

Grace Lutheran  
PRIMARY SCHOOL  
GROW IN GRACE



# PARENT & STUDENT HANDBOOK



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# GRACE LUTHERAN PRIMARY SCHOOL

## Parent & Student Handbook

TABLE OF CONTENTS		
Item	Section	Page No.
1.	OUR SCHOOL	2
2.	OUR ETHOS AS A LUTHERAN SCHOOL	2
2.	OUR VALUES	4
3.	THE TEACHER IN THE LUTHERAN SCHOOL	4
4.	PARENT'S ROLE IN PARTNERSHIP WITH THE SCHOOL	4
5.	PARENT INVOLVEMENT	5
6.	PARENT COMMUNICATION	5
7.	SEE SAW APP	7
8.	SCHOOL DAY	9
9.	SCHOOL ARRIVAL AND DEPARTURE	10
10.	STUDENT LEAVE GUIDELINES	10
11.	TRAFFIC AND PARKING	12
12.	PASTORAL CARE – Behaviour Management, Restorative Practices, Anti-Bullying	12
13.	CLASS ARRANGEMENTS	16
14.	HOMEWORK	16
15.	LEARNING NEEDS IDENTIFICATION AND ENRICHMENT	18
16.	UNIFORM AND STUDENT APPEARANCE	18
17.	SUN SMART SCHOOL	20
18.	PERSONAL DIGITAL DEVICES	20
19.	MEDICATION	20
20.	SCHOOL LUNCHES	22
21.	TUCKSHOP	22
22.	N.I.S.S.A SPORT	23
23.	GRACE OUTSIDE SCHOOL HOURS CARE CENTRE	23
24.	EXTRA-CURRICULAR ACTIVITIES	23
25.	SCHOOL FEES	24
26.	STUDENT ACCIDENT INSURANCE	25
27.	CHILD PROTECTION AND SAFETY	25
28.	ADULT PROTECTION AND SAFETY	27
29.	VOLUNTEERS	28
30.	WORK HEALTH AND SAFETY	30
31.	SCHOOL MAP	30
32.	WHAT SORT OF START IS YOUR CHILD GETTING?	34



**GROW  
in  
GRACE**

## OUR SCHOOL

Grace Lutheran Primary School is owned and operated by the Lutheran Church of Australia, Queensland District. The school is governed by a School Council of seven to ten elected members. The Principal is appointed by, and reports to, the School Council. The school began in 1971 at Redeemer Lutheran Church Hall in Woody Point and moved to the present site in 1973. The school now caters for approximately 400 students from Prep to Year 6.

### SCHOOL STRATEGIC INTENT

The strategic intent at Grace Lutheran Primary School is **ENGAGE – EDUCATE - EXCITE**

### SCHOOL LOGO

The essence of Grace Primary has been captured in the school logo through:

- The Cross, which is central to our Christian faith.
- The figure intertwining with the cross which emphasises a union between Christ, the source and centre of our school life, and His children (students, teachers, parents and the community).
- The strong upward direction of the figure and the cross together create a sense of centrality and growth, which reflects the school motto 'Grow in Grace'.
- Incorporating our school colours of brown and gold whilst including a highlight colour of blue to symbolise water; our rebirth as God's children through water and the Spirit, and to recognise the school's unique location of being surrounded by the water of Moreton Bay.



## OUR ETHOS AS A LUTHERAN SCHOOL

### WE BELIEVE:

- The Bible is the supreme authority for Christian faith and life
- The Holy Spirit works through the teaching of God's word in our schools to lead people to know and trust in God as Creator, Redeemer, Sanctifier
- All people are sinful and saved by grace through faith in Christ
- That because Christians live in grace, all they do is for God's glory not theirs
- Each person is a unique creation of God and a person loved by God
- All useful knowledge and learning is God's gift to people for their well being
- Service to others through actions and relationships is a reflection of, and response to, God's love for all

### **AND BECAUSE OF THIS WE VALUE AS CORE:**

- The Bible as the authority informing what we do and teach
- The work of the Holy Spirit in the life of each person
- Forgiveness, being forgiven and reconciliation
- That God, by grace shown through Jesus' love, accepts and values each person
- The uniqueness and worth of each person
- God's gifts of knowledge and learning
- A spirit of service reflecting God's action in our lives

### **THEREFORE, LUTHERAN SCHOOLS:**

- See everything we are and do in relation to God
- See each member of our school community as someone in relation to God

This understanding of the identity of each person before God motivates us to:

- Develop the whole person
- Strive for the best
- Care for each person
- Help each student grow in the assurance of their God-given worth and purpose
- Accept the need for discipline for the well-being of the individual living in community
- Reflect the characteristics of God, especially love, justice, compassion, forgiveness, patience and service
- Create learning contexts incorporating values that reflect God's relationship with His world.

## **ABOUT LEARNERS & LEARNING**

### **Our Beliefs about Learners:**

- All learners are valued for who they are and whose they are
- All learners need encouragement and deserve respect
- Learners learn in different ways and at different rates
- All learners have the ability to learn and learn best when:
  - They experience success
  - They take responsibility for their own learning
  - They can work both independently and collaboratively
  - Subject matter is meaningful
  - High, explicit learning expectations are present
  - They are authentically assessed and appropriately challenged
- Learners need to learn how to learn and think
- Collaborative partnerships between parents/caregivers and schools support learners and learning.

### **Our Beliefs about Learning:**

- Learning goes beyond the academic; it includes the spiritual, physical, emotional and social and has a transforming role
- Learning has affective and volitional dimensions as well as cognitive
- Learning is lifelong
- Learning involves learners progressing through developmental cycles
- Learning is facilitated when the individual needs of the student are met
- Learning occurs in a context and is driven by curiosity, need and inquiry
- Learning builds on previous knowledge, experiences and understanding

### Our Beliefs about Learning Communities:

- All people are learners
- Safe and supportive learning environments facilitate active learning
- Effective learning communities respect diversity and encourage reflective practice and productive feedback
- Learning communities are strengthened by having a shared vision and common core beliefs
- Learning communities reflect upon and respond to the world of today in ways that enable their members to face the future with confidence
- Learning cultures need to be intentionally developed

## OUR VALUES

Grace Lutheran Primary School strives to develop children who value (and build their communities with):

*Insightful*      *Caring*      *Resilient*      *Creative*      *Self-directed*  
*Honest*      *Inquirer*      *Hopeful*      *Collaborative*      *Respectful*

## THE TEACHER IN THE LUTHERAN SCHOOL

The Lutheran school is an agency of the Lutheran Church of Australia through which the Church seeks to carry out its ministry and mission to the people of Australia.

The specific ministry and mission of the Lutheran school is to provide quality formal education in which the Word of God informs all learning, teaching and activities and where forgiveness and grace govern the relationships of the members of the school community.

In order to fulfil this ministry and mission the teacher in the Lutheran school, as well as being a qualified and competent educator, will be one who is committed to the Christian faith as confessed by the Lutheran Church, is willing to identify with, uphold and promote the Lutheran ethos of the school and who will exemplify and model the Christian life-style in and beyond the school.

The Church will determine from time to time what specific qualifications it requires of teachers to equip them for this ministry and mission of the Church in Lutheran schools. Every teacher appointed to service who continues to meet the requirements determined by the Church will be an Accredited or Provisionally Accredited teacher in the service of the Church.

## PARENTS' ROLE IN PARTNERSHIP WITH THE SCHOOL

Grace Lutheran Primary School acknowledges that parents have responsibility for, and are the first educators of their children. Parents and family, in the home environment, strongly influence what and how children learn.

The Lutheran School, as an agency of the Lutheran Church, also has a responsibility to children, to those who are members of the Church as well as to others in the community who are not members.

This responsibility is to proclaim and relate the Gospel of Jesus Christ to the total life of children as students in order to equip them to live a Christ-like life in all life situations, to serve both God and humanity throughout life and to live with the assurance of eternal life.

In order to coordinate these responsibilities, effective interaction between school and parents is essential. The school will:

- communicate clearly to parents what it accepts as its responsibility
- require the active interest and support of parents
- maximise opportunity for parental involvement.

In order to keep parents well informed on the progress and achievements of their children, the school will initiate and maintain various forms of communication as required from time to time.

