures to the St Rita's Way eg individual classroom reward system.
- Consistently apply consequences for both good and bad choices of behaviour.
- Quality learning and teaching practices.
- Provision of professional development that is aligned with the St Rita's Way and opportunities for parent education.
- Help everyone in our Catholic learning community to understand their rights and responsibilities.
- Clear levels and processes for managing behaviour.
- Explicitly teach the three core values at the beginning of each year (and revisit each term). Teachers will:
 - Teach what they mean
 - Teach gospel references where Jesus showed that value
 - Create classroom displays around the values
 - Develop and display classroom expectations that come from the values
 - Develop and display the consequences for good choices and consequences for choices not consistent with the St Rita's Way.
 - Communicate using language that supports the St Rita's Way

ST RITA'S RIGHTS AND RESPONSIBILITIES

STAFF

RIGHTS

- To be treated with courtesy and respect
- To be free from disruption in the learning/ teaching process
- To manage students in the learning and wider school environment
- To work in a clean, tidy and safe environment
- To use professional judgment in catering for the needs of individual children.
- To receive professional development, support and coaching in the area of managing student learning and classroom environments
- To be supported by parents, administration team and the school community in the teaching and learning process.

RESPONSIBILITIES

- Explicitly teach and reinforce the St Rita's Way
- To model the core values of: FAITH, JUSTICE, RESPECT, LEARNING and COMMUNITY as illustrated by Jesus
- Establish, display and regularly review classroom rules, procedures and consequences for good and bad choices of behaviour.
- Provide explicit and scheduled teaching of rules and behavioural expectations.
- Encourage and maintain safe behaviours in the school environment, ensuring that students in their care are safe from all kinds of harm.
- Act in a professional way in accordance with the Employee Code of Conduct.
- To establish and maintain channels of communication between school of home.

PARENTS/ CAREGIVERS

RIGHTS

- Be respected and recognised as the primary educator of their child
- Be and feel welcome in our school
- Receive regular reports detailing their child's progress
- To meet with school personnel at a mutually convenient time.
- To have any personal information treated confidentially and privacy respected.
- Take an active role in the school through the Parents and Friends Association and in learning activities when encouraged by school staff.

RESPONSIBILITIES

- Act in accordance with the Diocesan Parent and Volunteer Code of Conduct.
- Encourage and expect their child to follow the St Rita's Way.
- Ensure their child is adequately prepared with materials and in approved uniform for the school day.
- Ensure that their children arrive at school on time and are collected from school on time.
- Support the school's academic and religious goals.

- Consult with the appropriate school personnel with respect and courtesy at a mutually convenient time regarding concerns and queries.
- Respect the privacy of other students and staff.
- Support the teachers and school in their efforts to form good work and the behaviour patterns of their children.

STUDENTS

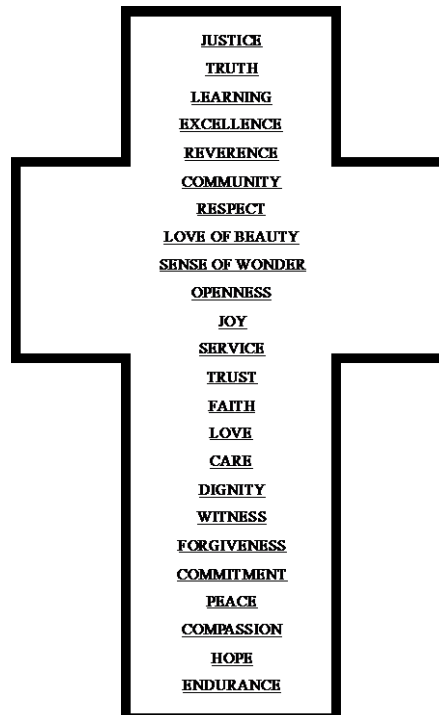
RIGHTS

- Be treated in ways consistent with the St Rita's Way
- Be and feel safe at all times.
- Develop and grow to their full potential
- Learn without being adversely interrupted by others.
- Work in a welcoming and secure environment
- Express themselves and be an individual in a socially acceptable manner.
- Be able to report to someone if they feel unsafe.

RESPONSIBILITIES

At all times act in accordance with the values described in the St Rita's Way.

