



## **School Fees Policy**

We at St Matthew's are committed to providing a Catholic education to all children whose parents desire this, subject to our enrolment policy. We are also aware that from time to time, some parents find themselves in financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place in our schools due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Matthew's assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

It is appreciated that changing family circumstances will sometimes require that a student transfer to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice is impractical.

## **School Fees Billing Procedure**

1. Accounts are issued each term. An account of full fees and levies will be issued by the school in the second week of each term and will be payable within 14 days of issue, the end of the fourth week. Mastercard/Visa, EFTPOS, Direct Debit and BPay facilities are available.
2. Any arrangements to vary the terms of payment must be made with the finance secretary.
3. Accounts which remain outstanding 7 days after the due date will be dealt with in one of the following ways:
  - Overdue notices will be issued
  - Letter or phone contact by the finance secretary
  - Interview with the Principal
4. Where accounts still remain unpaid after the due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector or other actions pursued.

## **Fees Concession Policy**

*In enrolling a child at St Matthew's School, carers agree to pay such all fees and levies set by the school. No child, however, will be excluded from St Matthew's School on the basis of the family's inability to pay full fees.*

### **Procedure**

1. Families wishing to apply for concessional fees should do so on the form "Application for Concessional Fees" obtainable from the finance secretary.
2. Parent/s or guardian/s requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income and rental receipts or bank society statements and rate notices as evidence of housing costs.
3. Where the Principal is satisfied with the documentary evidence provided, a concession may be granted following an interview.
4. If there are any problems on the part of either party, an interview will take place.
5. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
6. No allowance is made for repayments on such items as holiday houses, luxury cars, investment houses, pools etc.
7. If a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
8. Concessions are for the current year, new arrangements must be negotiated each school year.
9. The school is able to arrange different methods of payment if this is a help to the individual family.
10. Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the Principal.



## Homework

### The Policy

Since learning is life long, homework will be set to develop this discipline and to encourage personal study habits. The tasks set will complement the work already learnt in the classroom.

### Procedure

- Homework will be set on week nights and is expected to be completed.
- No homework is set for weekends or holidays.
- There will be a planned homework program for each class.
- The teacher's approach to homework is explained to parents at the initial parent/teacher meeting at the beginning of the year.
- Times per year level (provided as a guide only for the average child):

<i>Year One</i>	<i>10 - 15 minutes</i>
<i>Year Two</i>	<i>15 - 20 minutes</i>
<i>Year Three</i>	<i>20 - 30 minutes</i>
<i>Year Four</i>	<i>20 - 30 minutes</i>
<i>Year Five</i>	<i>30 - 40 minutes</i>
<i>Year Six</i>	<i>30 - 45 minutes</i>
<i>Year Seven</i>	<i>30 - 45 minutes</i>

Parents are expected to encourage and support the child with homework tasks but not to correct them. If the child experiences difficulties, it is important to inform the teacher.

Teachers will supervise the correction of homework on a regular basis. If homework is not produced on a regular basis, parents will be informed by the class teacher.



## Curriculum

### The Policy

At St Matthew's School, we support the Christian values of learning, knowledge and truth, enlightened by Faith. The curriculum will be developed with reference to Catholic Education Guidelines, National and State Syllabi and will be continually evaluated to ensure that it reflects the needs of our community.

The curriculum will provide a framework within which the potential of the individual may be fulfilled.

### Procedure

At St Matthew's School, the curriculum will fall within the following broad framework:

1. Religious Education
2. English
3. Mathematics
4. Science
5. Studies of Society and the Environment
6. The Arts
7. Health and Physical Education
8. Technology
9. LOTE - cultural literacy
10. Life Skills

The curriculum of each year level is different and may also include Thematic or Integrated Units of work, whereby increased emphasis on a particular curriculum area is possible.



## St Matthew's Primary School

### Enrolment Policy

#### Policy

At St Matthews School we are a Catholic Faith community living Christian values within a wider community. We enrol Catholic children and where possible non-Catholic children whose parents value and support the mission of our school.

#### Eligibility

Children of eligible age may attend a full-time Preparatory Year of education before starting Year 1. The Prep Year is not compulsory. Children will need to be five by 30 June in the year they enrol in Prep.

