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OUR SCHOOL

Our Patron, Saint John Vianney was a hard working, humble man, committed to the people. Our school motto: In God We Trust, encompasses the virtues of justice, peace, love, respect and trust that St John Vianney espoused.

At St John Vianney’s Primary School we are grateful for the vision and dedication of the Presentation Sisters who established a much needed and successful school in the Manly area. The founder of the Sisters was Nano Nagle – a person of action who took up the challenge to work with people who were oppressed by unjust social structures. The history of the Presentation Sisters in Australia reveals the merging of spiritual and social paths. Nano Nagle’s dream for justice was founded on a life of prayer and action.

We continue today the focus on the education of the whole person and the importance of listening to and worshipping God. An important symbol in our school life is the lantern. The lantern is symbolic not only as a guiding light that shows the way for our school community as it moves into the future, but it’s warm glow offering warmth that can only be felt in a loving, trusting community.

As a school we will continue to strive to build on the Presentation tradition that makes SJV a caring and Christian community. We will always share Nano Nagle’s vision that education is a means of empowering people for life.
S J V MISSION STATEMENT

The Mission of St John Vianney’s Catholic Primary School is to sustain and enhance the presence of quality Catholic education in this community by:

Empowering learners,
Sharing the spirit, and
Living the Gospel,

through the relationships within all aspects of school life.
VISION

St John Vianney’s is a Catholic primary school which fosters an environment based on the values of Christ; compassion, respect, tolerance, justice, charity, forgiveness, equity and trust. These Gospel values are the foundation on which our relationships are based.

St John Vianney’s is a Catholic school community where the spirituality of each person is recognised and valued. In the school setting prayer, reflection, liturgy, social justice and celebration are key elements of our spirituality. We are committed to teaching religious education and ongoing faith education of all students.

St John Vianney’s School is a community of life long learners committed to quality teaching and learning for all. School curriculum programs which respect individual learning differences are valued. Teaching and learning focuses on developmentally appropriate outcomes for all students.

The community of St John Vianney’s is committed to sustainable school management policies and practices which are based on integrity, respect, responsibility, accountability and excellence.
John Vianney was canonised a saint in 1925. Born in Ars, France in 1786, John Vianney became a priest. He was a hard working, humble man whose humility was exemplified in his commitment to the people of his parish. Known as the 'Cure' of Ars, John transformed the small community to be people of justice, peace and love. He is the Patron Saint of Priests and a fine model for our school as we aim to be a community of justice, peace and love. We celebrate his feast day on August 4th.

**ST JOHN VIANNEY**

John Vianney was canonised a saint in 1925. Born in Ars, France in 1786, John Vianney became a priest. He was a hard working, humble man whose humility was exemplified in his commitment to the people of his parish. Known as the 'Cure' of Ars, John transformed the small community to be people of justice, peace and love. He is the Patron Saint of Priests and a fine model for our school as we aim to be a community of justice, peace and love. We celebrate his feast day on August 4th.

**PRINCIPAL'S STATEMENT: Geoff Sullivan**

Thank you for considering St John Vianney's School for your child's primary education.

St John Vianney's School is proudly a Catholic school within the Archdiocese of Brisbane. The school opened in 1941 and was originally staffed by the Presentation Sisters, the order of nuns founded in Ireland by Mother Nano Nagle. Our learning community is embodied by our school and parish.

I believe a good school can be measured against these criteria:

- Is faith lived? Is prayer and celebration an essential feature of our school? Do students, staff and parents treat each other with mutual respect, compassion and dignity?
- Does the school have a strong 'learning' culture? Are students challenged and encouraged to do their best?
- Does the school have a 'happy' atmosphere?
- Do the staff like the children and get to know them?
- Are rules firm, fair and consistently followed through?

I believe that St John Vianney's School is a good school. I think that most of our parents would agree strongly with this.