THE GOSPEL VALUES



SAINT RITA OF CASCIA

Margherita Lotti, St Rita, was born in 1381 near Cascia, in Umbria, a few hundred kilometres north east of Rome. An only child of ageing parents, she married Paolo Mancini. Of this union, two sons were born. When life seemed bright and secure for this young wife, disaster suddenly struck. Cascia, at this time, was a place full of factions and vendettas. Paolo Mancini became a victim of this unrest and was knifed to death. From that time Rita had to struggle to bring up her children as a single parent. Added to this, was the worry that her husband's assassins would also try to kill her two sons. She attempted to avert this by trying to make peace with her husband's enemies. Her efforts were unsuccessful and served only to alienate the Mancini family.

Soon after, both of Rita's sons died of an illness. Rita certainly knew what it was like to live with untold grief, but her suffering did not lead to despair. She was a strong and courageous woman who realised that "it is in giving that we receive". She decided that she would devote her life to serving Christ by attending to the needs of others. To do this she decided to join the Augustinian Sisters in Cascia. As an Augustinian Sister, St Rita gave herself to others. Rita entered the Augustinian Convent at Cascia in 1413. While there, she became known for her charitable works, piety and devout prayer life. After hearing a sermon on the crown of thorns, she was struck on the forehead by a thorn. Afterwards, she was left with a wound, which never healed. Towards the end of her life, as she lay ill, she asked her visiting relative to go to the house she had lived in as a young wife and bring her a rose from her garden.

This occurred up in the mountainous region of Cascia, in January in the depth of winter when the ground was covered with ice and snow. As the relative passed her house, she glanced at the garden and, to her astonishment there in the winter's gloom was one rose in full bloom. This story is a powerful image of Rita's life, spent bringing the peace and beauty of Christian love into the wintry society of strife-torn Cascia – a peace won by her great suffering, faith, courage and determination.

She died on May 22, 1457 at Cascia, Italy. She is our patron – a strong and wise woman, one who knew suffering, but was able to rise above it and bring Christ's peace and love to others.

HISTORY OF THE SCHOOL

St Rita's Catholic School is situated at South Johnstone, a small country town approximately 9 kilometres from Innisfail in Far North Queensland.

In 1932, the Sisters of the Good Samaritan Order, with the assistance and foresight of Father Clancy, established St Rita's Catholic School at South Johnstone. Lessons commenced on February 1, with an enrolment of 74 students. The Hing family home was purchased by Father Clancy to serve a dual purpose – living quarters for the Sisters above, and classrooms for the students below.

Cramped school conditions, and the need for a Parish Church forced the local community to raise funds to build on the vacant allotments between Green and Driscoll Streets; these allotments had been purchased in the 1920's. Bishop Heavey laid the foundation stone for the new church and school on November 27, 1932. After the blessing and opening ceremony on April 2, 1933, the school students moved across the road leaving the convent free for the Sisters. The new high-set building consisted of a church and two classrooms built over an open area, which was later, cemented. The students of this era often spent recess watering their horses, and then swimming in the South Johnstone River.

The church and school building served the Catholic community well for nearly forty years; however, in 1969, after much deliberation, it was decided to build a new church. A workforce, with a significant voluntary component, began construction on a site adjacent to the convent. On February 15, 1970 St Rita's War Memorial Church was blessed and opened; thus, the school was enlarged by the conversion of the former church into two classrooms. The area below the building was enclosed to house two classrooms and a parish kitchen. Adjoining this original building, a hall was built for parish functions and school activities.

A decrease in the number of teaching sisters brought about the closure of the convent at the end of 1971. Until 1977, the Sisters travelled from the Innisfail Convent to teach at St Rita's. The first lay principal, Mr. L. Weise, and a supporting staff, were appointed in 1978 by the Diocesan Catholic Education Office.

Over the next fifteen years enrolments dropped to the low twenties, and the issue of "closure" was raised; however, the commitment and support of the parents of the day shone through, and the doors always remained open. Increasing enrolments of the mid 1990's urged the addition of two more classrooms and the relocation of the Pre-School over the road to the original convent building.

Towards the end of 1999, with the student body now numbering over 110, an allotment between the school and the post office was purchased; here, additional classrooms and a car park have been constructed.

In 2007 with the introduction of Preparatory year to Queensland schools, a new building was built to house the class. In 2010 with the advent of the Building Education Revolution the school secured funds that enabled them to build a large multipurpose, all-weather hall that is greatly utilised by the school and the surrounding community.

