



Good Counsel Primary School



Parent Information Handbook

Seek, Learn and Serve

CONTENTS

| | |
|--|-------|
| Parish Priest's Message..... | 3 |
| Principal's Message | 4 |
| Statement of Mission | 5 |
| School History | 5-6 |
| Parental Commitment | 6 |
| Curriculum | 7 |
| Religious Education | 7 |
| The Arts..... | 7 |
| Information Technology..... | 7-8 |
| School Times..... | 8 |
| School Fees - 2017..... | 8-9 |
| Arrival/Departure..... | 9 |
| Leaving the School Grounds | 9 |
| School Buses..... | 9 |
| Pick Up Zone | 9-10 |
| Illness and Accidents at School..... | 10 |
| Absence from School..... | 10 |
| Administration of Medication | 11 |
| Behaviour Management Plan | 11 |
| School Board..... | 11 |
| Parents and Friends Association..... | 12 |
| Parent/Teacher Partnership | 12 |
| Parent/Teacher Interviews and Assessment..... | 12-13 |
| Student Counsellor | 13 |
| School Tuckshop | 13 |
| Correspondence/Newsletter..... | 13 |
| Appointments..... | 13 |
| Library Policy | 14 |
| Excursions and Camps | 14-15 |
| Bicycles | 15 |
| Court Orders/Child Access..... | 15 |
| School Uniform | 16 |
| Sports Uniform..... | 17 |
| Jewellery | 17 |
| 2018 Fee and Levy Schedule..... | 18 |
| 2018 Fee and Levy Schedule..... | 19 |
| Good Counsel Parish Schools Board Policies | 20-29 |

Dear Parents and Friends,

In 2011, when I moved to Innisfail, Ash Wednesday was a memorable welcome for me into the life of Good Counsel Primary School. All students and staff came to Mother of Good Counsel Church on that day to make a commitment of faith; to be marked with ashes in the sign of the cross, with the words, "Turn away from wrong and do good."

I sense our parents have a desire for their children to learn and grow in their relationship with Jesus and to develop to their full potential, I sense our students have that wish also.

Welcome to this year and all of the surprises it may hold, may we as a Parish and School community continue to discover God's plan and always be aware of his presence.

Fr Kerry Crowley
Parish Priest



PRINCIPAL'S MESSAGE:

Welcome to our school. At Good Counsel Primary we value a strong partnership with families and encourage the building of relationships within a caring and safe community. It is our belief that children more easily achieve their true potential when parents feel comfortable being active and involved in the life of the school.

Our teachers and support staff are highly motivated and dedicated professionals who provide a rich learning environment for their students.

There is much pride in our rich history and traditions and we are inspired that our students will be empowered to take their place in the world, contributing positively to the life of the Church and the wider society.

Together we are continually striving for excellence in education within a Christian environment.

Good Counsel Primary School places a strong emphasis on respect for the individual and the rights of others.

We look forward to establishing a long and happy association with you as we work together to educate your child spiritually, academically, physically, socially and emotionally.

Liam

**LIAM KENNY
PRINCIPAL**



STATEMENT OF MISSION

Good Counsel Primary School

Our Mission at Good Counsel Primary School is to guide the individual learner within a Catholic Christian Community. This will be achieved by providing a diversified range of appropriate curriculum experiences supported by a professional teaching approach which promotes and models Gospel values. Our purpose is to realise these goals in an environment, which is built on effective and active communication, trust and mutual respect between staff, pupils, families, parish and the wider community.

SCHOOL HISTORY:

Good Counsel Primary School was named in 1975 but for 72 years prior to this date was known as the Sacred Heart Convent. The school has a great history forged by the Sisters of the Good Samaritan who sailed into Geraldton, as it was then known, in November 1903. Sacred Heart School commenced lessons on Monday November 2, 1903 with an enrolment of 42 students.

Good Counsel Primary was established in 1975 with Sr. Kerin Caldwell, a Good Samaritan Sister as Principal.