At St John Vianney's School we strive to ensure that learning is child-centred and inclusive of our parents and community. Our curriculum ensures that rich, relevant and varied learning opportunities are offered to all our students. We are blessed with a very committed teaching and support staff, modern facilities, parents who contribute to the well-being of the school and students in whom we can feel justifiably proud. The school strives to develop in students the skills, attitudes and values that will enable them to reach their full potential as successful, responsible and compassionate citizens. Children leaving St John Vianney's School do so having had their Catholic faith deepened and with necessary academic skills to be life-long learners.

To learn more about St John Vianney's School, please visit the school, contact us or browse the school web site. We look forward to sharing your child's educational journey with you.
SCHOOL HISTORY

St John Vianney’s Catholic Primary School was founded by the Presentation Sisters and opened on Australia Day 1941 by Archbishop Duhig.

Originally named St. Philomina’s, the school was located across the road from its present site, in the grounds of the Presentation Sisters’ Convent.

The school moved to its present site in 1953. The development, extension and refurbishment of the school grounds and buildings have been ongoing. In recent years, enrolment numbers have plateaued at around 380. Our most recent building project was under the Federal Grants BER-P21 program. This has provided us with a new assembly hall, tuckshop and uniform shop, three additional classrooms, as well as a spacious undercover area which flows on to our new oval.

Now completely lay staffed, the school has aimed to maintain its strong links with the Presentation Sisters whose vision, tenacity and dedication established a much needed and successful school in the area. We have provided approximately 70 years of quality teaching and learning here at St John Vianney’s Catholic Primary School, Manly. Our creative and committed approach to Catholic Education will continue into 2014 and beyond.

RELIGIOUS EDUCATION PROGRAM

A.P.R.E (Assistant Principal Religious Education)

The Catholic school is primarily a place for learning and teaching where students utilise opportunities to mature as educated citizens, to develop their academic, artistic, sporting and cultural pursuits, in the light of the Gospel of Jesus Christ. Education in a Catholic school seeks transformation of the whole person so that those in the school community are empowered to shape and enrich our world by living the gospel of Jesus Christ in their everyday lives. In a Catholic school, education is a work of love and service. Schools nurture and develop the faith of individuals in ways that are sensitive to their cultural and religious identity.

Religious Education in the contemporary Catholic school comprises two distinct but complementary dimensions - teaching people religion and teaching people to be religious (in a particular way). Teaching people religion (the classroom teaching and learning of religion). In the schools of the Archdiocese of Brisbane the classroom learning and teaching of religion aims to develop the religious literacy of students to enable them to participate critically and effectively in the life of their faith communities and the wider society.
2012 saw the full introduction of the new Religious Education curriculum. Each year, students engage in learning opportunities in each of the four strands:

<table>
<thead>
<tr>
<th>Sacred Texts</th>
<th>Beliefs</th>
<th>Church</th>
<th>Christian Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiritual writings, wisdom within and beyond the Christian traditions</td>
<td>Includes religions of the world</td>
<td>Liturgical/sacramental life of the Catholic church, structures of the church/hierarchy</td>
<td>morality, spirituality</td>
</tr>
</tbody>
</table>

Teaching people to be religious in a particular way (the religious life and catholic ethos of the school community) is identified with the religious life of the school and is a faith development activity focused on nurturing the religious, spiritual and faith growth of students.

The four components for the faith development of students in the religious life of a school are:

- Religious Identity and Culture  
  (ethos and charism, authentic Christian community, sense of the sacred)
- Social Action & Justice  
  (justice in the school community, action for justice, reflection on action for justice)
- Evangelisation & Faith Formation  
  (living the gospel, spiritual formation, witness to the wider community)
- Prayer and Worship

**SCHOOL-WIDE EXPECTATIONS**

At St John Vianney’s we encourage a spirit of co-operation and controlled freedom that allows children to develop self-discipline and Christian and social responsibility. We live by our:
SCHOOL-WIDE EXPECTATIONS

- Be respectful
- Be responsible
- Be Safe
- Be a Learner

At the beginning of each year, classroom teachers and students negotiate rules with positive and negative consequences, developed from the School-Wide Expectations.