## PARENT INVOLVEMENT

Parents are encouraged to become involved in the life and activities of the school. Many opportunities exist for parents to contribute. Parents are also encouraged to volunteer, as opportunities arise to help in the classroom, tuckshop or on class activities and excursions. Families are expected to support in fundraising and friendraising activities including the Fete, Mothers' and Fathers' Days Stalls, various fundraisers and social occasions.

Funds raised are used for the ongoing development and improvement of the school. In recent years, fundraising has helped to establish an outdoor deck, STEM room upgrades, resources for teaching and learning and the ongoing development of playgrounds.

**All parent volunteers** are required to read and sign a copy of the school's volunteer statement.

## PARENT COMMUNICATION

A strong school/home partnership is vital to enabling a child to reach his/her full potential. This is why at Grace Primary we are committed to providing regular communication to parents across a variety of mediums. We communicate in the following ways:

### **NEWSLETTERS**

The school newsletter '*Ripples*' is emailed fortnightly to each family on Thursdays and is available in the school website.

### **REPORTING STUDENT PROGRESS**

Student reports are issued at the end of Semester 1 & 2. Reporting Conferences are held at the end of Term 1. All families are given an appointment time in Term 1 while Term 3 Conferences are student led. Requests for copies of previous reports will incur an administration charge.

### **THE PARENT HUB**

This is a place where parents and the school connect to become informed and share ideas. The facility caters for small group meetings and workshops. The 'Hub' is conveniently located adjacent to the parent drop off/pick up waiting area and is open before and during school drop off and pick up times.

## **THE SCHOOL APP**

Grace Primary has developed its very own school app to help parents and friends of our community keep informed of the school's activities, events, newsletters and more through notifications and direct access to the App. Parents are encouraged to download the App and take advantage of its convenient features. The app is available on both Apple and Android phones. Please refer to the School Website to find out how to download this useful communications tool.

## **GLPS OFFICIAL FACEBOOK SITE**

Grace Primary has an active Facebook page that is strongly followed by the school community. Make sure you 'Like Us' at [www.facebook.com/GraceLuthPS](http://www.facebook.com/GraceLuthPS) to ensure you are kept up to date on what's happening at the school. You can also access this through our School App.

Parents are encouraged to be sensitive when posting about the school or parents and students on their own private Facebook sites. Parents are reminded that negative comments may be defamatory and the school urges caution for parents when posting. For a parent wanting to organise a non-official GLPS Facebook site, the school asks that either the Marketing Manager or Principal are invited to be part of the site and the published guidelines are adhered to. The school will not become involved with student social media activity as for most sites, (e.g. Facebook, snap chat, twitter) people must be 13 years of age to establish a profile.

## **SCHOOL WEBSITE**

Please visit our website at <http://www.graceprimary.qld.edu.au> - it contains information such as the Tuckshop Menu, School Calendar, Ripples, access to activities and events and much more.

## **CLASS SOCIAL PARENT REPRESENTATIVES**

Class Social Parent Representatives play an important role in the Grace Primary community. They help to coordinate friendship activities, provide school support for parents and students throughout the year, encourage a more organised and well informed class cohort for teachers, as well as being an initial point of contact for new parents to get to know other families. The Social Parent Rep Coordinator aims to provide a volunteer parent representative for each class, and provide ongoing support.

## **SEE-SAW APP**

Seesaw is a digital portfolio that is used across all year levels at Grace. This platform allows students to showcase what they are learning/doing at school and share this with their families. Students and teachers post English and Mathematics each week. Throughout the term you will also see posts from what students are learning in Integrated Studies, Physical Education, Performing Arts, Japanese and STEM.

Homework is also posted via Seesaw each Friday, with homework being due the following Thursday.

## **PARENT CONTACT**

We value parent input and encourage parents where they have joys, concerns, and suggestions to make contact with the appropriate staff member. For best outcomes for all involved, parents are asked to be thoughtful in this area. Generally, teachers are not available during the school day. For urgent communication, Reception is able to pass on a message.

If parents have concerns regarding their child's learning or behaviour, please contact the child's teacher. Concerns, whether from the parent or from the teacher, are best discussed face-to-face at a prearranged meeting. Parents can contact the teacher or the School Reception to make an appointment. To get the most out of any meeting, a simple outline of the matter to be discussed will allow for an informed, well prepared and productive discussion.

If after speaking to the class teacher you feel the matter needs further consideration or discussion, please make an appointment through Reception to see the Deputy Principal or the Principal.

**Email contact** is useful for simple questions or information sharing but is not an effective means to work through concerns or worries. Parent (or teacher) concerns are best addressed through respectful and positive face-to-face conversations that may also include the child.

An email, or other written note to the teacher, is appropriate if:

- You have a query or feedback in regards to homework;
- There is information that the teacher needs to know at the start of the day eg forgotten items, emotional upset (but before 8:00am, otherwise contact Reception);
- There is something that occurred during the day that is important for the teacher to know;
- You would like to pass on a good news story or thanks to the teacher; or
- You want to make an appointment.

Staff will aim to provide an initial response within two school days of receipt of the email or note (unless prevented by absence). Part time staff will respond within two school days of their first day of teaching. If a more detailed response is required, this will follow within one week. At times, teachers may copy the Deputy Principal or Principal into email conversations, or refer an email to them for their information or follow up.

In addition, teachers will at times contact parents to share positive learning experiences or behaviour displayed by their child, or simply to notify parents of a special award their child will receive at assembly.

## WHO TO CONTACT

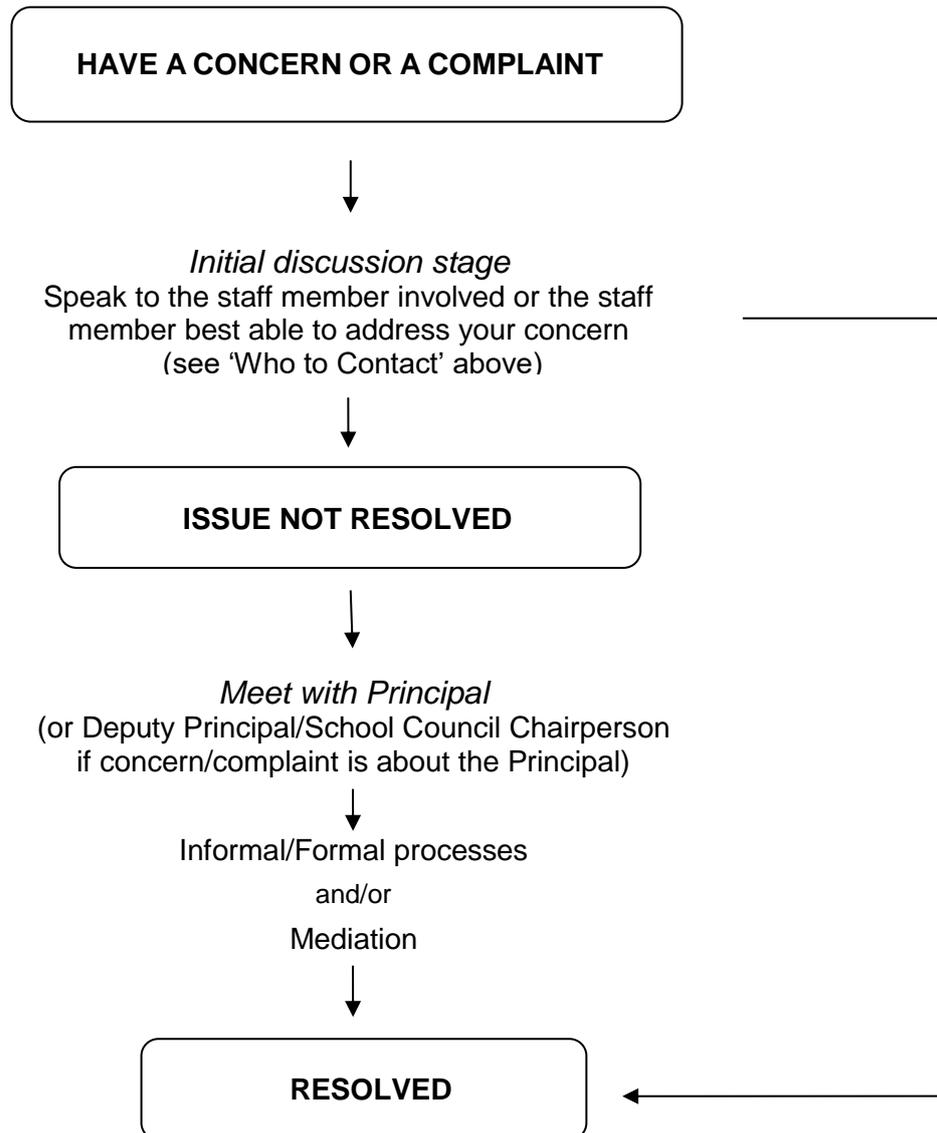
Parents and guardians are encouraged to contact staff should they have concerns, queries, or enquiries regarding their children's education.