Continuing a tradition in North Queensland, Good Counsel Primary School was initially headed by the Good Samaritan Sisters followed for a short period of time by the Marist Brothers. In 1982 the first lay Principal was appointed and 1990 saw the final year of religious presence in the school with the withdrawal of the Good Samaritan Sisters. Since 1990 the school has been staffed by a lay principal and teachers.

Extensive additions and refurbishments have occurred over the ensuing years and in 1998 the present structure was officially opened by Bishop James Foley. Following Cyclone Larry in 2006, the whole school was refurbished and extensively updated with classrooms extended with the open verandahs enclosed and computer pods built into most teaching areas.

During 2010/2011 a major building upgrade took place to refurbish and extend the Library; Computer Laboratory; Learning Support area; Theatre; Staff and Resource area. These facilities are second to none in the region. In 2014, Ablution blocks, Tuckshop & Sports Shed were rebuilt along with the blue covered area resurfaced and a fresh coat of paint to all buildings.

At present the staff comprises 14 full-time teachers, Learning Support teacher, specialist Music and LOTE, and Technology teachers, School Officers, employed in various capacities and programs; groundsman, cleaners, an Assistant to the Principal – Religious Education/Administration, Curriculum Support Teacher, Administration staff, part-time IT technician, part-time Teacher/Librarian and part-time Student Counsellor. Teaching staff are fully registered with the College of Queensland Teachers.

Physically the school comprises two main classroom blocks – double storey, administration and library block, music, technology and art/drama learning areas, two Prep units, three adventure playground areas, covered area with ablution blocks, storage, tuckshop facilities and a multi-purpose hall – The Good Samaritan Hall.

PARENTAL COMMITMENT:

Continuing commitment to the following conditions is expected.

- Parents should accept a commitment to give their child every opportunity to experience the fullness of their own Faith at home and to give the child every opportunity and encouragement to practise it.
- Parents should support and encourage the Gospel Values and the standards of behaviour that these imply.
- Parents are expected to be supportive of school authorities, the school administration, the teachers and various organisations working towards the welfare of the children and school in general.
- Parents should reciprocate the responsibilities of staff in reporting incidents of concern in an appropriate and constructive manner so that a suitable action may later take place to retain the good name of the school and its children. (Reference – Handbook for Parents)

CURRICULUM:

The curriculum aims at the growth and development of the whole child. To that aim, learning areas covered are: -

Religious Education

Mathematics

English

Technology

Language (Yrs 5&6)

The Arts (Music, Drama, Visual Art)

Health & Physical Education

Science

History

Geography

An emphasis is placed on Numeracy, Literacy and Religious Education and effort is made to cater for individual differences and specific learning needs with the help of a full time Learning Support Teacher and School Officers.

RELIGIOUS EDUCATION:

Religious Education has a privileged place in this school. All students take part in Religious Education programmes, prayers and liturgies. Opportunity is given to students and their families to take part in our parish based sacramental programmes. Parents are invited to join with the school community as they express commitment to God through classroom prayer, Prayer Assemblies, class and whole school Eucharistic Liturgies. The faith practice of other religious denominations is always respected but parents need to be aware that Good Counsel Primary School is a Catholic School.

THE ARTS:

The aim of the music program is to develop knowledge, appreciation and understanding of a wide variety of musical styles. The classes cultivate an enjoyment of music through singing, playing, reading and writing experiences. The music curriculum is based on the 'Queensland Years 1 to 10 Arts Syllabus' and incorporates elements of several music philosophies. The children receive a 40 minute lesson weekly conducted by a music specialist.

Students from Years 4-6 are offered the opportunity to join the school band, which involves individual tuition, band practice and attendance at public performances. Private piano lessons are conducted at the school and more information may be obtained from the school office.