The original church and school buildings still form part of the present day school complex. The school now comprises seven air-conditioned learning areas, library, a computer centre, a learning-support room, three outdoor play areas, two multipurpose courts, a sports room, toilet and administration block, covered lunch area and spacious and well shaded oval.

St Rita's is committed to continuously updating all resources. In this technological age the school aims to provide students with the best facilities available. We take pride in being able to provide students with an environment that is conducive to learning preparing them to be equipped for the 21st century.

We can reflect with great satisfaction on the highlights of our past, and the growth and development, which has shaped St Rita's. With God's guidance, may we continue to live our motto – *"Forward To A Better World"*.

ENROLMENT

Parents requesting enrolment of their child should contact the Principal for an appointment.

New enrolments registering for the Preparatory Year must meet the following Queensland Government age requirements -

ENROLMENTS FOR THE PREPARATORY YEAR

To be eligible to enrol in the Preparatory Year at St Rita's South Johnstone, a child must be five years of age by June 30 in the year they commence Prep. Early enrolment is at the discretion of the principal.

Preparatory year is **compulsory**. It will be offered as full-time for five (5) days per week. Unless there are exceptional circumstances, parents will be required to send their children for the full-time five (5) days a week experience. For the purpose of enrolment, documentary evidence of the date of birth is required.

FORM OF ENROLMENT

Official enrolment forms are available from the school's office at any time or an application can be completed online using the following link <https://www.stritascps.qld.edu.au/enrollment/enrolling/> . **Implicit in the acceptance of an enrolment is the willing compliance by both students and parents, of the expectations and standards set by the school.**

ENROLMENT PROCEDURES – OTHER YEARS

As a Catholic Primary School we will usually accept children who are transferring from other Catholic Schools. However, in keeping with the enrolment policy of this school, non-catholic students are also welcome on the grounds that they are committed to the values of the Catholic Church and are willing to take part in all school activities, including Religious Education, Class Prayer and School Liturgies.

As part of the enrolment process parents should notify the school of:

1. Reports from the previous school attended.
2. Aboriginal or Torres Strait Island heritage. **Funding is available for these children.**
3. Details of anything out of the ordinary in respect of the child's health e.g. any special allergies, treatment, etc.
4. Details of any medicine to be taken while at school.
5. Details of any disability, impairment or syndrome the child has.
6. Reasons why the child cannot participate in sporting activities.
7. Any reasons why the child may not be performing as well as he/she should.

It would be appreciated if parents would be quite open about these matters.

CUSTODY ISSUES

Where the school is provided with documentation regarding particular court orders that are in place, the school will make every effort to ensure that such orders are adhered to in accordance with the conditions outlined. Parents are advised that the school will under no circumstances take sides in such matters and can only act on the directions given by a court of law. It is up to parents concerned to resolve the legal aspects in such cases and to provide the school with written proof of any alterations to decisions as handed down by the courts.

PUPIL DETAILS

It is important that parents inform the school of any changes in address, contact names, telephone numbers or other particulars stated on the original Enrolment Form. This information must be given to the school as soon as a change occurs for the safety and well-being of your children. Parents can use the Parent Portal to update details as required.

SCHOOL FEES

In all Catholic schools where families are experiencing genuine financial hardship, concessions are available so that no child is denied a Catholic education for this reason.

Following recent and ongoing discussions with Catholic Education Services a decision has been made to reduce the school fees for all families at St Rita's from the commencement of 2021.

From next year the yearly fee will be reduced to \$600 per student per year (\$150 per term) which will be a combination of Tuition Fees and School Levies. Sibling discounts will also apply for families with for 2 or more students.

This new structure will result in the following total amount payable in 2021:

1 student family \$600
2 student family \$1,020
3+student family \$1,260

Our school is part of an independent school system; a need to charge fees arises from the policy of governments to deliver significantly lower per capita grants to non-state school than to Education Queensland schools. Whilst this means tuition fees and levies are charged, it also ensures we are able to maintain some independence as a school system, thus allowing us to achieve the ideals of the Catholic Church in our school organisation.

Every attempt is made to make an education at St Rita's affordable. However, families experiencing financial hardship are able to make confidential arrangements with the Principal. No child will be denied a Catholic education because of financial difficulties.

Parents are often pleasantly surprised at the affordability of Catholic Education in the Cairns Diocese, especially when fee schedules are compared with those of other non-government schools or southern Catholic schools.