Birthdate	Eligible for preparatory year in:	Eligible for Year 1 in:
Child born 1 July 2006 – 30 June 2007	2012	2013
Child born 1 July 2007 – 30 June 2008	2013	2014
Child born 1 July 2008 – 30 June 2009	2014	2015
Child born 1 July 2009 – 30 June 2010	2015	2016
Child born 1 July 2010 – 30 June 2011	2016	2017
Child born 1 July 2011 – 30 June 2012	2017	2018
Child born 1 July 2012 – 30 June 2013	2018	2019

#### Procedure

We accept enrolment applications two years prior to commencement at school.

Enrolment does not automatically follow as a result of an application. As there are limits to class sizes, children may have to be placed on a waiting list. St Matthew's is a Catholic Parish school and as such gives preference to those who are members of the Catholic community.

In establishing an order for accepting other applications we also give priority to those who have siblings already enrolled at the school. Applications may be further prioritised on the basis of a family's established connections with the school, e.g. where a parent is a past student.

Where enrolments cannot be distinguished by applying the above criteria we may also base our decision on evidence of willingness to value and support the mission of our school. It is important to note that the date that an application is received may also be a factor.

Enrolment is subject to an interview with the Principal or Assistant Principals. Original birth and baptism certificates are required at the interview.

If the application is accepted, it is understood that parents will comply with the spirit of the school's Mission Statement by:

- Supporting and encouraging Gospel values and the standards or behaviour that those imply
- Accepting and supporting the school rules
- Co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities
- Supporting the school administration and teachers
- Accepting that your child will partake fully in every aspect of the school program
- Supporting the activities and fund raising efforts of the Parents & Friends Association
- Agreeing to pay such fees and mandatory levies as set by the school

### **ENROLMENT OF CHILDREN WITH SPECIAL EDUCATION NEEDS**

An application to enrol a child with special needs will, in the first instance, be prioritised based on the above criteria. However, before a formal offer of enrolment can be made the application will be further assessed using the "Special Needs Enrolment Process" established by Brisbane Catholic Education.

### **ENROLMENT OF CHILDREN BORN OVERSEAS**

If your child was not born in Australia, we will need to sight their passport and visa documents. St Matthew's Primary School follows Brisbane Catholic Education guidelines with regard to enrolling overseas students.

### **GRIEVANCE PROCEDURE**

Final decisions regarding the application of this policy rest with the Principal. The Principal's decisions may be appealed through Brisbane Catholic Education.



## Prep Policy

### The Policy

At St Matthew's School we see the prep as an integral part of our total school life. As a transition from home to school, the prep program offers an atmosphere of positive acceptance in which the child experiences self-worth as an individual and the consequent challenge to grow. Christian values are fostered and influence all prep interaction.

The program offers developmentally appropriate activities which provide growth for the whole child in a secure, supportive and happy environment. Each child is valued as an individual with a unique way of learning and interacting.

### Procedure

We have three full time prep classes all offering high quality investigative and play based learning according to the Queensland government Early Years Curriculum Guidelines. As a Catholic school, we also follow the Early Years Religion Curriculum Guidelines put out by Catholic Education.

The preparatory year classes provide flexible learning environments to assist the five contexts of learning:

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

The preparatory year classes are also actively involved in all areas of school life.

Our prep teachers are all specifically Early Childhood trained and an experienced school officer is also in each classroom.

Our prep area has been specifically designed to ensure children can play, learn and grow in safety and with guidance.

### Eligibility

Children must be five by 30 June to commence prep in that year. Please see the table below for eligibility dates for the next few years. Prep is not compulsory.

Birthdate	Eligible for preparatory year in:	Eligible for Year 1 in:
Child born 1 July 2006 – 30 June 2007	2012	2013
Child born 1 July 2007 – 30 June 2008	2013	2014
Child born 1 July 2008 – 30 June 2009	2014	2015
Child born 1 July 2009 – 30 June 2010	2015	2016
Child born 1 July 2010 – 30 June 2011	2016	2017

We have outlined below some key areas about our Prep that may be useful. This information is to be read in conjunction with our school prospectus.

### **Enrolment Procedure**

We take enrolment applications two years in advance. Applicants are contacted the year prior to enrolment in April to organise enrolment interviews which take place in May/June.