Requests for appointments with the Deputy Principal and Principal, Student related inquiries	Any office staff
Enrolment inquiries	Enrolments Officer
General inquiries, absentees, urgent messages	Reception
Homework, class matters, student concerns Student care and behaviour management issues	Class Teacher
Teaching and learning coordination, curriculum matters	Deputy Principal – Teaching & Learning
Social and emotional support for students and families Daily routines, behaviour issues beyond your child's class	Deputy Principal – Pastoral Care
School policy, procedures and developments Unresolved issues	Principal
Fee and accounts inquiries	Business Manager
Uniform inquiries	Uniform Convenor
Tuckshop inquiries	Tuckshop Convenor
Media, Facebook & Parent Hub enquiries	Communications & Marketing Manager

## COMPLAINTS

The school has a 'Grievance Policy' which outlines the process to be followed when a parent has a complaint against a staff member or about a school related matter. A copy of the policy is available on the school website.

If a student or parent has a complaint, the first action is to speak directly to the staff member involved to resolve the issue - and then for informal/formal processes to be followed if necessary.



## SCHOOL DAY

8:00am	Supervision of students commences
8:00am	Staff Devotion and Briefing (except Wednesday)
8.15am (Bell)	Open Classrooms
8:25am (Bell)	Lessons commence
10:20am (Bell)	Play break (30 minutes)
10:50am	Eating time (20 minutes)
11:10am (Bell)	Lessons continue
1:10pm (Bell)	Play Break (20 minutes)
1:30pm	Afternoon Tea (10 minutes)
1:40pm (Bell)	Lessons continue
3:00pm (Bell)	Dismissal - Supervision of Waiting Area & Bus Shelter
3:30pm (Bell)	Afternoon supervision ceases

### OFFICE HOURS

8:00am to 3.45pm

### STUDENT ATTENDANCE

Students are expected to be at school by the first bell at 8:25am.

### LATE ARRIVALS

Students arriving late for school (after the 8:30am bell) are required to collect a Yellow Card from Reception before joining their class. Failure to do so may result in parents being contacted as the child may have been marked absent on the class roll. If a student is more than ten minutes late to class, **please note** this is a late arrival. These are then tallied at the end of each term and semester and appears on student reports at the end of semester.

### EARLY DEPARTURES

Students leaving early (before 3:00pm) are required to be 'signed out' at Reception by a parent or guardian. Students will meet with their parent/guardian in Reception before leaving the school.

### STUDENT ABSENCES

If a student is absent for any reason, parents are required to **either**:

1. Provide a written note to the class teacher or contact School Reception in advance for known absences such as appointments or extended holidays; **or**
2. Contact School Reception before 8:30am on the absentee line, 32830088 or email [absent@glps.qld.edu.au](mailto:absent@glps.qld.edu.au) on the day of absence. If a recorded message is left, or an email sent, please state your name, child's name, class and reason for absence
3. To speak to a staff member please phone Reception on 3283 0011

School staff will contact parents when students are absent without explanation. This helps to ensure the safety of our children.

## SCHOOL ARRIVAL AND DEPARTURE

Staff supervision of students begins at 8:00am and finishes at 3:30pm each school day. Students who need to arrive or leave outside these times are to be booked into Grace Outside School Hours Care (GOSHC). Only families using GOSHC are to access the Multipurpose Hall and surrounds before and after school.

**Parents and visitors at school during the day must report to Reception on arrival.**

**MORNING PROCEDURE** - Students are to arrive at school between 8:00am and 8:15am and can sit in the Waiting Area or go to the playground until 8:15am, when they can make their way to classrooms and get ready to commence lessons at 8:25am.

**AFTERNOON PROCEDURE** - School finishes at 3:00pm and children waiting for parents are to be at the Waiting Area. Parents are to collect children from this supervised area. Students waiting for buses are to wait at the Bus Shelter that is also supervised. Playgrounds are not used after school unless children are under the supervision of GOSHC staff.

Children still waiting for parents after 3:30pm will be located at Reception. Parents running late should contact Reception so waiting children can be reassured.

### BEFORE AND AFTER SCHOOL EXTRA CURRICULA ACTIVITIES:

Children attending activities after school will meet staff in a designated area (usually the waiting area). After the activity they should be picked up promptly from the Waiting Area under the supervision of the staff member in charge of the activity.

Students using the Performing Arts Room before or after school are to move to and from the Hall using the stairs near the senior toilets. At the end of afternoon lessons, children are to meet parents in the Waiting Area under the supervision of the teacher who takes the lesson.

Tennis lessons – Parents watching their children at before or after school tennis lessons are to be in the Outdoor Chapel area only please. This allows school and GOSHC staff to do their work and keep everyone safe.

## STUDENT LEAVE GUIDELINES

The Education (General Provisions) Act 2006, section 176, requires that a parent of a child who is of compulsory school age must:

- (a) ensure the child is enrolled at a State or non-State school; and
- (b) ensure the child attends the school on every school day for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

Conditions for exemption under the Act include, but are not limited to:

1. An approved application for home schooling
2. Illness preventing attendance of not more than 10 consecutive days. Cases involving illness of more than 10 consecutive days require a specific exemption from the Chief Executive of the Department of Education.

The Education Act attendance requirements form part of the Grace Lutheran Primary School's Enrolment Contract, and parents who do not send their children to school, except for the following reasons, can be in breach of the contractual agreement:

**Illness** – sick leave can be approved by the class teacher for non-attendance up to 10 consecutive days, following written explanation by the parent. A medical certificate is normally required for non-attendance of more than 3 consecutive days

**Leave** – where exceptional circumstances necessitate non-attendance by a student (e.g. family circumstances), written application must be made by the parent and leave can only be approved by the Principal or nominated delegate (e.g. Class Teacher or Deputy Principal). Where the need for leave is known in advance, the application should also be made in advance of the anticipated leave. The outcome of the leave application will be communicated in writing to the parent, and a copy will be provided to the class teacher for roll-marking purposes.

If the reasons given for the leave do not meet the criteria for approval by the class teacher, the leave application will be referred to the Deputy Principal, who will contact the parent to clarify the background to the leave application. Where leave is not formally approved, the period away from school will be recorded as an unsatisfactory absence.

It is the class teacher's responsibility under the Education Act and the Grace Primary Enrolment Contract to mark the class roll each day, under the following guidelines:

### DAILY PROCEDURE

1. The roll shall be marked in the morning by no later than 9.00 am.
2. Absences from school shall be recorded by using the letters:  
'A' - to indicate that a child is absent at the time of roll-marking for an unknown reason;  
'S' - to indicate when written communication is received explaining that a student was sick. A medical certificate is usually required for absences of more than 3 days.  
'L' - to indicate approval for leave by the Principal or nominated delegate following written application by a parent. *Please initial and date all notes from parents.*  
'P' (PL or PS) - to indicate a **partial absence**. Please count as a **half day** when tallying student total absences for the term.
3. Please file any written communication explaining absences and send to Reception at the end of each term.

### EXPLAINED ABSENCES

When a phone call has been received to explain the absence, 'A' is still used to record the absence, until a written explanation is received, in which case the absence is then recorded as 'S'.

### UNEXPLAINED ABSENCES

When a student returns to school, every effort should be made to ensure that a written note is provided for the school's records, and any difficulty in doing so should be referred to the Deputy Principal. Unsuccessful attempts at gaining the necessary documentation will be recorded as 'U' - unexplained or unsatisfactory absence.

## TRAFFIC AND PARKING

Please do not use the Staff Car Parks to drop off and pick up children. Parents are encouraged to use the public car parks around Dalton Oval. There is also street parking along Maine Road and Gerald Avenue.