AFTER SCHOOL PROGRAM – STEM+1

In 2021 we commenced a free after-school program, **STEM+1 Club**, for students. The program focuses on various STEM activities including things like Coding and Robotics, Science, Technology (Minecraft) and Lego. Each afternoon students will be given the opportunity to be engaged in a different activity. The activities will continue to 4:45pm. Mrs Magnanini will be running the program over 4 afternoons. Mrs Magnanini will also be working with classes during school time on a fortnightly basis in the area of technology, so that all students have the opportunity to participate. Numbers each day are capped at 20 and priority will be given to families that require a longer school day due to work commitments.

CURRICULUM YEARS P – 6

The primary school program aims at the growth and development of the total person. The school includes in its goals, not only the development of knowledge, but also the spiritual, physical, intellectual and emotional skills and values necessary for participation and leadership in a rapidly changing world. At St Rita's, the timetable is broken into nine components:

1. Literacy Skills
2. Numeracy Skills
3. Religious Education
4. HASS - Geography, History and Civics (Year 3-6)
5. ARTS – Visual, Media, Dance, Drama, Music (Specialist teachers deliver Music, Drama, Dance)
6. Health & PE – Specialist Teacher delivers section of PE program
7. SEL – Social Emotional Learning
8. Science
9. Technology
10. LOTE - Languages Other Than English (Year 4-6)

Children will learn through:

- Play
- Investigations
- Real life situations
- Focused learning and teaching

RELIGIOUS EDUCATION

Religious Education has the most important place in Catholic Schools. All students participate in Religious Education programs, prayers and liturgical celebrations. In accordance with the Diocesan Policy, St Rita's will follow the Religious Education guidelines from the Brisbane Archdiocese in alignment with Australian Curriculum Standards. Although faith development flows through the whole day, specific times during the week are set aside for detailed instruction.

Parents are encouraged to join with the school community as they express their commitment to God through assemblies, class and whole school liturgical celebrations.

CLASS PRAYER

A spirit of prayer is encouraged in all classrooms. Formal prayers at the level of each grade are taught as well as spontaneous prayer, which is encouraged. The day begins with class prayer.

RECONCILIATION

Children are given the opportunity to receive the Sacrament of Reconciliation (in school time) throughout the year. For children who have not received this Sacrament, they will have the opportunity to introduce themselves to Father.

SACRAMENTS

Children have the opportunity to participate in the Parish Sacramental Program. The Sacrament of First Reconciliation, Confirmation and First Eucharist are offered to children in Year 4. Parents wanting their children to prepare for these sacramental programs will be invited to enrol their child/ren in these programs. An invitation to enrol will be provided in the school newsletter. Enrolment forms will be provided to the children at school in the term prior to beginning preparation.

The preparation of children for the reception of sacraments is the responsibility of parents. It is the parents' decision whether a child is ready to receive a sacrament. To assist parents parish volunteers lead children in small groups to learn about and prepare for the sacrament. The reception of the sacrament will be offered during Sunday Mass or a non-Eucharist ceremony.

The sacramental program is as follows:

- Sacrament of Confirmation - TBA Term 4
- Sacrament of First Eucharist - TBA Term 3
- Sacrament of First Reconciliation - TBA Term 3

SOCIAL EMOTIONAL LEARNING

Students at St Rita's participate in a program to promote social-emotional learning. Social-emotional learning (SEL) is a process for helping children to develop the fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. Our core purpose is to develop and enhance the student's social and emotional capabilities. These include:

- Confidence (academic, social)
- Persistence
- Organisation
- Getting Along, and
- Resilience

These are the skills and capabilities that allow children to calm themselves when angry, make friends, resolve conflicts respectfully and make ethical and safe choices.

SCHOOL CAMPS

School camps are the highlight of the year for our upper grades. Camp locations vary each year but all have an educational grounding and costs for parents are kept to a minimum. School camps are part of the curriculum.

EXCURSIONS

Excursions are important learning experiences and are part of the school curriculum. Class teachers will advise parents when an excursion is being planned. This advice will outline the nature of the activity, the time, the venue, the materials required, transport arrangements, costs and clothing requirements. Upon enrolment, all parents agree to allow their children to participate in school-based activities. Children who are prevented from attending excursions can be disadvantaged as certain learning experiences are available only through participation in these planned activities.