PARENT PARTNERSHIP

St John Vianney's School has a Parent Partnership policy which recognises that parents, "by virtue of their parenting role, are the primary educators of their children and are of such importance that it is almost impossible to provide an adequate substitute." (Gravissimum Educationis, 1965).

As the primary educators of their children, parents are not only an integral part of our school community, but partners with teachers in the schooling process. They assist in our classrooms, library, Religious Education activities and extra-curricula areas. We have an active and supportive Parents & Friends Association. Parents are an essential element of the School Board. One vital function of the School Board is to canvass parent opinion when formulating Policy for the school and parents are encouraged to co-operate with the School Board in this vital function.

PARENTS & FRIENDS' ASSOCIATION: Mr Trevor McIlveen (President)

The P. & F. Association stands for the Parents and Friends of St John Vianney's School and this is exactly what we are. We are all very interested parents in the school and friends in the St John Vianney's spirit. The P. & F. Association of St John Vianney's School welcomes you into our school family.

The Association has three main functions. Firstly, we are a means of contact between parents and the school administration. Secondly, we provide ways for us all to meet socially and continue to nurture our strong school spirit. Lastly, we liaise closely with our School Principal and staff to identify the needs of the school. We then strive to provide these requests for the betterment of our school but, most importantly, for the benefit of our children.

In addition to fundraising, we also have a Voluntary Contribution Fund otherwise known as the 'School's Library Fund.' Families can make a donation to this fund which is fully tax deductible and strictly confidential.

As parents of our school, your input is important and you are encouraged to come and be part of our meetings - the first Tuesday of every month at 7.30 p.m.

We are very proud to be part of the St John Vianney's family and extend the many hands of friendship in our school to you all.
SCHOOL BOARD

The St John Vianney’s School Board promotes the school’s mission and adopts a pastoral model that engenders cooperation and teamwork among members. It is the role of the School Board to provide strategic guidance for the school. The School Board plays a significant role in supporting the spiritual and educational welfare of students.

Functions of the School Board

- Supporting the Catholic identity and mission
- Involvement in policy reviews and development
- Assisting in school improvement framework
- Providing advice on budget planning and finance related matters
- Promoting the school

The School Board, which operates under the constitution and guidelines approved by the Bishops of Queensland, has a decision making role in the areas of:

- Policy making
- Provision and maintenance of school buildings and plant
- Budgeting
- Communication

The School Board has an advisory role in the areas of:

- Curriculum
- Staffing
- School Renewal Planning

Membership is open to all in the Parish and school community. Individual members of the School Board do not represent groups. Members may be selected for their position in the community, eg Principal, or for their particular gifts or expertise, eg financial planning. Members minister to the needs of all.

The School Board meets every third Tuesday of the month from February to November. Board members may be contacted personally, through the P & F or through the school office.

CLASS CO-ORDINATORS

Each classroom teacher welcomes the support of a Class Coordinator, selected at the beginning of each year.

The role of the Class Coordinator includes:

- Creating a parent contact list
- Initiating social functions for your class group
- Assisting with seeking volunteers for school functions
- Liaising with casserole register coordinator
Acknowledging teachers’ birthdays and other celebrations

A Library Parent Coordinator has a similar role in working with the Teacher/Librarian. The P&F provides a Class Coordinator Liaison person to support all class coordinators and ensure effective communication across the school.

CURRICULUM

The Teaching and Learning Program at St. John Vianney’s has been developed according to the Australian Curriculum. This curriculum describes a learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community. The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students.

At St. John Vianney’s we acknowledge the needs and interests of students can vary, and our teachers plan from the curriculum in ways that respond to those needs and interests. Our aim is to provide a thorough and creative teaching and learning program in all Key Learning Areas that supports the educational needs of all our students. The Australian Curriculum acknowledges the changing ways in which young people will learn and the challenges that will continue to shape their learning in the future.


The Australian Curriculum will eventually be developed for all learning areas and subjects set out in the Melbourne Declaration: initially for English, Mathematics, Science and History; followed by Geography, Languages, The Arts, Economics, Business, Civics and Citizenship, Health and Physical Education, and Information and Communication Technology and Design and Technology.