### TRAFFIC AND PARKING

- Please observe road rules concerning the bus stop, the supervised crossing in front of the school and the 40 km per hour speed limit between the hours of 7:00 – 9:00am and 2:00 – 4:00pm.
- Parents are requested to **reverse park** into car parks, and then walk to the Waiting Area to collect students. Please drive **slowly** and with care in car parks. Drivers exiting the Dalton Park car park must turn left only.

### DROP OFF (KISS AND GO AREA)

- The drop off area on Maine Road, in front of the school, is a ‘kiss and go’ area from 8:00am to 9:00am each school day. At other times it is a parking area. Please note the signs, and do not stop in the adjacent Bus Zone.

### BICYCLES/SCOOTERS

- Bicycle riders are to enter and leave the school grounds through the double gates near the Hall and Dalton Oval car park. Students **are not** to ride bicycles/scooters in the school grounds.
- Bicycle racks are provided for storage of bicycles near the Hall. During the day the racks are out-of-bounds to all students. Students are encouraged to secure their bicycles and helmets.
- Helmets must be worn and fastened at all times when riding bicycles.

## PASTORAL CARE - BEHAVIOUR MANAGEMENT, RESTORATIVE PRACTICES, ANTI-BULLYING

*The following sections are taken from the Grace Lutheran Primary School Pastoral Care Policy and Procedures documents. The complete policy and procedures can be viewed on the school website.*

We strive to show care and support equally to every student, parent and colleague regardless of their personal beliefs, abilities, behaviour or circumstances. This derives from our belief that, because God loves us regardless of whom we are or what we do, so we should love others. This commitment is the basis of our Pastoral Care Policy which includes Restorative Practices, Behaviour Management and Anti-Bullying.

### AIMS

At Grace Lutheran Primary School we take seriously the command of Jesus “to love our neighbour as we love ourselves.” (Mark 12:31)

We aim to assist students to make positive choices and take ownership of their actions and behaviours.

### WHAT IS RESTORATIVE PRACTICE?

Our school defines restorative practice as a participatory and democratic practice. It focuses on the harm caused by an incident and not just the wrongdoer. It is an approach to harmful behaviour and conflict that sees wrongdoing as a violation of people and their relationships with others.

A restorative practice school provides a structure and setting “where victims, wrongdoers and their communities are active participants in processes that ensure justice and fairness. Victims are

empowered through having their experiences validated and having their needs met. Wrongdoers are able to tell their stories and be given the chance to make amends.” (Thorsborne & Vinegrad: 2008) This collaborative approach seeks ways to prevent a reoccurrence of the incident.

All staff receive regular training on Restorative Practices to provide them with the best skills possible in handling student behavior and helping students resolve issues.

## OUR BELIEFS ABOUT RESTORATIVE PRACTICES

We believe:

- conflict causes harm that needs to be repaired;
- conflict needs to be addressed by all parties, preferably face-to-face, in a structured, safe environment (fight or flight are generally inappropriate responses to conflict);
- people involved in a conflict, wrongdoing or misbehaviour need to be actively involved in the process of resolution;
- accountability and commitment to relationships are core to restorative practices;
- participants learn social and emotional skills they will use throughout their lives; and
- logical consequences and sanctions are still used but in the context of restorative practices.

## BEHAVIOUR MANAGEMENT

Behaviour Management is a process used to guide behaviour choices towards self-control and self-direction. This enables individuals to achieve the best possible educational and personal development outcomes. These processes can be both preventative and reactive, and may result in either positive or negative consequences.

## OUR GUIDING PRINCIPLE – RESPECT

Grace Lutheran Primary School follows the guiding principle of RESPECT. From this principle are taken our three school rules of:

We Respect Ourselves  
We Respect Others  
We Respect the Environment

## BELIEFS ABOUT BEHAVIOUR MANAGEMENT

- Proactive approaches to behaviour management are an important first step, and include:
  - teaching strategies and classroom management
  - positive reinforcement
  - awards/rewards
- Choices and consequences - each person is responsible for the choices made that impact a community.
- Righting wrongs and restoring relationships are central to the process
- Communication between school and home is critical

## WHAT IS BULLYING?

Our school defines bullying as the deliberate, repeated, conscious desire to hurt, threaten or frighten someone else. This can be done physically, verbally, electronically or through the use of non-verbal behaviours such as intimidation, threatening signs or exclusion.

The following behaviours are considered to be unacceptable, and when carried out in a **deliberate** and **repeated** manner, are considered to be acts of bullying:

- hitting, punching, pushing others
- interfering with other people's property
- using offensive, harmful or obscene language
- repeated teasing, calling names
- excluding others
- cyber bullying

## BELIEFS ABOUT BULLYING

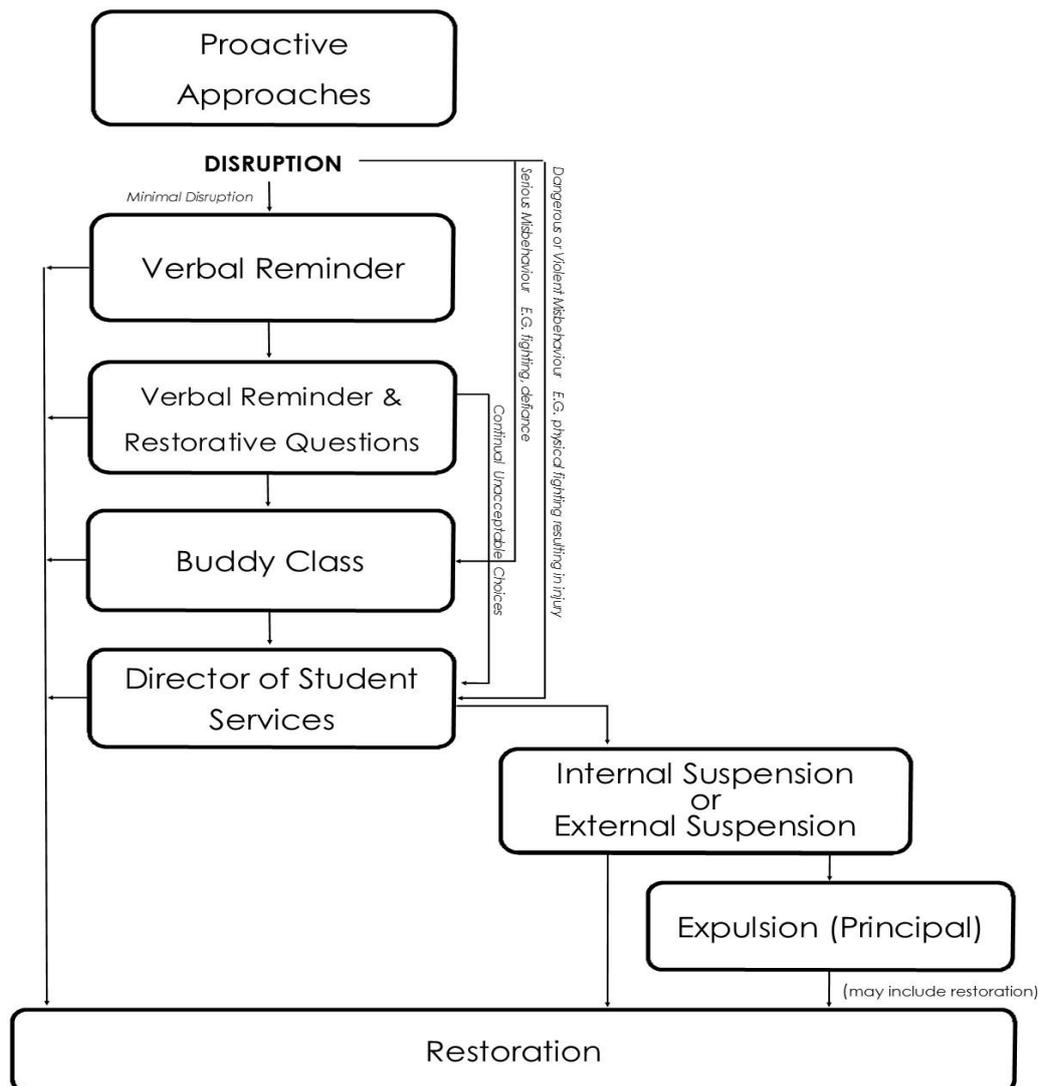
We understand that bullying can take place at any time and in any place.

We believe:

- Everyone has the right to feel safe and secure in the school environment.
- To enable bullying to be minimised and eliminated, it must be reported and dealt with.
- It is the responsibility of students, staff and parents to provide a positive culture where bullying is not accepted.