SCHOOL YEAR

In accordance with the Queensland State Government Department of Education, all school programs and student assessment programs are divided into two, six monthly periods called Semesters. Semester One finishes in June and Semester Two finishes in December. Each Semester is broken into two Terms ending in April (depending on Easter), June, September and December. Specific dates are supplied well in advance for parents' information.

DATES FOR 2021

Term 1	Wednesday, 27 January – Thursday, 1 April - (10 weeks)
Term 2	Monday, 19 April – Friday, 25 June - (10 weeks)
Term 3	Monday, 12 July – Friday, 17 September - (10 weeks)
Term 4	Tuesday, 5 October – Friday, 3 December - (9 weeks)

DATES FOR 2022

Term 1	Monday, 24 January – Friday, 1 April - (10 weeks)
Term 2	Tuesday, 19 April – Friday, 24 June - (10 weeks)
Term 3	Monday, 11 July – Friday, 16 September - (10 weeks)
Term 4	Tuesday, 4 October – Friday, 2 December - (9 weeks)

THE SCHOOL DAY

8.20am - 8.40am	Active supervision of students begins
8.40am - 10.50am	School commences
10.50am - 11.30am	Lunch and Playtime
11.30am - 1.30pm	Lessons recommence
1.30pm - 1.50pm	Afternoon Tea Break
1.50pm - 3.00pm	Lessons recommence (3.00pm School concludes)

BUSES

Trans North Bus Company operates services to St Rita's from Japoonvale in the morning and to Japoonvale and Innisfail in the afternoon. Transport subsidies are available on line or by contacting Trans North Buses on 40 617 944. Notification will be given through the school newsletter when they are available. Bus arrival and departure times are available from Trans North.

ARRIVAL AT SCHOOL

School commences each day at 8.40am. Students should be at school no later than 8.40am. They should not arrive before 8.20am, unless the Principal has granted special approval. Students who arrive early to school are asked to be seated in the undercover eating area until supervision begins at 8.20am.

SCHOOL DISMISSAL

School finishes at 3.00pm each day Monday to Friday. Parents who collect students each afternoon (or students travelling home alone) are asked to ensure that the school grounds are vacated as soon as possible after dismissal time.

LATE ARRIVALS AND LEAVING EARLY

If a student arrives after the bell, parents must sign the attendance register on the office counter. If a student has to leave the school before the afternoon bell, the attendance register must also be signed.

ASSEMBLY

We attempt to hold a whole school assembly every Friday morning at 8.40am, (depending on school activities). We have a small assembly in the hall where we sing the National Anthem, participate in prayer, present awards and pass on important notices. Special assemblies will be held throughout the year where the children display work on the unit that they have been working on in class. You are very welcome to attend all school assemblies (check the newsletter for details).

ABSENTEES

If a pupil is absent from school, parents must contact the school, either via a phone call, email by 9am, explaining the absence. This not only helps with the safety of your child but with the accuracy of school attendance records. An automated text message asking them to contact the school will be sent to parents whose child is absent from school without notification. Contacting the school for student absence also assists the class teacher in cases where children are suffering from some ailment, which may affect the child's performance in the classroom. During periods of long absence from school, teachers will be willing to organise work to be completed at home.

TUCKSHOP

A school tuckshop is organized and run by volunteer workers. The school is currently implementing an online ordering and payment system (Flexischools). Funds raised through tuckshop assist with the Parents & Friends fundraising. If you wish to help, please respond to requests in the school newsletter at the beginning of each term. The success of tuckshop depends on the number of volunteers available.

NEWSLETTER

Newsletters are published through Schoolzine each week on Thursday and a link is emailed out to families. This keeps you up to date with information which we consider important. If for some reason you fail to get your regular newsletters firstly check your junk email folder, then please contact the school office. The parish bulletin is also emailed out and keeps you up to date with happenings in the wider parish community. Newsletters can also be accessed through the school website www.stritascps.qld.edu.au. Please ensure your email address is up to date in the office.

ILLNESS AND ACCIDENTS

When your child is enrolled at school, we will seek information from you, which will enable us to act, as far as possible in accordance with your wishes should the necessity arise. Parents are asked to fill in the health details on the enrolment form. If there are any changes to this information during the year, a note to the Principal would be appreciated, so that school records can be kept up to date. The school supplies First Aid kits for teachers to deal with minor accidents, which occur in the playground. In cases of severe accidents, or sudden illness, the school will endeavour to contact parents and depending on the severity, will call an ambulance where necessary.