The Key Learning Areas our SJV teachers currently plan, teach and assess are:

- Religious Education
- English
- Mathematics
- History
- Science
- Health and Physical Education
- The Arts

As St. John Vianney’s is a Catholic school, there is also an emphasis on spiritual values, faith education and community involvement.

HEALTH, PHYSICAL EDUCATION AND SPORT

The St John Vianney’s Primary School Health and Physical Education Program has been developed in accordance with Essential Learning and Queensland Studies Authority (QSA). It is concerned with developing, in pupils, an understanding of optimal physical functioning and the skills and attitudes to
achieve these optimal levels throughout life. Sport is an important element of the curriculum with a range of competitive and recreational activities offered.

We participate in the Lytton District School Sports Program and all students represent the school throughout the year in a variety of team sports. The competition is in school hours with training held out of school or during lunchtimes. Students from Preparatory to Year 7 participate in a swimming programme as part of their Physical Education curriculum.

All students are also expected to participate in the annual swimming, cross country and athletics carnivals. Students who excel in their sport have the opportunity to attend additional training and represent the school at District, Regional, State and National levels.

THE ARTS (Music, Drama, Dance, Visual Arts & Media)

A comprehensive and creative Arts program is delivered by classroom teachers for students from Prep to Year 7. We also have Specialist Teachers in Music and Drama who ensure students are immersed in a diversity of connected, integrated Arts experiences. Our specialist classroom facility enhances the quality teaching and learning program. The school engages an external company to teach Dance, one term each year.

The Music Teacher conducts the school choirs which are open to students from Prep to Year 7. Junior Choir is Prep – Year 2 and Senior Choir is Years 3-7 and we also offer a Year 7 Choir.

The School also engages an instrumental teacher. Students from Year 4 may receive small group tuition or private lessons and are invited to participate in the School bands.

Our band and choirs participate each year in local events, such as eisteddfods and the Queensland Catholic Schools and Colleges Music Festival.
ICLT - Information and Communication Learning Technology

Through technology, students are encouraged to become lifelong learners who can access, analyse and synthesise information from a variety of sources. At SJV, we aim to develop students’ information and communication technology competencies, using computers as a tool for learning and teaching, in a range of learning areas.

HOMEWORK

The staff, students and parents of St John Vianney’s School recognise and value developmentally appropriate homework as integral to the teaching and learning process.

The purposes of developmentally appropriate homework tasks are to:-

(a) Reinforce, and in some cases extend, classroom teaching and learning;
(b) Enhance communication between parents and teachers regarding students’ learning;
(c) Help students develop self-discipline and self motivation;
(d) Encourage students to adopt a positive attitude to learning;
(e) Promote appropriate study habits and time management skills

REPORTING TO PARENTS

Parents are actively encouraged to remain informed about student progress. Several formal processes are in place:

- Parent Information Session, Term 1 (Prep to Year 7)
- Semester One Report and Parent/Teacher Conferences, Term 2 (Prep to Year 7)
- Semester Two Report, Term 4 (Prep to Year 7)

Students in Years 3, 5 and 7 sit the National NAPLAN standardised tests in Literacy and Numeracy. Individual reports are prepared for parents and the school’s results are published on the school’s website and the My School website.
Parents are encouraged to communicate regularly with teachers on their child’s/children’s progress. To ensure sufficient time and preparation, it is requested that notice be given to teachers. Appointments may be made with the class teacher through the school secretary.

**LIBRARY**

The school library at St John Vianney’s is central to the learning and teaching programmes of the school. It is the personal and shared resource of every member of the school community.

The library is staffed by a Teacher Librarian and a Library Assistant who seek to provide and manage a supportive information-rich environment which is responsive to the needs of the school.

Students are encouraged to visit the library regularly through class library times and as part of integrated units of work. In addition, the Library is open Monday to Friday at first break for student borrowing, reading and computer use. It is also open before and after school Monday to Friday for student borrowing.