INFORMATION TECHNOLOGY:

GCP runs an up-to-date computer laboratory for Prep-6 which provides the opportunity for whole class lessons and the development of technical, research and creativity skills. The staff and students have access to a number of IT peripherals such as scanner, colour and black/white printers, digital and still cameras, digital video cameras, data projectors and electronic whiteboards to help enhance both teaching and learning.

The whole school is networked, enabling the sharing of resources such as internet and documents, learning material and intranet to all the computers throughout the school. All classes have access to iPads.

In addition to the main computer lab, each classroom is equipped with an interconnected mini computer lab.

The school website www.gcps.qld.edu.au informs parents about upcoming events, school newsletters, policies and more. As a work in progress, it continues to grow with the school.

| | | |
|----------------------|-------------------|---------------|
| SCHOOL TIMES: | First Bell | 8.35 |
| | School Commences: | 8.40 |
| Monday-Friday: | Morning Tea: | 10.40 - 11.00 |
| | Yrs 1,2 Play: | 11.00 - 11.20 |
| | Lunch: | 1.00 - 1.20 |
| | Yrs 3,4,5,6 Play: | 1.20 - 1.40 |
| | Bus Pick-up Bell | 2.55 |
| | School finishes: | 3.00 |

EXCEPTION BEING INTERSCHOOL SPORT – Terms 3 & 4:

| | | |
|-----------|------------------|---------------|
| Friday: | Morning Tea: | 10.40 - 11.00 |
| (Yrs 4-6) | Lunch: | 12.15 - 12.35 |
| | Sport: | 1.00 - 2.30 |
| | School finishes: | 3.00 |

SCHOOL FEES – 2018: (Please refer to page 18 & 19)

The school supports the position of the Catholic Diocese of Cairns that no child be denied a Catholic education in any of its schools because of financial difficulty.

Where such circumstances exist the Principal should be notified immediately. Genuine concerns will be dealt with sympathetically and confidentially. The following outcomes will be negotiated.

- extension of payment period
- partial exemption of fee payment

When a family applies for a partial exemption of fees, the Principal and parents concerned will come to an agreement upon the amount, based on consideration of the family's needs as being the priority in a child's life. In some instances where total exemption may be requested, payment in kind may be possible.

ARRIVAL/DEPARTURE:

Supervision of children begins at 8.00am until the bell rings at 8.35am. Students must wait downstairs until the bell rings at 8.35am and must not enter rooms unless a teacher is present or they are so directed. If students arrive after the commencement of school at 8.40, an explanatory note should be given to the class teacher.

LEAVING THE SCHOOL GROUNDS:

Children are not permitted to leave the school grounds during school hours. In the event of necessity, a note must be presented indicating parental permission. Children who need to be collected during school hours will wait at the office. The school recognizes the parents' right to withdraw students from the normal school timetable. However, withdrawing children from the classroom continually, places them at a disadvantage. We ask that the office and class teacher be informed of this absence and parents are asked to consider absence from school as a serious matter.

SCHOOL BUSES:

Bus services to most town and outlying areas bring children to and from school. A teacher is on supervision duty each afternoon at the bus stop in Ernest Street until the last bus leaves. Children are NOT to wait for their bus in the town area.

PICK UP ZONE:

Rankin Street at the front of the school is **not** a designated Pick Up Zone. Parents can, however, park and come into the grounds to collect students. You are asked to note the designated drop off/pick up bays. **These are clearly marked 'non-parking' during peak traffic times.** Please also note the LOADING ZONE is not a drop off/pick up zone.

The supervised zone 3:00-3:20pm for parents to collect children is in the upper end of Owen Street from Grace Street to the crossing. **This is not an area for parking after 3.00pm.** 15 minute parking bays are available in Owen Street opposite the supervised zone. Children not collected by 3:20pm will be waiting for parents in the blue undercover area.