### **Fees**

The fees for Prep are the same as the primary rates. Please refer to our fee schedule.

### **Hours**

Prep is full time, 5 days per week from Monday to Friday from 8.30am to 2.55pm, the same as the rest of our primary school.

### **Uniform**

Our Prep students are required to wear a uniform which has been specifically designed for them.

It is a unisex uniform and consists of:

- green shorts (the same as the rest of the school)
- red polo shirt with the St Matthew's embroidered logo and the words "Prep" printed in the collar to clearly identify our youngest group
- school hat
- sandshoes
- school jumper or bottle green tracksuit for winter

### **More information**

Please do not hesitate to contact us on 3209 6155 if you have any queries or visit the Brisbane Catholic Education websites [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au), [www.goprep.com.au](http://www.goprep.com.au) or visit the government's website [www.education.qld.gov.au/prep](http://www.education.qld.gov.au/prep).





## Library Resource Centre

### The Policy

The Library Resource Centre of St Matthew's aims to provide a wide variety of resources that will support the school's philosophy and goals. A stimulating and welcoming atmosphere provides children with positive experiences of learning and discovery as well as the enjoyment of literature.

### The Procedure

- Each child is required to have a named library bag, preferably cloth.
- Books may be borrowed for a loan of up to 2 weeks.
  - Prep & Year 1: 1 fiction or 1 non-fiction*
  - Years 2 - 7: 1 fiction and/or non-fiction*
- Students can arrange to borrow more than this if needed for projects etc.
- Some non-book material is available for loan on request.
- All borrowing must be recorded through the automated library systems using the bar code reader. This is done by teachers, library staff or volunteer parent helpers.
- All material should be returned to the dump trolley by the due date.
- Overdue notices are issued monthly. Borrowing privileges may be curtailed if items are significantly late.



## Contagious Diseases

The school is obligated to follow the Health Department's exclusion regulations. Information on exclusion from school periods are as follows:

Disease	Exclusion Period
Chicken Pox	Sufferers should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.
Measles	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts need not be excluded.
Mumps	Sufferers should be excluded for at least 14 days after the onset of symptoms. Contacts need not be excluded.
Rubella (German Measles)	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts need not be excluded.
Impetigo (School Sores)	Sufferers need not be excluded if lesions are covered. Impetigo is contagious. Lesions on part of the body except the face must be covered. On the face, the lesions must be under treatment, and a layer of ointment or paint is accepted as "cover" in this situation only.
Ringworm	Sufferers need not be excluded if lesions are covered. Ringworm is contagious. Except in the case of the scalp, a lesion under treatment with a paint is accepted as being covered. If an ointment is being used, a dressing must be applied (except face, as in the case of Impetigo).
Head Lice	Sufferers are excluded until treated. With proper treatment the period of exclusion may be as brief as one day.
Conjunctivitis	Sufferers are to be excluded until discharge from eyes has ceased. Contacts need not be excluded.



## Learning Support

### The Policy

At St Matthew's School we acknowledge that individuals develop at different rates and recognise the uniqueness of each child through positive reinforcement of personal achievement.

### Procedure

Through early intervention, children whom teachers identify as having special needs will be referred to the Learning Support Teacher. Parents are notified when such a referral is made. The Learning Support Teacher will assess the child to determine a plan of action within the school or a process for further referral which may at times require parent intervention as well.

When a child who enrolls already has a special program, then every effort will be made to prepare the teacher and other support staff to accommodate the particular needs of the child.

We support children with special needs from preschool to Year Seven. These include:

- the learning delayed
- physically impaired
- emotionally and socially impaired
- children whom English is a second language (ESL)
- gifted children (arts, sports, music, academic)

Teachers of children with special needs, integrated within the classroom, have at their disposal:

- learning programs (sometimes individual)
- resources (eg kits etc)
- information from/or liaison with specialising agencies
- professional support (including an extension teacher)
- assessment procedures



## General Information

### School Hours

**School starts at 8.30am.** Students are expected to be at school by 8.20am so they are not late for class. Teacher supervision is provided from 8.15am. St Matthew's OSHC offer supervision from 6.30am. Morning tea is from 10.45am to 11.15am. Students eat during the first half and play in the second half. Lunch is from 1.15pm to 1.55pm. Students eat from 1.15pm to 1.30pm and play from 1.30pm to 1.55pm. **School concludes at 2.55pm.** Students are supervised in the pick up area until 3.30pm. Any students still remaining at school at 3.30pm are taken to St Matthew's OSHC.

