



## SCHOOL PROCEDURES FREQUENTLY ASKED QUESTIONS

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[Children's Property](#)

**All property, especially clothing, belonging to a student should be clearly marked with his/her name.**

If your child must bring a mobile phone to school, it must be clearly labelled with the child's name and handed in to the office upon arrival at school. Personal ipads and computer games should not be brought to school.

No responsibility can be taken for property lost or damaged at school. Every effort is made to locate the owner of the property which is found but this is difficult when items are not marked clearly.

[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 administrative matter, please communicate directly with the principal.

### Disclosure of information

At the time of enrolment parents/guardians are required to inform the principal or relevant staff of any issues or conditions which may affect your child's learning. Failing to disclose known conditions may result in a review of enrolment of your child. It is the aim of any review process to ensure that the school is able to cater for your child's educational and individual needs.

### Duty of care procedures before and after school

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.

### Head lice

Head lice are a common problem that can only be defeated by vigilance from parents/guardians. All children with hair below the collar should have their hair put up or tied up. Please check your child's hair on a regular basis and treat appropriately at the first sign of head lice. If your child's hair shows signs of head lice at school, you will be contacted and you will need to treat your child before they return to school.

### Outside of Hours School Care

<https://extranet.bne.catholic.edu.au/parent/stmatthews/ourschool/Pages/oshc.aspx>

### Personal safety

Each person is unique and has responsibility for his/her own body. Each child has a right to feel safe and to be safe. Our personal development program aims to give the children the knowledge and strategies to enable them to cope with situations they encounter in their everyday life.

### Privacy

Please be assured that personal details about your family will be kept in the strictest confidence and information only passed on to those directly involved with the education of your child. Please note that we cannot give out either addresses or phone numbers of families enrolled in the school. If your number is silent, please inform the principal at the time of enrolment.

Brisbane Catholic Education considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered Brisbane Catholic Education's "consumers" under the Act) to be private and only uses information collected and recorded to fulfil the educational mission of the Catholic Archdiocese of Brisbane. If you would like further information about the way Brisbane Catholic Education or a particular school manages the personal information it holds, please contact Brisbane Catholic Education via email at [privacy@bne.catholic.edu.au](mailto:privacy@bne.catholic.edu.au) or telephone the Privacy Officer directly at Brisbane Catholic Education Centre on 3840 0400 or write to Brisbane Catholic Education, Attention: Privacy Officer at GPO Box 1201, Brisbane QLD 4001.

## [Sickness and accidents](#)

### **Appointments**

If doctor, dentist or other appointments must be made during school hours it is essential that the class teacher and school office are given early notice to ensure that your child does not miss important work. Notification should be given via phone call, email or in person or a letter sent with the child stating the time the child will be leaving school and whether or not they will be returning to school after the appointment and who will be collecting your child/children.

The child/children will be sent to the school office to be collected by the nominated parent/guardian at which time the parent/guardian must sign the child/ren out as an “early departure” on the electronic attendance computer located at student reception.

Please note that only persons listed as Parent/Legal Guardian/Emergency Contact for that student are able to sign the student in or out.

### **Contagious conditions**

When children have contagious conditions they should remain at home until they are no longer contagious. The principal or their delegate has the right to exclude a student from school until it has been established that the child is no longer contagious. The principal will follow the current regulations of the Department of Health concerning readmission of students who have had an infectious disease.

## [Medical Information - Communicable Diseases](#)

### **First Aid**

In case of minor accidents or illnesses, the matter will be dealt with by an appointed first aid officer. All teachers and designated first aid officers are trained in first aid and all staff are trained annually with current CPR practices. In most instances, cold packs are used to treat injuries and cuts and grazes are cleaned and covered. If your child is allergic to standard band aids, you will need to advise the school in writing and you will need to supply the office with the appropriate band aids. For any serious injuries, you will be contacted by a member of the office staff. Please note that the school can only administer medication, prescribed or “over the counter” if it is clearly labelled in it’s original container accompanied by a Medication Authority signed by the parent/guardian. Prescribed medication must have the pharmacy label instructions attached on the packet/bottle.

## [Medical Information - Medication Authority](#)

## [Policies - Injury, Illness and Medication Policy](#)

### **Serious injury or illness**

In all cases of suspected serious injury, illness or where there is uncertainty, medical assistance will be sought. The normal procedure is to contact the ambulance first in an emergency while at the same time trying to contact the parent/guardian. Your child is covered for ambulance while in the care of the school. The focus of our procedures will always be to ensure the wellbeing of your child.

### [Student Accident Insurance](#)

All students enrolled at our school have Student Accident Cover "Schoolcare" for school activities with CCI (Catholic Church Insurances).

[Parent Information - CCI SchoolCare Claim Form](#)

[Parent Information - CCI SchoolCare Insurance - Information Sheet](#)

[Parent Information - Certificate of Currency](#)

### [Sun Care](#)

A number of strategies have been implemented to reduce sun exposure and help prevent skin cancer.

- Children must wear the correct school hat.
- NO HAT = NO PLAY. Children must stay in a covered area.
- Shade structures have been erected.
- Children are encouraged to use sunscreen on a daily basis.
- Sunscreen should be applied before coming to school.
- Staff are not permitted to apply sunscreen to students.

[Policies - Sunsmart Policy](#)

### [Swimming](#)

Boys and girls bathers should be one piece. "Speedo" style are acceptable. Board shorts are not permitted to be worn unless the principal is notified. Swim caps must be worn. Sun shirts must be worn when swimming. It is recommended that children wear thongs in the dressing room.

### [Workplace Health and Safety](#)

The principal is responsible for Workplace Health and Safety management at the school and is the person to contact if you have any concerns.