### Grace Lutheran Primary School

#### Procedures for Unacceptable Behaviour Choices in the Classroom



### REFERRAL FOR POSITIVE CHOICES



#### Referral to Deputy Principal For Positive Choices

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

Referring Teacher Signature: \_\_\_\_\_

Reason for referral: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach any relevant notes / work samples / information.*

#### Action Taken

- Praise                       Privilege/ Extra Responsibility
- Certificate                 Reward                       Sticker
- Other: \_\_\_\_\_

#### Parent Communication

- Phone call                       Note sent home
- Email                               Other: \_\_\_\_\_

Deputy Principal Signature: \_\_\_\_\_



### RESPONSIBILITIES (a selection from the GLPS Pastoral Care Policy)

Students are to:

- Be accountable for their own choices
- Report harmful behaviours and conflict
- Model helpful and positive behaviours
- Take part in the resolution of any wrongdoing

Staff are to:

- Follow GLPS behaviour management procedures
- Act in a fair and just manner
- Communicate with those involved
- As needed, determine logical consequences

Parents are to:

- Report incidents or concerns to the class teacher or Deputy Principal
- Support the policies and procedures of the school
- Work cooperatively to support the decisions made by the staff and administration team
- Support the behaviour expectations of the school

It is expected that all parties fully support the Pastoral Care Policy and Procedures of the school.

## CLASS ARRANGEMENTS

Our aim is to develop balanced classes across each year level. Having similar girl/boy ratios in each year level class is a simple example of balanced classes. Other considerations include relationships between individual students, individual learning needs, and grouping of students with similar needs or interests.

Class groups are rearranged for each new school year at Grace Primary. This is done thoughtfully (not randomly) to balance class groups and give children the opportunity to get to know more of their year level peers and establish wider friendship groups as they progress through school.

Parents are welcome to share any worries they have, or matters they would like to be considered, regarding their own child's class placement. Requests for individual teachers are generally unhelpful unless specific reasons are given for the request. Parents are invited to outline any concerns or requests in writing to the Principal early in Term 4 for consideration for the following year's class arrangements. The Principal makes the final decision on class arrangements. Parents are advised of class groups and teaching arrangements for the new school year prior to the year commencing.

## HOMEWORK

All students in Prep – Year 6 at Grace Lutheran Primary School can expect to be given some homework each week. Teachers, students and parents together share responsibilities in making homework an effective learning experience.

### RATIONALE:

- Homework can benefit students by reinforcing and complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

### Aims:

- To reinforce and/or extend classroom learning.
- To develop regular study habits.
- To bring some aspects of the school's educational program into the home.
- To develop a responsibility for an individuals' own learning.
- To give parents an opportunity to share in their child's learning.

### RESPONSIBILITIES:

#### Teachers

- Provide purposeful homework that is relevant to the needs, capabilities and interests of the child.
- Provide homework that reinforces and/or extends work already taught in class.
- Allow flexibility in homework requirements to best fit family routines.
- Allow for individual differences and modify requirements if necessary.
- Check homework activities and provide feedback to students.
- Communicate with parents any concerns or suggestions.

#### Students

- Take homework activities home and return to school as required.
- Complete all set homework activities (within the guidelines).
- Complete tasks to the best of the student's ability.

## Parents

- Provide a suitable area for homework to be completed.
- Check that homework has been adequately completed.
- Assist with homework (but do not do the work for your child).
- Encourage your child and praise their efforts.
- Communicate with teachers if difficulties or concerns arise.

## GUIDELINES

Generally homework is given each week. Teachers may provide 'block' homework or homework contracts to be completed within the week. The following times are to be seen as **maximums**. Where possible, flexibility is provided in the time/days allocated to complete homework.

Prep	-	5 to 10 min each night
Year 1	-	Up to 10 min each night (40 min/wk)
Years 2 & 3	-	Up to 15 min each night (60 min/wk)
Years 4 & 5	-	Up to 20 min each night (80 min/wk)
Year 6	-	Up to 30 min each night (120 min/wk)

In addition, Years 6 students may be required to spend some time on weekends (up to 60 min) to work on projects or assignments.

## TIPS FOR STUDENTS AND PARENTS

- Set aside a certain time for doing homework each night. This way it is more difficult to push it aside.
- Provide a good place for studying: a well-lit desk or table in a quiet spot. This makes it easier to stay focused. Turn off the television at homework time.
- Communicate with your child's teacher regarding any concerns about the amount of work set or your child's resistance to completing it.
- Plan the work to be done and the time to be spent on each task.
- Find out what your child is learning. Sit with your child, let them read to you, ask questions, but don't do the work for them. Teachers need to know where your child needs help.
- Figure out your child's learning style and help to find the way they learn best. Make sure they understand the lessons and assignments. Talk about what needs to be done and how they plan to do it.
- If your child is having trouble, find out what the problem is and work on it together. Go to the teacher if it's something you cannot fix.
- If the assignment seems overwhelming, break it up into parts for your child.
- Do the hardest part first.
- Introduce the idea that homework can be fun. Let your child see you have a positive attitude. For younger children, play spelling games, make word searches and other games to help with exercises aimed at memorisation.
- Encourage children. Praise them for their efforts, not just their results.
- Be realistic about time and extra activities. If your child is sleep-deprived and lacks relaxation time, re-evaluate their schedule.
- Remember, there is more to supporting learning than doing homework. Join a club or learn a musical instrument. Have younger children write the shopping list or read the recipe for you. Do the grocery shopping together and read labels, weigh potatoes and talk about which products to buy.
- Children also need time to play and follow their interests, and just be children!

## LEARNING NEEDS IDENTIFICATION AND ENRICHMENT

At Grace Primary the needs of individual students are met through flexibility in approaches to teaching and learning, and through adjustments made to the learning program to cater for the individual learner's needs. Some students will need an enriched program to learn specific skills. Others will need enrichment through extension and expansion of the curriculum in order to achieve their full potential. We are fortunate at Grace Primary to have a dedicated teaching support team to provide learning support or enrichment for students. Parents who would like to know more about the school's processes for identification and support should speak with the Deputy Principal or the Learning Support Teacher.

## UNIFORM AND STUDENT APPEARANCE

- All students are expected to wear the school uniform not only at school, but also when travelling to and from school. When appearing in public, it is expected that children wear their uniform, including footwear, correctly and with pride.
- Sports uniform is worn in place of the dress uniform (Years 1-6) on days specified by the class teacher.
- Students unable to wear correct uniform must have a note, outlining the reason, from their parents/guardians.
- School hats are to be worn when arriving at, and leaving the school. Hats must be worn whenever students are outdoors during the school day. Sunscreen is advised (colourless sunscreen only please) and is to be applied before the child arrives at school.
- Items of uniform that are damaged or worn are to be repaired or replaced.

### GIRLS AND BOYS HAIR

Hair is to be kept neat and tidy and must be a natural colour without spikes, tails or severe undercuts. Long hair past collar length must be tied back and fringes (where lengthy) secured off the face.

### JEWELLERY AND MAKEUP

- No make-up (including nail polish) is to be worn to school.
- One set of **plain** sleepers or studs may be worn by girls with pierced ears. Earrings must be removed during participation in sporting activities. (Safety requirement)
- Watches may only be worn in Years 4-6 and then at owner's risk (and must be removed for sporting activities). No other jewellery is allowed at school except with the Principal's approval.

### SCHOOL UNIFORM

The students in Year 1 through to Year 6 wear the Dress Uniform three days per week and the Sports Uniform two days per week. Prep students wear the Sports Uniform each day.

#### Prep Uniform

##### Prep students wear the Sport Uniform each day

Shirt: unisex school sport shirt

Shorts: unisex school sport shorts

Socks: white ankle school socks

\*Shoes: plain black leather velcro sport shoes (**Mary Jane style shoes are not permitted**)

Hat: school bucket hat  
Tracksuit Rugby: Unisex school rugby shirt Year P – 6  
Tracksuit long pants: may be worn with PE uniform  
School dress jacket may be worn with PE uniform  
Hair items: gold, white or blue hair ties, headbands or scrunchies  
School Bag: Grace Primary school bag (compulsory)  
Blue Satchel: Homework/communications folder (compulsory)

### **Years 1-6 Boy's Dress Uniform**

#### **Dress Uniform is worn three days per week.**

Shirt: school dress shirt  
Shorts: school dress shorts  
Long pants: school dress pants optional for boys in winter  
Socks: white ankle school socks  
Hat: school bucket hat  
School dress jacket (rugby shirt or track suit pants are not to be worn with dress uniform)  
\*Shoes: plain polished leather lace-up style (Velcro instead of lace-up is permitted in Prep –Year 3).