MEDICATION

Medication at school **CANNOT** be administered to any child without the correct parental consent form being completed. All medication will be stored in a secure place. Medication must have attached to it a sticker from the pharmacist with the individual child's name, pharmacist instructions for administering and a use by date. Administration of medication will be carried out by a staff member. Children **ARE NOT** allowed to self administer medication. All medication **must** be made known to staff. Certain medical conditions will require a Medical Action Plan provided by a doctor.

HEAD LICE

The occurrence of head lice is the most common insect infestation in humans throughout the world. 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.

Schools have a responsibility for minimising risk to school community members of being affected by head lice while at school, but parents have responsibility for prevention, detection and treatment of head lice among their own children.

If head lice are observed in a child's hair, the parents are contacted and would be expected to collect the child and treat the condition. On discovery of infestation, parents are urged to follow this suggested treatment.

1. Kill the lice by using a proprietary shampoo/lotion e.g. KP24.
2. Remove the eggs (nits) by regular combing with a fine toothcomb.
3. Prevent re-infestation by:
 - (a) regular checking every week.
 - (b) checking and treating other family members.
 - (c) cautioning children not to use others' brushes and combs.
 - (d) wash all linen, towels, hats, combs, etc. with a germicidal solution.

Please remember head lice are nothing to be ashamed of they love clean hair.

INFECTIOUS CONDITIONS

Queensland Health

Time Out

Keeping your child and other kids healthy!

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

Condition	Person with the infection	Those in contact with the infected person*
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19 ¹	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea ² and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
<i>Haemophilus influenzae</i> type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

1. Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.

3. Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.

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Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis B and C	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ¹	EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ¹	EXCLUDE until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
Tuberculosis (TB) ¹	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ¹ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) ¹	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ² <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



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

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

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



Use this QR Code to access a digital copy of this poster or visit
www.health.qld.gov.au/public-health/schools/prevention

Time Out



Queensland
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PARENT – CODE OF BEHAVIOUR

Parents are bound to behave in an appropriate manner whilst on school property. Parents are referred to the CES Code of Conduct for Parents and Volunteers found at the following link: <http://www.cns.catholic.edu.au/index.php/parents-and-community/parental-involvement/>

APPOINTMENTS

If possible parents are requested to avoid making medical or dental appointments (except those of an urgent nature) in school time. This, we realise, is sometimes impossible.

INTERVIEWS - PRINCIPAL

Parents wishing for an interview with the Principal should contact the school secretary to make the necessary arrangements.

INTERVIEWS - TEACHER

Parents wishing for an interview with the class teachers are requested to contact the teacher to arrange a suitable time, (after school for such interviews is preferable). The teachers are unable to arrange interviews with parents during teaching time.

INTERVIEWS – ORAL REPORTING (Parent Teacher Interviews)

To supplement the Students Assessment, Oral Reporting with all families, will be arranged at the end of Term 1 and Term 3. During this session teachers will confer with parents regarding their child's achievements throughout the first Term.

SCHOOL ASSESSMENT

Schools have always had a responsibility to assess the achievements of their students. The main purpose of assessment is to provide guidance of one form or another: to the students, so that he/she can identify his/her strengths and weaknesses; to the teacher, so that she/he can get to know strengths and weaknesses of each student and to assess the effectiveness of their teaching; to parents, so that they are aware of their child's progress. This also allows teachers to quickly refer students to Learning Support and outside agencies if necessary to meet the child's specific learning needs.

At St Rita's, assessment is of a cumulative type, with evaluation taking place throughout the Semester. School reports will be issued at the end of the Semester. Oral Reporting sessions at the end of Term 1 and Term 3 for all students will supplement the information given on the school assessment form. Teachers will keep parents informed throughout the year if your child is having difficulty in a particular area.

Year 3 and 5 students participate in National Testing Programme, (NAPLAN). These results are confidential and cannot be passed onto future schools until written parent permission is granted. Portfolios of children's work are collated by staff and are available for viewing at any time.