**CLASSES**

St John Vianney’s 2014 enrolment is approximately 385 full time students. We currently have 3 Prep classes; 3 Year One classes; 3 Year Two classes; 2 Year Three classes; 2 Year Four classes; 1 Year Five class and 1 Year Six/Seven class. Students are known by staff and known to one another.

We aim to maintain a full time enrolment figure up to 400 students to ensure that the ‘family atmosphere’ we so actively encourage and promote is maintained.

**PREP**

**STATEMENT OF PHILOSOPHY AND AIMS**

St John Vianney’s School provides Catholic Prep Education with a program that offers both an educational learning environment and a caring community where parents, students and staff can develop in their faith, life, culture and relationships.

The Prep program recognises the integrated nature of physical, emotional, social, spiritual, intellectual and aesthetic development of young children.

Students enrolled for Prep will undergo an orientation process aimed at introducing them to the routine of school life in a welcoming and non-threatening manner.

Orientation sessions for Prep parents and students will be held mid-way through Term 4 of the year preceding enrolment.
PROFESSIONAL DEVELOPMENT

The Queensland College of Teachers requires teachers to participate in Continuing Professional Development as an expectation of teacher registration. Our teachers and ancillary staff actively engage in a variety of professional development to keep pace with constant changes in education. Professional Development may be school-based or offered externally and includes seminars, workshops and structured courses. Professional Development is linked to the school's Strategic Renewal Plan. Teachers attending Professional Development programs during school time are relieved by qualified teachers, thus minimising disruption to normal classes.

TUCKSHOP

A voluntary group of parents work together with our Tuckshop Convenor to cater for the students’ tastes and needs every Monday and Friday. New helpers are always welcome. Our tuckshop aims to provide sustaining, healthy lunches for the students.

ROAD SAFETY

Two 'School Crossing Supervisors' are responsible for the students' safety in crossing roads to the school, both before and after school. Crossings are located on Kooralgin Street and Oceana Terrace. Students may be dropped off at school or collected from school at the 2 minute zone located on Oceana Terrace and dropped off only at the 2 minute zone located in Ernest Street (oval gate). No pick up from Ernest Street in the afternoons. We also offer two teacher supervised 'walking buses' after school to pick up points in Wellington Street and Valetta Streets.

School Drop Off and Pick Up Zones

To ensure students’ safety, follow the 2 minute zone etiquette:

1. **Do not queue to get into the pick up zone (across driveways)**

2. Please **don’t wait** in the pick up zone for **children to arrive**. Please move off without delay.

3. Please **drive slowly** and carefully around the school. **Watch for children** and
be considerate of vehicles pulling out of the zones.

**EXCURSIONS AND CAMPS**

Wherever possible, teachers aim to provide integrated and creative excursion programs for students. Classes often visit sites in the Brisbane local area in an effort to reinforce classroom learning. Excursions are educationally sound, safe and affordable.

Our Middle Years students have a camp experience each year. The aim of the camps is to provide a social and learning environment in a setting that encourages leadership skill development and the building of responsibility. Year 4 and 5 may have a one or two day camp and Years 6-7 a three day camp.

**SCHOOL FEES**

St John Vianney's is a Catholic Parish School, established and sponsored by the Catholic Parish. School fees supplement Government funding and all families are expected to pay fees.

As part of the enrolment process, parents enter into a strict agreement about the payment of fees and must, thereafter, honour this agreement.

Our fees follow guidelines set down by the Catholic Education Office. It is a policy of the school never to exclude a student because of genuine hardship in paying school fees, providing the family is prepared to enter into open and honest discussion about the matter.

In 2014, the school fees and levies are as follows:

- **ONE Child Fee:** $1786.00 ($446.50 per term)
- **Family Fee (2 children) :** $2411.00 ($602.75 per term)
- **Family Fee (3 or more children) :** $2908.00 ($727.00 per term)
- **Capital Levy (per family):** $525.00 ($131.25 per term)
- **P&F Levy (per family):** $150.00 ($37.50 per term)
- **ICT Levy (per family):** $170.00 (billed first term)
- **Resource Levy (Prep – 7):** $130.00 (billed in 3 instalments)
- **Years 5, 6 & 7 – 1 TO 1 Laptop Programme:** $330.00 (billed in 3 instalments)

Our aim is to balance our commitment to keeping fees affordable while providing adequate resources for our students. Fees are billed to each family per term for four terms.