### Communication - Making Appointments

It is essential that any matter is discussed with the appropriate person involved. The Principal and teachers are very happy to meet with parents throughout the year to discuss a child's progress, behaviour etc. If you have problems/queries regarding your child's schooling, please don't hesitate to contact the school so that an appointment can be made with the Principal and/or class teacher at a mutually convenient time. If you wish to discuss a classroom matter, please see the child's teacher in the first instance. If it is an administration matter, please communicate directly with the Principal.

### Absenteeism from School

A phone call to the school office on the morning of the absence ensures that both home and school know the whereabouts of the child for the day. Absences from school must then be confirmed in writing explaining the circumstances to the class teacher on the child's return to school. A note to the Principal, through the class teacher, is required if children are to leave during school hours for any purpose. If children are to be taken out of school for any length of time (eg holiday, hospitalisation) both the Principal and class teacher need to be notified in writing as soon as possible.

### Parental Involvement

#### The Policy

We recognise the vital role which parents have to play in the education of their children and encourage their co-operation and involvement.

#### Procedure

Parental support is strongly encouraged in all areas of the curriculum. Parents will be suitably prepared for their class environment. Such tasks would include helping children with:

- reading
- art
- craft
- sport
- physical education
- story writing
- outings etc

Confidentiality regarding students and their needs is an important aspect of class involvement.

### Parents & Friends Association

The Parents & Friends Association holds monthly meetings on the third Wednesday of each month at 7.30pm in the Centre. The Annual General Meeting at which the P & F Committee for the year is elected is held in February. A subscription levy of \$20 per family is paid annually to the Parents & Friends Association to meet other association's subscriptions which the P & F pays. A working bee levy of \$50 per semester assists with maintenance tasks and costs. Parents who attend working bees or other such activities may claim an exemption from this levy.



## Religious Education

### Aim

At St Matthew's we acknowledge the aim of Religious Education given in the Syllabus:

*The aim of the subject Religious Education in Years 1 – 12 is to develop students' religious literacy in light of the Christian tradition so that they may participate critically and effectively in the life of their faith communities and wider society. [Syllabus p18]*

This means that at St Matthew's, the school program in Religious Education aims to:

- develop children's awareness of Christian heritage and values in order to gain knowledge and understanding of the Catholic faith.
- encourage children to become active and knowledgeable participants in the faith community of St Matthew's.
- encourage children to live a Christian life through participation in a variety of Catholic practices.
- Develop an awareness of God and the role God plays in the lives of Christians.

### Holistic Objectives

At the conclusion of the program, it is anticipated that students will have:

- developed their knowledge and skills regarding understanding and use of the Bible [*Scripture*].
- an understanding of God, the mystery of Christ within human existence and the role of the Church in promoting the Kingdom [*Beliefs*].
- a knowledge of prayer and sacraments and their role in nurturing personal and communal spirituality [*Celebration and Prayer*].
- a knowledge of the foundations of a Christian moral life and the social teachings of the Church [*Morality*].

### The School Program

"Religious Education Years 1 to 10 Learning Outcomes" (2003) together with "A Statement on Religious Education for Catholic Schools" (1997) and "A Syllabus for Religious Education for Catholic Schools" (1997) constitutes the guidelines for RE in the Archdiocese of Brisbane. St Matthew's Religious Education program is based on these guidelines

The Assistant to the Principal – Religious Education, will assist teachers to plan and implement this program based on guidelines for each year level. Ongoing catechesis in sacraments will occur in each year level. Students will participate in the Parish Sacramental Program. The APRE will co-ordinate with the Parish Sacramental Team to ensure that children from St Matthew's are prepared and enrolled in the Parish program.

The following time line applies:

- Year Three*    *Sacrament of Reconciliation – 2<sup>nd</sup> Rite*
- Year Four*    *Sacrament of Confirmation and First Reception of Sacrament of Eucharist*
- Year Five*    *Sacrament of Reconciliation – 1<sup>st</sup> Rite*

School liturgies will be celebrated on certain feast days and special occasions. Class masses and prayer celebrations will be celebrated regularly by the children. Formal and informal prayer is a feature of **daily** classroom life.