LOST PROPERTY

It is inevitable that, from time to time, children's belongings will be mislaid or lost. All found items are placed in the Lost Property Box and displayed at lunchtime. Parents should encourage children to check there when items have been lost. Parents are invited to check it at their own convenience. It is essential that all property, especially hats and jumpers, **BE MARKED CLEARLY WITH THE CHILD'S NAME**. Regular checks are necessary to ensure that the name is still visible. Items that remain in the lost

property box for an extended length of time, (located at the bottom of the back stairs), will be given to the St. Vincent De Paul Society.

SECURITY

It is important that students do not bring valuable items or large amounts of money to school, as the school is not able to accept responsibility for loss or damage to these items. When bringing these items is unavoidable, it is suggested that these are left in the office during school hours for safekeeping. Mobile phones and such devices are not permitted at school and will be held in the front office until the end of the day.

BOOK CLUB

The school participates in the Scholastic Book Club scheme. Brochures outlining details of the books, their appropriateness for the child's reading level and interests, are sent home to enable appropriate choices to be made and order forms completed. Orders can be made online or handed to the office in an envelope with the correct money or cheques made payable to the school by the due date. Two Book Fairs are held during the school year, usually in Term 2 and 4.

LIBRARY

All children are encouraged to borrow books from our school library. We ask for your co-operation in ensuring that the books borrowed are looked after and are returned on time. Each class has one library borrowing session per week. The lending period for books is one to two weeks. It is expected that books damaged or lost through careless handling, will be replaced by parents. It is asked that in all year levels, children have a library bag to protect books when borrowing.

TECHNOLOGY

The role of Technology within education is a growing area, which is shaping culture and transforming society as a whole. Important to the task of providing a holistic education is the very real need for schools to empower learners as critical users, consumers and creators of Technology. There is no doubt that the expansion of knowledge is ongoing and access to Technology is essential for effective lifelong learning. At St Rita's all students will be given their own personal device (Chromebook or iPad). Catholic education has a duty to help learners shape the future in a socially just and life enhancing way. Here at St Rita's School, we endeavour to provide all students with very real and significant opportunities to learn about and to be effective users of Technology. Computers are networked and have internet access, which is an important learning and research tool for students. All class rooms are fitted with interactive whiteboards. Parents and children sign a Responsibility use of IT Agreement. Children found abusing their use of technology can have their access suspended or terminated.

SCHOOL PHOTOS

Class, individual and family photos are taken each year. Parents will be provided the opportunity to order these photos online directly with the photography company. Every second year a whole school photo is also taken.

SPORT

Organised games are a regular and important part of our school curriculum and every child is encouraged to participate to their capacity in school sport. An inter-house sports day is held in towards the end of Term 2 between house teams, Palmerston and Fitzgerald. (This depends on dates set for Peninsula sports.) Throughout the year opportunities are provided for selected students to participate in the Jim Graham Cup (football), Mary Mills Cup (netball), Billy Slater Championships and various other events.

The school takes part in all Innisfail Sport's Association activities including - soccer, netball, softball, T-ball, athletics, cricket and cross-country. We confidently anticipate your support in encouraging your children to take part. For the last six years we have taken a team to the FNQ Futsal championships in Cairns which has proven highly successful.

Sports uniforms are worn every Tuesday and Friday as physical education sessions will be conducted on these days.

SUN SAFE POLICY

At St Rita's School, we have a **'No Hat, No Play'** procedure to reduce the risk of sun related skin damage. This applies to all playground activities including physical education lessons, sports activities, etc. Please ensure your child's hat is well marked.

SWIMMING

Children attend Water Confidence sessions in 4th term at the Innisfail pool. Lessons will be taken by the teachers and parents promoting water confidence, awareness and safety. It is important to realise that students will not learn to swim nor receive intensive stroke correction during the lesson time available. There will be a cost involved in swimming for pool entry and transportation. This cost is included in the Activity Levy.

PARENTS AND FRIENDS ASSOCIATION

St Rita's Parents and Friends Association is comprised of parents and friends who wish to support the vision and function of the school. Each parent is invited to join our P & F Association in order to become actively involved in their child's education. In this school, the P & F Association is not seen as just a fund-raising body, but as an open forum where topics relevant to our school, our children and our community may be raised. Each term the P & F attempts to organise one social event and one fund-raising event.

St Rita's P & F Association prides itself on the contribution it makes annually via financial support to allow the school to purchase up to date resources.

Meetings are typically held on the third Monday of each month, at the school, starting at 7pm and finishing at approximately 8pm.