### **Years 1-6 Girl's Dress Uniform**

#### **Dress Uniform is worn three days per week.**

Dress: school dress  
Skort  
Dress shirt  
Long pants: school dress pants optional for girls in winter  
Socks: white ankle school socks  
\*Shoes: plain polished leather lace-up style (Velcro instead of lace-up is permitted in Prep –Year 3).  
**(Mary Jane style shoes are not permitted)**  
Hat: school bucket hat  
School dress jacket (rugby shirt is not to be worn with dress uniform).  
Hair items: gold, white or blue hair ties, headbands or scrunchies

### **Sport Uniform is worn two days per week.**

Shirt: unisex school sport shirt  
Shorts: unisex school sport shorts  
Socks: white ankle school socks  
\*Shoes: plain black leather velcro sport shoes **(Mary Jane style shoes are not permitted)**  
Hat: school bucket hat  
Tracksuit Rugby: Unisex school rugby shirt Year P – 6  
Tracksuit long pants: may be worn with PE uniform  
School dress jacket may be worn with PE uniform  
Hair items: gold, white or blue hair ties, headbands or scrunchies

#### **\*Please note:**

If the correct style is purchased, only one pair of shoes is required across Years P-6. Contact the Uniform Shop for full details. All shoes must be fully closed-in. We recommend Athletes Foot for Shoes and discount vouchers are available from the Uniform Shop. The North Lakes and Chermside stores have our school requirements on file.

Orders and payment for uniform shop items may be purchased online via the school website.

## SUN SMART SCHOOL

Grace Lutheran Primary School is a Sun Smart School. We maintain a 'no hat-no play' policy at all times. Application of sunscreen is encouraged before outdoor activities. A shade intensive environment is nurtured.

Students are also permitted to wear sun glasses at school, but they should be in keeping with the uniform policy, and remain the responsibility of the student.

Parents are encouraged to apply 30+ SPF sunscreen to their children before they come to school.

## MOBLIE PHONES

Students are only to bring a mobile phone to school if requested by parents. Students who bring to school a mobile phone for safety reasons are to hand them in to Reception first thing in the morning and collect them at the end of the day. This is an important process to help ensure that these devices are kept safe and are not misused by children during class times or in the playground.

## MEDICATION

**Only medications prescribed by a pharmacist or medical practitioner are to be brought to school. All medications must be handed to the Reception staff together with a Medical Authority Form completed by the parent. Medication will only be administered by a staff member authorised by the Principal.**

As much as possible, parents should avoid sending medication to school to be dispensed by staff. Eight-hourly doses can usually be requested from your medical practitioner and given out of school hours.

Where this is unavoidable (long term conditions where the child is not sick enough to stay home or eight-hourly dosage is unacceptable) the following conditions will be adhered to, as we **do not** employ any qualified and/or trained medical personnel at the school.

- The first dose of any medication will not be given at school.
- All medication is to be handed to Reception staff in original packaging and clearly labelled by the pharmacist on direction of a medical practitioner with child's name, exact dosage and frequency. No medication is to be kept in school bags, pockets or desks. (An exception is made for asthma puffers, which may be held by the student after written permission from the parent/legal guardian and approved by the Principal).
- A Spasmodic Medical Authority Distribution Form (temporary medication) or a Medical Authority Form (medication permanently kept at school) must be completed and signed by the parent/legal guardian authorising staff to administer any medication. Both forms are available on the school website or from Reception.

- As a general principle, staff will not give any injections. However, in the case of severe allergies where anaphylactic shock may occur, the administration of Adrenaline may be lifesaving. In this case, a written request is required from the parent/legal guardian to the Principal, together with advice from the child's medical practitioner. (Note: The school community will be informed if particular food should be avoided in lunch boxes).
- If nebulisers are required, each child is to supply his/her own machine, face mask and connection tubes and hand into Reception.
- All unused medication is to be collected by the parent/legal guardian of the student within seven days after the stated period of authorisation. Medication not collected by the end of the school year will be disposed of.

### • **INFECTIOUS DISEASES - RECOMMENDED EXCLUSION PERIODS**

- In the interest of maintaining good health in the school, families are required to adhere to the recommended exclusion periods as described in the State Health Department Document "Infectious Diseases – Recommended Exclusion Periods".
- 
- It should be noted that the periods of exclusion given in the following table are minimum periods. The doctor who is treating the patient may increase them if convalescence is slow, but they are not to be shortened.

Chickenpox and Shingles	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).
Conjunctivitis	Exclude until discharge from eyes has stopped.
Diarrhoea	Exclude until diarrhoea has stopped.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Haemophilus influenza type b (Hib)	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.
Herpes ("cold sores")	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sore should be covered with a dressing where possible).
Impetigo ("school sores")	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing).
Influenza	Exclude until well.
Measles	Exclude for at least four days after rash has started.
Meningitis (other than meningococcal infection)	Exclude until well.
Meningococcal infection	Exclude until carrier eradication antibiotic course is completed.
Mumps	Exclude for nine days or until swelling goes down.
Ringworm, Scabies, Head Lice	Exclude until day after proper treatment has started.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the rash started.

Streptococcal Infection (Inc. scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.
Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit physician or designate
Typhoid Fever (incl. Paratyphoid fever)	Exclude until a medical certificate of recovery is received.
Whooping Cough (pertussis)	Exclude for 14 days from onset or until child has taken five days of a 7-day course of antibiotics (erythromycin).
<p>Exclusion will not be necessary for the following: Cytomegalovirus Infection, Glandular Fever, Hepatitis B &amp; C, Molluscum Contagiosum, Parvovirus, Human Immune Deficiency virus infection (HIV/AIDS virus) unless child has a secondary infection which requires exclusion in its own right.</p>	

- **PLEASE NOTE:** Students who cannot provide proof of Immunisation on enrolment at Grace Lutheran Primary School, **will be excluded** from attending school when we are advised of outbreaks of the above mentioned infectious diseases amongst the student body. We request all parents to support and acknowledge the importance of such a requirement in order to protect the health and well-being of students and minimise the potential of spreading disease throughout the student community.

## SCHOOL LUNCHES

- We encourage parents to provide a healthy lunch for their children while at school. In so doing, parents are supporting the educational aims of our school as well as promoting healthy choices and eating habits with their children. We see lunch as having the potential to enhance student behaviour and performance.
- **Due to the presence of children with nut allergies, parents are requested to avoid including in lunch boxes any item that contains peanut butter, Nutella or similar and nut products.**
- Due to health and social concerns, the school is not the place for “treats”. Please keep these at home. Foods such as soft drink, cordials, lollies (including high sugar food bars, chocolate bars) and chips should not be sent to school.
- Arrangements can be made with teachers for special celebrations such as birthdays.

## TUCKSHOP

The Tuckshop provides healthy food options. Weekly menus are displayed on the notice board outside the Tuckshop and in the Parent Hub. Opening hours are listed in the weekly newsletter. Orders can be made online via Flexischools ([flexischools.com.au](http://flexischools.com.au)) by 8:15am, or by using a paper bag and delivered to the Tuckshop by 8:25am on the day of the order. Orders are collected in bulk from the Tuckshop and taken to the classroom. Menus are accessible via the school website [www.graceprimary.qld.edu.au](http://www.graceprimary.qld.edu.au).

The Tuckshop is a service to families and can only be provided with the assistance of volunteers. Please offer your time to help where you can.

## N.I.S.S.A SPORT

In 2019, Grace Lutheran Primary School will be a foundational member of a new Sporting Association. Students in Years 4-6 will participate in round robin sports 3 times per season. When not competing, the students will train at school on a weekly basis.

## GRACE OUTSIDE SCHOOL HOURS CARE CENTRE

The Centre (GOSHC) operates from the bottom floor of the multi-purpose hall and uses the designated rooms of the Multi-Purpose Hall and the licensed playground areas within the school.

The aim of the centre is to provide a balanced variety of play and recreational activities to meet the needs and interests of children in a safe, supervised and secure environment.