### **Parish Priest's Role**

Because of pastoral concern, the Parish Pastor has an important function in relation to staff, children and families in the Parish School. As Pastor, he is interested in every aspect of the life of the school. As the Church's Liturgy is an essential means of fostering the growth of each child towards Christ, the Pastor will celebrate school liturgies. Working with parents and staff, the Parish Pastor will administer the Sacraments at the level of the children's understanding and readiness.



## **Injury, Illness & Medication**

### **Policy**

At St Matthew's School we value care and compassion and will administer to the physical and emotional needs of all members of St Matthew's School community.

### **Procedure**

Each child should have his/her medical information completed on the enrolment form. This information is updated annually. However, it is the parents responsibility to ensure that all the necessary details are recorded in full and that the school office is notified immediately of any changes in circumstances such as home address, medical conditions, emergency contact persons and phone numbers.

In case of minor accidents, suitable first aid will be administered by the staff. In the event of serious injury, parents will be contacted immediately and appropriate medical assistance sought.

Parents are requested to keep children at home in times of sickness. Should a child become ill at school is unable to take part in normal classes, parents will be contacted and requested to collect the child. No sick child will ever be sent home unless a parent or other authorised adult comes to collect the child from the school.

### **Prescribed Medication**

Prescribed medication will only be administered under the following conditions:

- Prescribed medication (e.g. antibiotics) by a doctor/specialist will only be given if accompanied by a letter from that practitioner.
- Parents must complete the Medication Authority at the school office.
- The medication should be forwarded to the school in the original packaging with clearly marked instructions.
- All medication will be kept in a secure place in the school office until required.
- No medication except asthma inhalers are to be kept in the classroom.
- It is the responsibility of students/parents to collect unused medication.
- Parents must notify the school in writing if students are to keep asthma inhalers in their possession.

### **Non-prescribed Medication**

Non-prescription medication including Panadol/Aspirin will not be administered without a completed Medication Authority by the parents/guardians.



## **St Matthew's Outside School Hours Care**

### **Aim**

Understanding that in the hustle and bustle of life, it is not always possible for parents to give their children the care they deserve all of the time, we aim to provide a “home like” atmosphere where children can feel safe and happy.

### **Management**

St Matthew's OSHC operates under the guidance of the Brisbane Archdiocesan Office of Centacare. Line managed by Centacare Childcare Services.

### **Hours of Operation**

Before School	6.30am to 8.15am
After School	2.45pm to 6.00pm

### **Vacation Care and Pupil Free Days**

St Matthew's OSHC offers a vacation care program from 6.30am to 6.00pm. It also operates during Pupil Free Days.

### **Location**

The OSHC program is operated out of school buildings providing a familiar and safe environment for children. It includes access to playing fields and playground equipment.



## **Bullying**

### **Bullying Position**

At St Matthew's School we have an expectation that everyone is treated with respect and dignity. We believe that every child has the right to feel safe.

### **Definition**

Bullying is a deliberate, ongoing intention to hurt, threaten, intimidate or embarrass someone. Bullying is:

- A repetitive attack that causes distress not only at the time of the attack, but also by the threat of future attacks
- It is characterised by an imbalance of power
- It can be verbal, physical, social or psychological

When a person is repeatedly hit, punched or pushed around, called hurtful or offensive names, threatened etc., then he or she is being bullied.

It is not bullying when two people of about the same strength have the odd fight or quarrel.

To be considered bullying, it must be ongoing and intentional. This does not imply that fights and arguments are acceptable.

At St Matthew's bullying is not tolerated. Each incident is dealt with individually.



## School Uniforms

### The Policy

At St Matthew's School we keep in mind the dignity of the human person and respect for the feelings of others. With these in mind, children are encouraged to dress appropriately and take pride in their general appearance. Because we wish to foster community spirit and a sense of belonging, we expect the children to wear the school uniform.

### Procedure

The uniform shop is situated in the school grounds next to the Administration Block. Days and times when it is open will be notified on the Administration noticeboard and on the Uniform Shop noticeboard.