You are advised **not** to arrive before 3.00pm and if your child is not waiting at the zone, you must proceed around the block. Cars for primary pick up should enter Owen Street from the Grace Street end. Secondary students should be collected from the College side of Owen Street. Some Prep parking and disability parking is available near the school oval. Please remember these are pick up and drop off points, not long term parking. Parents are asked to utilise the designated parks.

ILLNESS AND ACCIDENTS AT SCHOOL:

The school endeavours to keep an up-to-date list of telephone numbers of parents, both home, work and mobile numbers where applicable.

It is parents/carers responsibility to notify the school of any changes to telephone numbers or circumstances, which affect the schools ability to contact parents/carers in case of an emergency.

Any ill child may be sent to the school office for a time. When it is considered appropriate, the parents will be consulted and, if possible, asked to take the child home. No child will be sent home if the parents cannot be contacted. In case of serious accident, the Ambulance is called to administer First Aid and, where deemed appropriate, will take the child to the family doctor or to the hospital. Parents will be contacted in this event.

ABSENCE FROM SCHOOL:

The Education Act makes schooling compulsory for all students from Years 1-6. It is therefore a legislative requirement that all school-aged children attend on a daily basis the school of chosen enrolment. The school for its part has a legal obligation to ensure that any absence has a legitimate basis. It is a requirement at Good Counsel Primary School that parents/carers advise the school, preferably by signed note, of any absence.

ADMINISTRATION OF MEDICATION:

Strict instructions have been issued to schools concerning the giving of medication to children.

Teachers may give oral medication provided it is given strictly in accordance with instructions by the pupil's medical practitioner and is requested by the parents in writing. Non-prescribed oral medications (e.g. analgesics) will not be given.

Please do not send medicine bottles to school except with the correct dosage for the period in question and with the child's name clearly marked on the bottle. Correct dosage avoids the possibility of accidental spillage or over-dosing by your child or other children. All medicine is to be given to the class teacher along with the appropriate permission forms available from the office.

BEHAVIOUR MANAGEMENT PLAN:

A code of behaviour based on respect for self, respect for others and respect for others' belongings underpins our Behaviour Management Plan. Parents are asked to become familiar with this plan and commit themselves to accepting this code and plan on enrolment. Copies of the plan are available for perusal from the office. The explanation of this plan will be part of the Parent/Teacher evenings at the beginning of each year.

A School Board "Bullying Policy" has been approved and parents are asked to apprise themselves of its content by perusing copies at the office. (Page 24)

SCHOOL BOARD:

In 1993, the School Board was established to support the two schools based on the model of the Queensland Catholic Education Board. The Board is comprised of –

- 2 Principals and Parish Priest as ex officio members
- 1 Staff Member elected from each school
- 3 Parents from each of the Schools' (Good Counsel Primary School and Good Counsel College) parent body.

Every two years half the elected members step down and nominations are called for new members.

It is the Mission of Good Counsel Parish School board to formulate policies based on Gospel Values to support Principals to ensure that our schools will be truly Catholic. Current Policies are attached.

PARENTS & FRIENDS ASSOCIATION:

The P & F is a vital part of our school and supports the school through its interest, concern, discussion and feedback on issues relating to education and our school community. The Association meets the first Tuesday of the month at 7.30pm in the theatrette. All parents of enrolled students are members of the P & F. As such, it is expected that all parents will support the school in whichever way they are able.

PARENT/TEACHER PARTNERSHIP:

Parent involvement in school activities is vital as a demonstration to staff and children of their interest in the progress and development of both the child in particular and the school in general. The following are some areas in which parents can be involved: -

- Showing genuine interest while listening and talking to your child about school activities.
- Assisting class teachers in helping children with Reading, Art, Craft, Sport, Outings, Camps, etc.
- Attending meetings of the Parents & Friends Association and supporting all the various social and work activities.
- Meeting other parents through involvement in social gatherings.

PARENT/TEACHER INTERVIEWS AND ASSESSMENT:

You will be invited to take advantage of a Parent/Teacher Night early in Term 1. It is our intention to make this as welcoming and fruitful as possible and should be seen as another opportunity to work closely with the class teacher for the benefit of your child.