**PAYMENTS**

All monies including school fees and book club are to be placed in the School Fees Box located beneath the Finance Office windows. Fees may be paid by cash, cheque, Eftpos, credit card or direct debit.

**LIBRARY FUND: (P & F Association)**
The Library Fund is a voluntary contribution scheme that allows all parents to contribute financially to the provision of resources for their children’s education. We believe by offering our parents an opportunity to give a cash donation, which is 100% tax-deductible, it lessens the burden on our families.

**BOOKLISTS**

Booklist requirements for the following year are generally issued in Term 3. A local supplier is used by the school to ensure materials are provided at a very reasonable cost. Prepayment is made directly to the supplier.

**ILLNESS**

No suitable provision can be made to keep sick students at school, so it is necessary to have contact numbers for parents, relatives or Day Care personnel at all times. Please ensure that emergency numbers are provided and kept up to date.

Pupils who are unwell should not be sent to school. Pupils who have been ill with an infectious disease should not return to school until they have fully recovered. If it is necessary to send any medication to school, strict requirements must be followed. Medication Authority forms, available from the office, are to be completed and authorised by the Principal. These forms are required to ensure correct procedures are followed. All medication is carefully stored in the Sick Room and copies of the forms are given to the classroom teacher. Students must not take medication at school without this procedure being followed.

**SCHOOL TIMES**

School starts at 8.40 a.m. and finishes at 3.00 p.m. Recesses are forty minutes for lunch (1st break) and thirty minutes for afternoon snack time (2nd break). School sessions are as follows:

- 8.40 a.m. to 10.50 a.m. - Session 1
- 11.30 a.m. to 1.30 p.m. - Session 2
- 2.00 p.m. to 3.00 p.m. - Session 3

**PLAYGROUND SUPERVISION**: Staff supervise students on the playground from 8.20 a.m. in the morning and during snack and lunch breaks. **PARENTS** are responsible for the supervision of their children before 8.20 a.m. and after 3.00 p.m. each day.

**OUTSIDE SCHOOL HOURS CARE**

Application forms are available from the Outside School Hours Care Coordinator for before and after school care and vacation care. Prep students may use the Outside School Hours Care facilities. The facility’s hours are 7am to 6pm Monday to Friday. The contact number for Outside School Hours Care is 3396 5637 or 0467 748 469. The OSHC Co-ordinator is Leanne Davey.

**ABSENCES FROM SCHOOL**
In the event of absence from school for any reason, parents are requested to notify the school office by phone or in person.

**EARLY DEPARTURES/LATE ARRIVAL**

Late arrivals (after 8.40am) must be registered at the school office by the student's parent or designated guardian. Students withdrawn from classes before the 3.00 p.m. bell must be signed out (in a register) at the school office by their parents or designated guardians. Whilst we recognise that daytime appointments are often inevitable, this simple procedure ensures safety and accountability.

**ENROLMENT PROCESS**

In order to proceed with enrolment at St John Vianney’s School, parents/guardians are requested to complete and submit an Enrolment Application form. The form must be submitted along with supporting documentation (Birth and Baptismal certificates, reports, etc.). A non-refundable application fee of $60 must be submitted with all enrolment applications, including siblings.

Parents being offered an interview will be contacted by the Principal to arrange an interview and to provide a tour of the school and playgrounds.

Once an offer of enrolment is made by the Principal, parents/guardians are required to complete a ‘Confirmation of Enrolment’ form. This form should be returned to the school, together with a $60 confirmation fee, to secure the place.

Interviews for Prep places are generally held in May of the year preceding enrolment and offers made to successful applicants in approximately late June.