The Centre operates Monday to Friday between 6:30am and 8:30am and 3.00pm and 6:00pm, and between 7:00am and 6:00pm during student free days and vacations. During these times GOSHC uses the Hall and playground areas. Only children and parents associated with Outside School Hours Care are to be in these areas during operating times. The centre qualifies for the Federal Government Childcare Rebate.

For more information please phone the Director on 3283 0033 or 0437 547 095 or via email - [goshc@glps.qld.edu.au](mailto:goshc@glps.qld.edu.au)

## EXTRA-CURRICULAR ACTIVITIES

At Grace Primary we offer a range of extra-curricular activities.

- Instrumental Band & Strings Ensembles
- Choral Ensembles
- Instrumental lessons
- Dance Troupes
- Tennis coaching

### INSTRUMENTAL BAND & STRINGS

Instrumental Lessons operate in the school with specialist tutors, in both paired and private settings. Information and enrolment forms are available through our website. Tuition fees for these programs are added to each term's school fee account. Participation in our range of Instrumental Ensembles is at no additional cost to tuition.

We currently offer tuition for the following instruments:

- |               |               |                                    |
|---------------|---------------|------------------------------------|
| ▪ Piano       | ▪ Trumpet     | ▪ Tuba                             |
| ▪ Violin      | ▪ Saxophone   | ▪ Percussion including<br>Drum Kit |
| ▪ Viola       | ▪ French Horn | ▪ Guitar and Bass                  |
| ▪ Cello       | ▪ Trombone    | ▪ Guitar                           |
| ▪ Double Bass | ▪ Baritone    | ▪ Voice                            |
| ▪ Flute       | ▪ Euphonium   |                                    |
| ▪ Clarinet    |               |                                    |

## CHORAL ENSEMBLES

Grace Lutheran Primary School has multiple choral groups who rehearse weekly and perform for our community. Students from Years 1-6 are welcomed to join our choral ensembles. We perform a range of genres from traditional choral works to musical theatre and popular songs. Our choristers develop vocal technique whilst enjoying singing with their peers! Our current choral groups are:

- Junior Choir (Grades 1-3)
- Senior Choir (Grades 4-6)
- Boys With Beat! (Boys Vocal Ensemble for Years 4-6)

## DANCE GROUPS

Dance classes are offered to all students of Grace Lutheran Primary School, including boys troupes. These classes are designed to include dance technique across a variety of styles (Jazz, Lyrical, Hip Hop, Urban) as well as choreography learnt for performance. Students of all ability levels are welcome to participate and classes will cater to a wide range of student experiences. Lessons occur with specialist dance tutors and are held in our rehearsal studios before school, from 7:30 - 8:15am. Tuition for these classes are added to each term's school fee account. Troupe information and enrolment forms can be found on our website.

## TENNIS

Focus Tennis Academy operates Tennis Hot Shots lessons before and after school on the school tennis courts. Hot Shots is specially designed for primary school children from Prep to Year 6. Modified courts, equipment and balls are used for this age group, which allows them to learn essential skills quicker and also have more fun. The Focus Tennis Academy team is committed to creating a friendly, enjoyable and safe environment in which children learn the wonderful sport of tennis. Parents need to contact Focus Tennis Academy directly to make enquiries and arrangements.

Contact details and background information is available from the School Reception and the Hub. Parents are responsible for advising the tutors if their child is absent on the day of their regular lesson.

## SCHOOL FEES

The school aims to advise parents by the end of the school year of fees for the following year and what they will include.

The school and staff provide the following as a matter of course:

- Specialist Teachers from Prep – Year 6 in the areas of Japanese, Music, STEM & PE.
- Teacher Aide support.
- Learning Enrichment & Learning Support services.

Fees at Grace Primary include all activities where an entire class participates. Examples of this are:

## Across year levels

- School camps (Yr 1-5)
- Canberra Tour (Yr 6)
- Subject costs
- All books and stationery (students to provide pencil case & headphones)
- All class excursions (including bus travel)
- All class special guests and performances
- Access to iPads and school provided apps (P- Yr 3)
- Support for BYOD iPad program including school provided apps (Yr 4-5)
- Access to a range of other digital technologies
- Licenses for Reading Eggs (P-Yr1)
- Licenses for Mathletics (Yr 1-6)
- Licenses for Digital Portfolios (Seesaw)
- Yearbook
- Strings Program (Yr 2)
- Instrumental Band Tuition (Yr 3)
- Student insurance
- Sport, including Interschool Sport (Yr 5-6)
- Swimming Program with qualified instructors & venue costs (P-Yr 2)

This unique 'inclusive' fee method is designed to simplify school payments for parents and provide upfront clarity of the costs involved throughout the school year.

Fees are billed each term with payment in full due by the second week of term. There are options to pay by regular instalments either weekly, fortnightly or monthly if preferred.

For more information contact our Finance Team on [businessmanager@glps.qld.edu.au](mailto:businessmanager@glps.qld.edu.au).

## STUDENT ACCIDENT INSURANCE

All full-time Grace Lutheran Primary School students are covered by accident insurance (24 hours per day, 7 days per week) at all times that the student is engaged in school related activities (including extra-curricular activities) or organized sport, as well as travel to and from those activities.

Please contact the school if you require a Student Accident Claim Form, or a list of insurance coverage or further information.

## CHILD PROTECTION AND SAFETY

Grace Lutheran Primary School is committed to the safety and well-being of all children and young people who use its services. The school strives to be a safe and happy place for its students and staff. Staff, students, parents and visitors are required to support the aims, policies and procedures of the school.

### CHILD PROTECTION AT GRACE LUTHERAN PRIMARY SCHOOL

Grace Lutheran Primary School recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our school will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards, and relationships with, students reflect proper professional standards of care for students, and are not unlawful. The school will respond diligently to a report of suspected or actual harm, or risk of harm to a student resulting from either within the school or from outside of the school.

## **WHAT DOES THE SCHOOL MEAN BY HARM?**

Queensland legislation defines harm as:

*'any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being'.*

It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation; or
- Domestic or family violence.

## **HOW DOES THE SCHOOL PROTECT STUDENTS FROM HARM?**

The school has comprehensive Child Protection and LCAQD Anti Sexual Abuse Policies, which cover the actions to be taken if a member of staff or a parent of the school becomes aware, or reasonably suspects that harm has been done to a student of the school by other staff, people outside the school or by other students.

## **WHAT SHOULD YOU DO IF YOU BECOME AWARE, OR REASONABLY SUSPECT, THAT HARM HAS BEEN CAUSED TO A STUDENT OF THE SCHOOL BY A MEMBER OF STAFF, SOMEONE OUTSIDE OF THE SCHOOL OR BY OTHER STUDENTS?**

You should report your concerns to the Principal or Deputy Principal or to any other member of school staff.

### **WHAT WILL HAPPEN NEXT?**

If you report your concerns to a member of staff other than the Principal, the member of staff will report it to the Principal immediately, or if the subject of the complaint is the Principal then the member of staff will report to the Chairman of the School Council.

### **WHAT WILL THE PRINCIPAL OR THE CHAIR OF THE COUNCIL DO?**

If the Principal or Chair of the Council receives a report of harm or suspected harm to a student of the School; and he/she becomes aware of the harm having been caused or reasonably suspects the harm to have been caused, then it will be reported to police immediately. Alternatively the report may be handed onto the Department of Child Safety if appropriate; or it may be dealt with internally using other policies and procedures if the matter does not require mandatory reporting to an outside body.

### **WHAT HAPPENS ABOUT CONFIDENTIALITY?**

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal (where it does not relate to him/her) and those directly involved. The Chairman of the School Council may also need to be informed. It is the school's policy that confidentiality between the school and parents will be respected as much as possible and any concerns raised by parents will not adversely affect their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the school is unable to promise absolute confidentiality since the steps of the Policy will require disclosing certain details involved in responding to the report, internally and externally. State authorities can require people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided is to be passed on to a third party.

Any action, which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the school.

### **HOW WILL THE SCHOOL HELP MY CHILD?**

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse.
- Ensure that there is an acceptable reference for each new staff member from his or her previous employer.
- Ensure that each staff member and volunteer who has contact with children (and who is not excluded under the Legislation) has a current positive Suitability Notice (Blue Card) issued by the Commissioner for Children and Young People.