An oral reporting session is also conducted towards the latter part of the first term, providing an informal overview of the child's progress to date.

Evaluation of children's knowledge, skills and effort is done on a progressive assessment programme. A formal report card is issued twice a year. Parent/Teacher interviews are offered as an essential part of the assessment process.

As we strive to keep the lines of communication open, feedback will be consistent and regular throughout each semester period. Parents are encouraged to meet regularly with their children's teachers. From time to time teachers and parents may arrange for a more formal meeting. These meetings are generally arranged to target a specific area of concern or highlight perceived strengths in the child's learning.

STUDENT COUNSELLOR:

The Student Counsellor Carmel Parisi visits the school on a weekly basis, one day a week. The Counsellor's first priority is towards children facing personal difficulty which impacts upon their ability to achieve their potential. Counselling may be recommended by the classroom teacher or requested by the parent.

SCHOOL TUCKSHOP:

Tuckshop operates three days a week on Monday, Wednesday and Friday and a menu and price list are available from the office. Parents are encouraged to offer their help. A convenor is employed to ensure the smooth running of this service. Students are encouraged to order rather than line up to purchase their lunch.

CORRESPONDENCE:

Parents are asked to send all notes, monies, etc to the school in sealed envelopes. Envelopes containing money should have the child's name and class, together with the "reason" for the money, written on the front. The eldest child in each family (unless otherwise arranged) at Good Counsel Primary will be responsible for taking home all general correspondence from the school.

NEWSLETTER:

A weekly newsletter will be sent home each Tuesday or may be emailed to you by request or by visiting our website www.gcps.qld.edu.au to inform you of happenings in and around the school. Please contact the teacher immediately if this does not occur. In the event of parents separating and requiring a second newsletter, the responsibility lies with the parent to inform the school.

APPOINTMENTS:

Please telephone, giving your reasons, to make an appointment to see the Principal or members of staff, to arrange a mutually convenient time. If it is a confidential matter, please send a note. For teachers, this avoids wasting valuable time and allows them to prepare information to make the meeting as fruitful as possible. Classroom matters should be referred to the teacher concerned in the first instance.

LIBRARY POLICY:

The school library strives to be of service to the community by promoting an

interest in books. As a resource centre, the library enriches the educational development of the students and aids the teachers.

Parents must accept responsibility for books issued in their child's name and must provide a library bag of reasonable size to protect books. For upper school, a plastic shopping bag will suffice. Since books are expensive items, parents would be wise to ensure that children store their books in a safe place at home out of reach of small children.

If books are well overdue, parents will be notified asking them to look into the matter. If no reply is received, or if the book has been lost or damaged, it will be requested that payment be made to make good the loss.

EXCURSIONS AND CAMPS:

Please note that it is an expectation upon enrolment that all children take part in all aspects of the total school curriculum. Excursions and camps form an important part of this total curriculum. Naturally special circumstances are taken into consideration. **Parents or care givers should be aware that it is an expectation that all child/ren take part in such school sanctioned activities.**

Parents are asked to sign a General Consent Form to allow their child to participate in certain school activities, either within the school grounds or involving short travel to another venue, e.g. sporting fixtures, special performances, etc. Parents will be informed of any special activities by way of the weekly newsletter.

Children will not be allowed to take part in any outings unless the Consent Form has been signed. Excursions are planned to supplement at-school activities or fulfill educational goals. While exceptional circumstances exist, and the Principal approves, children not attending excursions and camps, with approval from the Principal will be catered for at school during their class' absence.

A modified programme will operate at school for those with approved exceptional circumstances.

From time to time, classes are involved in class Camps (Year 5 & 6 annually), which is an essential part of our total curriculum approach. Outdoor and environmental education issues form part of this experience as well as the social skills of living cooperatively with adults and peers.