The St John Vianney’s School Enrolment Policy is strictly followed when determining placement. Every effort is made to suitably place those families seeking enrolment here.

**ANAPHYLAXIS AND ALLERGY POLICY (Extract)**

**Introduction**

In keeping with the mission statement, to empower, share and live the gospel within all aspects of school life, the school community at St John Vianney’s School, recognises the need to have an anaphylaxis and allergy Policy.

**Rationale**

The St John Vianney’s anaphylaxis and allergy Policy aims to:

- Safely support, within the school environment, students with significant allergies
- Develop and maintain a school action and implementation plan when dealing with students who have critical life threatening allergies
• Provide a position for the community on food management, hygiene, safe food handling, parent education, student education and tuckshop and classroom protocols to proactively and reactively support anaphylactic students

• Identify the role of the St John Vianney’s School community members in the implementation of the policy

• Document the school community’s agreed position on, and accepted procedures for dealing with, life threatening allergies

2014 Procedures

A copy of our current Policy Statement and process are available in the school office, for your consideration if you are interested in viewing them.

Across the school we have students with food and other allergies. Some students are likely to have an anaphylactic reaction to certain foods and carry epi pens. Some of these students are allergic to nuts - either peanuts or tree nuts - and other allergies include eggs, fish, shellfish and dairy.

We are a nut aware school and ask that no nuts and nut products (e.g. nutella, peanut butter) or egg are included in lunches.

It is advisable for all students to avoid sharing their lunch with others.

Our Tuck Shop does not sell nuts, nut products or egg.

Safe eating areas and tuck shop cross-contamination procedures will also be applied.

Note: The term tree nut is commonly used to mean nuts (almond, brazil, cashew, hazelnut, macadamia, pecan, pine, pistachio and walnut). They are different to peanuts which are a groundnut. Allergy to peanut is the most common (83%) followed by cashew (13%) and other nuts (4%). In a Western community about 1 in 500 children (2%) react to tree nuts.

WHS POLICY (Extract)

Our aim at St John Vianney’s is to provide and promote a safe and healthy environment for staff, students and parents and all visitors, as is reasonably practicable. To achieve this aim, our activities will be conducted in accordance with Queensland Workplace Health & Safety Legislation and Brisbane Catholic Systemic Education Guidelines.

We aim to ensure that the buildings and grounds are maintained and cleaned in such a way to ensure the health and safety of all that use them.

Where facilities are shared between St John Vianney’s Primary School and the Parish, the responsibility to ensure these facilities are safe, is shared.

In order to achieve these aims, a Workplace Health & Safety Committee is formed and chaired by the Safety Officer. The committee will meet once per term to review activities of the School in order to manage and maintain a safe environment.
Contractors undertaking work at St John Vianney’s School shall complete all work in accordance with best trade practice and in compliance with Division of Workplace Health & Safety Rules and Regulations.

Depending on the work to be performed, contractors may be requested to undertake a Risk Assessment and prepare a site or project specific Workplace Health & Safety Plan to the satisfaction of the Principal.
* (Complete statements available on request)

**ORIENTATION**

Newly enrolled students for Years 1 to 7 are given orientation sessions, the style of which varies according to when they are expected to begin here at St John Vianney’s School. If enrolment is confirmed in the year preceding their start, they are encouraged to attend a ‘meet the teacher’ session here at St John Vianney’s before the end of Term 4. This session gives them an opportunity to meet future friends and be orientated into the school layout and some general routines.

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**Brisbane Catholic Education (BCE) Information Collection Notice**

*Information we collect:* Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student’s enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act (1988).
**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used for appropriate parish purposes.

**Disclosure of information:** This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants. In addition we may be required to disclose this information to government departments, both State and Federal.

Personal information collected from students is regularly disclosed to their parents/legal guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.

The School Privacy Policy sets out how parents or students may complain about a breach of privacy and how the school will deal with such a complaint.

The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the Privacy Act (1988), and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education’s practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school’s website or the Brisbane Catholic Education website [http://www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

3 June 2014