### School Uniform all students Years 1 - 7

Black leather lace-up or black sports shoes (no colours).

White mid length socks (must be 6-8cm above shoe) - ankle socks are not permitted.

St Matt's embroidered bucket hat.

#### Girls

##### Years 1 & 2

Dress OR  
Blouse with  
Sport shorts  
(embroidered)  
(embroidered)  
(No culottes)  
  
(optional)

##### Years 3 - 7

Dress OR  
Blouse with  
Culottes

#### Boys

##### Years 1 & 2

Shirt with  
St Matt's dress shorts  
or  
Sport shorts  
  
(embroidered)

##### Years 3 - 7

Shirt with  
St Matt's dress shorts

#### Sport Uniform

Sport polo top  
Sport shorts (embroidered)

#### Winter Uniform

St Matt's green jacket or jumper  
  
Green track pants (optional)  
Tights for girls – fawn or bottle green

### School Uniform - Prep Year (girls and boys)

St Matt's sport shorts  
St Matt's red Prep polo shirt  
St Matt's embroidered bucket hat  
Sandshoes black  
St Matt's green jumper or jacket (embroidered)

## Uniform Regulations

- Wearing the correct school uniform is a condition of enrolment. Parents should explain any deviation from this in writing to the Principal.
- No jewellery is to be worn apart from the following: a watch, plain sleepers/studs (with safety catches). When participating in sports, all jewellery should be left at home as regulations do not permit it to be worn during such activities.
- St Matthew's is a primary school catering for children from 4 to 12 years of age. Hair is a constant issue these days, hence we want to clarify our position at the start of the year. We want children to be neat and tidy at all times during the school term.
- We don't accept dyed hair, the use of any products - gel and the like.
- We don't accept haircuts any shorter than blade 3 and no shaved designs.
- Long hair needs to be tied back off the face with the appropriate coloured ribbons or 'scrunchies' (green, gold or white).
- Fringes that obscure vision are to be pinned back.
- Sports uniforms should be worn **only** on the days required.
- Year 7 shirts should be worn **only** on Year 7 sport days.
- ALL black leather shoes (**NO COLOURS**) are to be worn with the day uniform. ALL black sports shoes (**NO COLOURS**) can be worn with either.
- White ankle socks that cover the ankles are to be worn. **NO ANKLET SOCKS.**
- Swimmers, swimming cap, T-shirt/sun shirt and towel are required for swimming days. Bikinis or baggy board shorts are NOT permitted.
- **All clothing items are to be clearly labelled with the child's name.**



## ST MATTHEW'S PRIMARY SCHOOL

### SUNSMART POLICY

#### **Rationale**

Skin cancers are the most common of all cancers in Australia, with Queensland having the highest incidence. Statistical data indicates that two out of every three Queenslanders living to the age of 75 can expect to develop some type of skin cancer. With these facts in mind, our objective is to help reduce the incidence of skin cancer through Sun Safety Programs in our school environment.

#### **Statement**

Therefore at St Matthew's School, we aim to:

- Increase an awareness of the needs to protect individuals from the damaging effects of the sun
- Reduce the individual's exposure to ultra-violet radiation where practicable
- Provide adequate shade in our schools, where practicable
- Use sun safety awareness to guide the selection of an appropriate uniform.

#### **Procedure**

- All employees, students, volunteers, contractors and others involved in the school community are to be included in the school's sun protection strategy.
- In order to maximise the understanding and effectiveness of the school's sun protection strategy and supporting programs, staff, students and other community members of the school are fully informed of their respective responsibilities.
- Parents are informed of the sun safety program to help ensure children's compliance.
- Teachers and all school staff are encouraged to be sunsmart.
- No hat, no play! All children are expected to wear their school hats any time they are outdoors.
- **Note:** Parents are notified by class teachers at parent nights of the availability of SPF 15+ in the classroom and provided with the brand details. Students are encouraged to access this. However, parents may prefer to supply and to apply the child's sunscreen and will write a note to teachers informing them of this.
- Effective educational programs or sun sense and preventative measures are provided in all year levels.
- The use of available shade for outdoor activities is maximized by rostering groups to play in designated areas.
- Shade tree planting and caring programs are supported.
- Shade is provided when activities outdoors are prolonged (i.e. carnivals).