A carefully programmed sequence of activities is planned for camps. It is most important that every child be given the opportunity to participate fully in these experiences. We take a great deal of trouble to plan for a school camp – to make it an exciting, educational experience for the students.

BICYCLES:

Upon arrival at school, children place bicycles in the rack provided. Bikes are not to be ridden within the school or Parish grounds.

COURT ORDERS/CHILD ACCESS:

In the event that there are existing Court Orders or that circumstances result in Court orders being issued during children's attendance at the school, these must be communicated to the school. The school is bound by law to abide by the directions set out in any order so communicated.

In the event of circumstances where parents may have changed access or arrangements e.g. separation, the school must be notified as to these arrangements. This is critical in the need for communication both home and to the school.

Carers who have children in Care of the State are required to furnish necessary documents from the relevant authorities.

SCHOOL UNIFORM:

ALL UNIFORMS MUST BE PURCHASED FROM THE SCHOOL TUCKSHOP. THIS IS TO AVOID INCORRECT VERSIONS OF OUR UNIFORM. UNIFORMS CAN BE PURCHASED ON MONDAY, WEDNESDAY AND FRIDAY. PAYMENT FOR UNIFORMS MUST BE MADE AT TIME OF PURCHASE.

ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED WITH CHILD'S NAME.

GIRLS UNIFORM:

DRESS: A-line uniform in blue green check fabric

SHIRT: Shirt in blue green check fabric with side splits (to be worn out)

SKORT: Navy cesarella fabric

BOYS UNIFORM:

SHIRT: Shirt in blue green check fabric with side splits (to be worn out)

SHORTS: Navy Stubbies

HATS – BOYS & GIRLS: Navy – broad-brimmed/Legionnaires

PULLOVERS – BOYS & GIRLS: Navy

SOCKS: **GIRLS:** Quarter crew/school crew white cotton blend

BOYS: Fold over navy cotton blend

SHOES: **BOYS & GIRLS:** Black only leather shoes or joggers

SPORTS UNIFORM:

GIRLS & BOYS:

FORMAL SPORTS UNIFORM: Navy, Blue and Gold stripe (Yr 3-6 only)

HOUSE – SPORTS SHIRTS/SHORTS: (Prep – Yr 6)

Students will also need a team colour sports shirt AFTER they have been allocated a team. The teams are Green – Clancy, Blue – Polding, Red – Marcellin, Purple – MacKillop.

BOYS & GIRLS: GCPS Sports shorts

BOYS & GIRLS: Coloured joggers and white socks

Alternative clothing items e.g. Umbros are not part of the school uniform and may only be worn for the duration of a PE lesson. School uniform applies to arrival and departure from school.

JEWELLERY:

The only items of jewellery permitted by the school are one pair of plain gold or silver sleepers or studs, small cross or crucifix on a gold/silver chain.

Nails: Coloured nail polish is not acceptable and children will be asked to remove it.

Hair: All children's hair needs to be off the eyes. If length permits, be arranged in plaits or tail with a GCP scrunchie, white, blue or green ribbon. Beads or hair extensions are not permitted and children will be asked to remove them.

Tinting or dying of hair so as to be distinctive within the school community is not permissible.

Free Dress days require sun-safe school appropriate clothing, e.g. shoulder/sleeves cover, school uniform socks/shoes or as directed by the Newsletter on particular occasions.



POLICY AREA

BEHAVIOUR MANAGEMENT POLICY - 2007

RATIONALE

Our schools are communities based on Gospel values. We promote the psychological, physical, emotional, social, academic and spiritual development of each student within a supporting and caring environment.

VALUES

Love, justice, understanding, respect, dignity, responsibility, trust and forgiveness.

POLICY

All members of the school communities accept the responsibility to behave out of respect for the dignity and rights of all in our school communities.