PARENT LIBRARY/EDUCATION

An expansive selection of parent education books are available at the school office for parents to borrow. This collection has been put together with the assistance of the P & F Association and aims to support parents with helpful reading materials about raising children.

Each year the school attempts to secure the services of quality presenters to offer parents the opportunity to listen to up to date research and topics relevant to parenting.

SCHOOL UNIFORM

A school uniform is important in creating school spirit and bonding the students as a group. It is expected that the correct uniform be worn every day and that students be neat in their dress and appearance. It is expected that all parents will support the school's requirements that full and correct uniform be worn at all times. Any deviation from this should be explained, in writing or a phone call, to the school office. **ALL** items of clothing should be clearly marked with the child's name.

The following applies to all children in Prep to Year 6 in regard to general presentation and jewelry.

Hair – Long/shoulder length hair must be tied back or plaited as it discourages headlice and is a recommended practice by Peninsula Health.

Jewelry – One pair of sleepers/studs in ears only. Chains and rings should be kept at home and not be worn to school. Signet rings may be worn. Watches are allowed. A chain with a religious medal/cross is allowed. **No** other form of jewelry is to be worn.

GIRLS

DAY UNIFORM

Sky blue blouse with waistband (school office)

Navy skort (school office)

White socks

Black Shoes

HAIR TIES / SCRUNCHIES

White, Navy, Sky Blue or Black (school office)

BOYS

DAY UNIFORM

Sky blue shirt (school office)

Navy shorts (school office)

Navy socks

Black shoes

SPORTS UNIFORM (Boys and Girls)

Sport's shirt (school office)

Tuesdays/Fridays

Navy sports shorts (school office)

White socks

Sandshoes

JUMPER Limited navy school jumpers are available from the school office, otherwise a plain navy jumper can be worn.

Hat To be purchased from the school office.

Should you have any further enquiries please do not hesitate to contact the school office.

SCHOOL VOLUNTEERS' CODE OF CONDUCT

Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

- Volunteers are expected to follow the principles of:
 - Safety
 - Respect
 - Support
 - Ethical Communication
 - Ethical Conduct
- Volunteers should think and act safely:
 - Put safety first in all activities.
 - Follow the safety procedures outlined in the school's operational guidelines, to the best of your ability, as outlined in the volunteer induction process.
 - If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
 - Work only according to your level of competency. Contact and report to school administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Volunteers should treat students and staff with respect:
 - Respect the rights of individuals and maintain an appropriate level of confidentiality.
 - Treat everyone with courtesy, sensitivity, tact, consideration and humility.
 - Assist in the creation of an environment free of fear, harassment, racism and exploitation.
 - Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
 - Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.
 - Report any illegal activity to the school's administration or school protection contact.
- Volunteers should use communication skills when engaging with students:
 - Acknowledge the needs and concerns of the individual.
 - Practise effective listening (e.g. ask open questions; be alert to non-verbal communication; stay calm and relaxed).
 - Be aware of the young person's physical space.
 - Be aware of your own body language.
 - Be judicious in making physical contact with young people.
 - Stay calm and relaxed.
 - Be clear and consistent.
 - Use non-discriminatory respectful and non-judgemental language.
 - Seek advice whenever appropriate.
 - As a volunteer, you must follow all instructions from the staff and school administration. You should **NOT** engage directly with media representatives, but refer all enquiries to school administration.
- Volunteers must not:
 - Smoke or use tobacco products while on duty (all Catholic schools and colleges are smoke free).
 - Use, possess, or be under the influence of alcohol at any time while volunteering.
 - Use, possess or be under the influence of illegal drugs at any time.
 - Verbally harass or abuse any person or use profanity while volunteering.

- Utilise your position as a volunteer to take advantage of any young person.

Any breach of this 'Code of Conduct' will be dealt with by the School Principal in the first instance. A copy of the code of Conduct for Parents and Volunteers can be found at the following link:

<http://www.cns.catholic.edu.au/index.php/parents-and-community/parental-involvement/>

MEDIA

Throughout the school year students take part in various activities where photos are taken to record the event. Occasionally these are used in school promotions through our local newspaper, on the school web site and the diocesan newspaper (issued each term).

It is imperative that the Media and Communications Consent Form be completed and signed to indicate that consent is or is not given. NO means NO. Children will be taken out of any photos and their names will not be used in the newsletter.

Parents are not permitted to post images of other students other than their own on social media sites.