If the Principal receives a report of harm about your child, he/she will support the child by:

- Responding rapidly and diligently to the report;
- Reassuring the student;
- Protecting the child's confidentiality as much as possible;
- Offering continuous support; and or
- Providing counselling if requested.

### **WHAT SHOULD I DO IF I REQUIRE MORE INFORMATION?**

The school's complete Child Protection Policy is available on the School Website. You may also make an appointment to discuss the policy with the Principal if you wish to clarify any matters.

## **ADULT PROTECTION AND SAFETY**

The Lutheran Church of Australia - Queensland District (LCAQD) Complaints of Sexual Abuse/Harassment Policy outlines a process for adults to report current or previous sexual abuse by employees of Lutheran organisations. A Help Line phone number is listed below. A copy of the policy is available at the School Reception.

The Lutheran Church of Australia  
Sexual Abuse  
Help line number: 1800 644 628  
or email to  
report.abuse@safeplace.lca.org.au

*Trained sexual abuse advisers are available to help*

## VOLUNTEERS

All those who volunteer to help with school activities are required to read and sign the school's 'Volunteers and Visitors' statement that is outlined below. A copy is available from Reception.

### **Volunteers and Visitors**

Grace Primary appreciates and values the contribution made by volunteers and visitors to our school. They add significantly to the activities of the school through their involvement and assistance with classroom activities, excursions and camps, special events, sporting teams, tuckshop, and services such as music and drama tuition.

Volunteers will be sought formally through newsletters, written invitations and personal approaches. The decision to involve volunteers in a school activity will be the responsibility of the staff member in charge of the activity in association with the Principal.

All volunteers and visitors are required to carry out tasks in a manner consistent with school expectations including maintenance of a safe, cooperative and professional environment. Confidentiality is to be maintained at all times.

Volunteers and visitors are required to work under the direction of the school staff member in charge of the activity and to follow all reasonable directions given by the staff member. In return, they can expect to be treated respectfully and not be required to carry out any tasks with which they feel uncomfortable. Volunteers can also expect to be provided with clear instructions and support to help them carry out their tasks.

Tutors are required to work in consultation with the Principal and Deputy Principal.

### **Child Safety**

Grace Primary is committed to the safety and well-being of all children and young people who use its services. Volunteers and visitors, together with school staff, are required to ensure that their behaviour towards, and relationship with, students reflect proper professional standards of care for students and are not unlawful.

All volunteers and visitors working with children, who are not parents of a child enrolled at Grace Primary School, are required to have a current positive Suitability for Working with Children Notice (Blue Card). In accordance with school policy, **all** volunteers (including school parents) who accompany school camps or other overnight excursions must complete a Parent Declaration for Working with Children.

### **Procedures**

1. Volunteers and visitors working with children are to present their current Blue Card (if required) to the school administration prior to working in the school.
2. Volunteers and visitors are required to sign in and out at the School Reception.
3. Individuals are required to wear a 'visitors' badge (obtained at Reception when signing in and returned when signing out) while they are assisting with school activities.
4. Volunteers are to meet with the staff member in charge before commencing the activity.
5. Any disciplinary action is the responsibility of school staff. Volunteers and visitors are to make staff aware immediately of any inappropriate student behaviour.
6. In the event of an evacuation (ringing of the fire bell), volunteers and visitors are to move to and assemble at the centre of Dalton Oval.
7. In the event of a lock down (continuous school bell), volunteers and visitors are to move to the closest school building and secure themselves inside.
8. If an individual requires first aid treatment, they are to report to the School Reception. Any injuries are to be reported to the Business Manager.
9. Volunteers and visitors should talk with the Principal, or Deputy, about any school related concerns.

## WORK HEALTH AND SAFETY

### POLICY

The Grace Lutheran Primary School supports the objectives of the Workplace Health and Safety Act and Regulations and recognises its responsibility to use reasonable care to protect all persons who work at, study at, or visit the school and its environs, from the risk of injury and work related disease.

### MANAGEMENT AND SUPERVISION

**The responsibility of Grace Lutheran Primary School, through its management and supervisors, is to use reasonable care to provide a safe place and system of work and to achieve this will:**

- Comply with all relevant legislation and statutory requirements, codes of practice and industry standards and ensure for the adequate provisions of resources to meet the obligations of the school;
- Promote health and safety awareness amongst the school community and to promote the development of healthy and safe working practices;
- Provide information, training and instruction;
- Provide appropriate protective and preventative safety equipment;
- Be responsible for the overall supervision of any matter which could affect the health and safety of employees and others at Grace Lutheran Primary School;
- Investigate any near misses, accidents and injuries in order to ensure proper identification of hazards and the necessary correction of any unsafe practices and methods;
- Encourage the rehabilitation of injured employees.

### THE RESPONSIBILITY OF EMPLOYEES, STUDENTS, CONTRACTORS & VISITORS IS TO:

- Comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards;
- Comply with all reasonable instructions given to them to observe safety standards and practices enforced at Grace Lutheran Primary School;
- Use all safety equipment provided;
- Behave in a manner which will ensure personal safety and safety for all others;
- Report and, where appropriate, rectify hazards and participate in the investigation of near misses, accidents and injuries;
- Accept responsibility for protection of themselves and others within the Grace Lutheran Primary School community.
- Read and have an understanding of the content of the policy and manuals.

In the Grace Lutheran Primary School environment, no task is so important as to compromise health and safety. Appropriate consideration must be given to determining a safe and healthy work method for each and every activity undertaken.

### FOOD RELATED ALLERGIES IN STUDENTS

Grace Lutheran Primary School aims to minimise the risk of any student suffering allergy-induced anaphylaxis whilst at school or attending any school related activity. The School believes the avoidance of specific triggers is the best way to prevent allergen reactions. Age appropriate education of the child and his/her peers, as well as education of all school staff, is also important. Grace Lutheran Primary School's position is not to guarantee a completely allergen free environment; rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

*(Extract from the School's "Statement on Managing Food Related Allergies in Students")*  
The complete statement can be viewed on the school's website.

Due to the presence of children with severe nut allergies, parents are requested to avoid sending any foods to school that contain nuts (including peanut butter).

### HAZARDOUS SUBSTANCES AND MATERIALS

Hazardous substances and materials are not to be brought to school. Hazardous substances include paints, glues, insect repellents, unprescribed medications and white-out/correction fluid. Hazardous materials and objects include aerosols, metal food and drink containers, knives and any sharp objects.

Please contact the school if further information is required.

### ANIMALS ON THE SCHOOL GROUNDS

Animals are not to be brought onto school grounds unless approval has been given by the Principal. Families walking dogs are to have them on a leash and wait with them outside the school grounds.

### EVACUATION AND LOCK DOWN PROCEDURES

Parents and visitors need to be aware that if they are on site and hear a continuous siren sound, they are to immediately **evacuate** the school grounds. The Assembly Area is on Dalton Oval. If moving to that area, parents are to follow the instructions of school staff.

If parents are on site and hear the continuous playing of music over the school PA system, (or arrive to find the school quiet and rooms locked) we will be in 'Lock-Down' mode. Parents and visitors should leave the grounds until the school returns to normal routines.

The school practises these procedures at various times during the year.

### No SMOKING

Parents please be aware of State Government legislation which prohibits smoking within 5 metres of the School's boundaries.

### DIAGRAM OF EVACUATION AREA





Grace Lutheran  
PRIMARY SCHOOL

## What sort of start is your child getting?

Your child's best learning time is the start of the school day. That's when every minute counts the most.

***Just a little late doesn't seem much...***

He/She is only missing...	That equals...	Which is...	Over 13 years of schooling that's...
10 minutes	50 minutes each week	1 ½ weeks each year	Nearly half a year
20 minutes	1 hour 40 minutes each week	Over 2 ½ weeks each year	Nearly 1 year
30 minutes	Half a day each week	4 weeks each year	Nearly 1 ½ years
60 minutes	1 day each week	8 weeks each year	Nearly 2 ½ years

Being late causes young children to be unsettled when they do arrive at the classroom. Arriving by the first bell at 8.25am allows the children a calmer start to their day and to be ready for learning. Let's work together to maximise our children's learning opportunities.

*Peter Weier, Principal*

All are welcome at

## **Grace Lutheran Church**

Services EVERY Sunday

8.30pm and 5.30pm Worship

MAINE ROAD, CLONTARF