CONSEQUENCES

1. The schools need to adopt a Behaviour Management Plan, which promotes respect of self and respect for the rights of others.
2. All members of each community need to be aware of the Behaviour Management plans and make a commitment at the time of enrolment.



POLICY AREA ENROLMENT POLICY - 2007

PREAMBLE The Good Counsel Schools are a faith community, maintaining a Catholic identity, serving the mission of Christ. Students are nurtured in their faith in Christ and assisted in their total development.

VALUES Justice, faith, love, truth and hope.

POLICY Enrolment is open to all students whose parents/guardians are committed to the support of the Mission Statement of the relevant school. Acceptance is dependent upon discernment.

- CONSEQUENCES**
1. Parents and students must be given adequate information about the Mission Statement.
 2. Enrolment is dependent upon the capacity of the schools to provide the physical and human resources necessary for the education of the student. Discernment by the Principal could mean consultation with the Parish Priest, professionals, parents, staff, and/or a DES Officer.



POLICY AREA

SCHOOL FEES POLICY - 2007

POLICY

All families are expected to pay fees by the end of the respective term. Should a difficulty exist with the payment of fees an interview with the Principal will assist the establishment of an arrangement acceptable to both the school and the family.

VALUES

Justice, responsibility and equality of opportunity.

PREAMBLE

Collection of fees, together with resourcing from Governments, allows the schools to operate within Government requirements.

CONSEQUENCES

1. Full payment of School Fee Account is expected unless a fee reduction has been negotiated.
2. Full payment of School Fee Account is expected within the time frame unless an arrangement has been reached.
3. Families are responsible for seeking an interview with the Principal to make confidential arrangements with regard to School Fee Accounts.
4. At the Principal's discretion he/she may seek an interview with any family to clarify a situation where non-payment of fees has occurred.
5. Reduction or setting aside of fees or levies is at the Principal's discretion.
6. No student will be excluded from attending Good Counsel Parish Schools on the grounds of financial hardship.



POLICY AREA

SUN PROTECTION POLICY - 2006

POLICY

Our schools endeavour is to reduce sun-related conditions, through supporting and creating reasonable and practical safeguards.

VALUES

Respect for self and others, care, concern and responsibility.

PREAMBLE

The Good Counsel Schools' community recognises the dangers of exposure to ultra violet radiation and acknowledge our responsibility in ensuring that such exposure is reduced for students and staff.

CONSEQUENCES

1. Sun safety will be thoroughly explained and promoted to all members of the school community.
2. Sun protection will be an important consideration in the planning and implementation of school activities.
3. The school will seek to develop an environment (both natural and built), which provides as much shade as possible.
4. Sun protection will be an important factor to consider in any uniform changes.



POLICY AREA

BULLYING POLICY - 2007

RATIONALE

Bullying is an ongoing event, which can be social, physical, psychological or verbal in nature. Bullying can be perpetrated by an individual on an individual, by a group on a group, by a group on an individual or vice versa. Bullying hinders the development of the students. Good Counsel School communities uphold the value and dignity of each member of their community. We believe that every person is entitled to participate in an education within a safe, just and respectful environment.

VALUES

Self-respect, mutual respect and justice.

POLICY

Good Counsel Schools are communities, which aspire to be free from bullying.

CONSEQUENCES

1. Bullying is to be managed by processes suitable to the school involved.
2. The schools are to develop appropriate strategies to deal with bullying.
3. Victim and bully are opposite sides of the same problem. Both sides must be addressed.
4. Intervention by appropriate strategies aims for immediate cessation of the bullying.
5. Liaison with parents/guardians will occur as appropriate.



POLICY AREA

CELEBRATIONS AND FUNCTIONS POLICY - 2007

RATIONALE

Many celebrations and functions, which involve parents, priests and other community members as well as the staff and the students, occur at the two schools. For these functions and celebrations there should be appropriate consultation with and involvement of the principle stakeholders to promote a sense of inclusiveness for these stakeholders.

GOSPEL VALUES

Justice, equity and respect.

POLICY

Good Counsel Schools will promote school community celebrations and functions by reflecting upon their distinctive identities and with consideration of the goals and values of their Statements of Mission.

CONSEQUENCES

1. The Principals will be responsible for celebrations held by their respective schools.
2. The ceremonies and functions will promote involvement of students, their parents, the staff and representatives of the wider community. This involvement will be appropriate to the particular celebration or function. Guidelines will be established to indicate the particular involvement.



POLICY AREA

DRUGS POLICY - 2007

RATIONALE

As part of a community where drugs are a prevalent problem Good Counsel Schools need to respond in a manner which addresses the academic, social, psychological, emotional and spiritual welfare of all people involved.

CLARIFICATION

The term '*drugs*' covers substances that can be absorbed, inhaled, injected or ingested and that are open to abuse. A Diocesan policy exists for medically prescribed drugs to be administered with parent permission and in accordance with the instructions of a suitably registered medical officer.

VALUES

Justice, responsibility, respect for others, self-respect, forgiveness, dignity and compassion.

POLICY

Good Counsel Schools aspire to maintain an environment free from drug abuse. Drug related incidents would be managed in ways, which provide a supportive environment for students, parents and staff whilst meeting obligations to the wider community. Students will be educated about drugs and the implications of drug abuse.

CONSEQUENCES

1. The schools will incorporate an appropriate drug education programme into the curriculum.
2. Students in the possession, use and/or distribution of drugs within the school or whilst under the jurisdiction of the school will be required to participate in a comprehensive drug education programme related to the level of involvement. This programme will be undertaken in liaison with parents and other appropriate bodies.
3. The schools will comply with relevant drug legislation.



POLICY AREA

MAINTENANCE POLICY - 2007

RATIONALE

Maintained property ensures that students and staff have access to a safe and functional learning and working environment.

The maintenance of school property (grounds, buildings and equipment) is important for the development of mutual respect and regard for community property.

VALUES

Justice, responsibility and respect.

POLICY

Good Counsel Schools will maintain buildings, grounds and equipment in compliance with the Workplace Health and Safety Act and relevant statutes, codes and regulations to achieve an environment, which promote Christian values and enhances learning.

CONSEQUENCES

1. Maintain appropriate records.
2. Establishment of a committee to ensure inspection of property and regularly report to the Principals.



POLICY AREA

GRIEVANCE POLICY - 2005

RATIONALE

Our school communities value the right of each member to fulfil their mission in an environment of mutual respect, fairness, open communication and equity for personal and communal growth.

VALUES

Mutual respect, justice, integrity, forgiveness, trust and dignity.

POLICY

Good Counsel Schools will acknowledge and address concerns/issues by promoting the rights of all members and facilitating strategies of open communication and mutually beneficial resolutions.

CONSEQUENCES

1. Schools continually promote and facilitate procedures to acknowledge and address grievance issues.
2. Grievance strategies are implemented and continually evaluated within a reasonable timeframe.



| | |
|---------------------|---|
| POLICY AREA | WORKPLACE HEALTH & SAFETY POLICY - 2006 |
| RATIONALE | Good Counsel Schools will ensure that current legislation guidelines in WH&S issues are followed. |
| VALUES | Responsibility, care and trust. |
| POLICY | Good Counsel Schools will ensure that current legislation guidelines in WH&S issues are followed. |
| CONSEQUENCES | <ol style="list-style-type: none">1. Training and support will be provided to train WH&S Officers to ensure that they are up-to-date with current requirements.2. Staff will embrace the concepts of WH&S and share responsibility for implementation.3. Schools will co-operate with Diocesan WH&S Officers and commit to regular review of processes. |



Good Counsel Primary School

96 Rankin Street, Innisfail QLD 4860

Phone: 07 4061 2994

Fax: 07 4061 2271

Email: secretary@gcps.qld.edu.au

www.gcps.qld.edu.au