Mary MacKillop Catholic Parish Primary School

Policy Statements

School Board 2008
We value God as central to our daily lives.

In living out this belief we aim to:
• develop a knowledge of God;
• practise and share our faith through morals and values in an open and inclusive way;

We value a school in which children are at peace and have a sense of belonging to church, parish and wider community

In developing this sense of family we aim to:
• encourage positive perspectives and friendships;
• work in partnership with parents and the wider community;
• foster a love of learning;
• develop a belief that each person is special and has the ability to make a difference;
• foster a community that is caring, friendly, positive and fun;

We value an environment where children grow and develop as individuals, secure in their world.

In creating this environment we aim to:
• provide opportunities for children to develop confidence and self-esteem;
• create a learning environment which caters for each child’s needs;
• assist children to develop positive and strong relationships;
• assist children to develop a respect for self, others and property;

We value a sound primary school education in which children achieve their potential.

We therefore aim to:
• develop a curriculum which is child centred and challenging;
• provide opportunities for children to participate throughout the school’s curriculum;
• encourage a partnership with parents;
• develop resources and facilities which support the teaching and learning process;
Special Religious Character Statement

At Mary MacKillop Catholic Parish Primary School we are fortunate to have Blessed Mary MacKillop as our patron and role model. We see Mary MacKillop as a real, hardworking Australian woman who reached out to many less fortunate Australians, and as such, we are inspired by her life, her dedication to God and her triumph over adversity to educate children throughout Australia. We incorporate aspects of her life and dedication in the religious character of our school community, and this is reinforced within our school motto - “Reach out, Embrace, Achieve”.

We believe in teaching and encouraging children to live Jesus’ message in their daily lives. This is achieved through faith education, which instils values such as forgiveness, acceptance and helping each other. We believe in a child-centred spirituality, which acknowledges individuality and promotes the belief that each child is special and has the ability to make a difference to our community. We promote behaviours and ideas that make children feel at peace with their lives and their environment. We also encourage children to be actively involved in caring for their environment and to celebrate the unique Australian spirituality that Mary MacKillop pioneered.

We see Mary MacKillop Catholic Parish Primary School as an integral part of the ministry of the Birkdale Parish and the Catholic community, and we value the relationships between all community members. In the way in which both Jesus and Mary MacKillop embraced and helped all people, we endeavour to be welcoming and promote a strong sense of belonging and involvement to all community members.
POLICY INTRODUCTION

Mary MacKillop Catholic Parish Primary School is a relational community centred within the Catholic Parish of Birkdale and Wellington Point. The school has grown rapidly since 1997, but through consultation, discernment and connections with Brisbane Catholic Education, the local community, staff, students, parents and parishioners we have established and maintained a commitment to providing a faith-centred, high quality education within a peaceful and supportive environment.

As part of our commitment to continuous improvement, we have developed eight policy statements, which have been based on the eight schooling priorities set out by the Catholic Education Council in their Strategic Renewal Framework 2007 – 2011.

These priorities are:

- Faith and Mission
- Learning and Teaching
- Student Care
- Staff Care
- Relationships
- Information, Communication and Learning Technologies
- Resourcing, and
- Renewal

In developing these policies, we have incorporated the values outlined in the Mary MacKillop Catholic Parish Primary School Vision and Mission Statement, as well as the Statement of Religious Character. These two statements form the basis for every action undertaken at this school and are also reflected in our strategic planning.

The policies have been developed through a process of consultation and discernment with the School Pastoral Board, Administration Team, staff and parents. Each policy statement is accompanied by a rationale which is aimed at explaining the reason/s behind the implementation of each particular policy, and why it is relevant to the community. There is also a list of protocols, or activities, which illustrate how each policy is implemented and supported within the school.

In accordance with the Brisbane Catholic Education Strategic Renewal Framework, these policies will be fully revised in 2011. However variations in any protocol under each policy will be documented in the Annual Desired Outcomes/Achievements report from 2008 up to 2011. The School Administrative Team and the School Board will be responsible for revision of the policy.
FAITH AND MISSION

Rationale

We value God as central to our daily lives and value a school in which children are at peace and have a sense of belonging to church, parish and the wider community. We believe in fostering a learning community which is caring, friendly and positive and which practises and shares their faith in an open and inclusive way.

Policy

Mary MacKillop Catholic Parish Primary School will provide a learning environment where staff, students and parents deepen their knowledge of God and are given opportunities to practise and share the Catholic faith in an open and inclusive way.

Protocols

- Vision and Mission statement
- Parish/School Links
- Statement of Religious Character
- Church use protocol
- Quality Religious Education curriculum
- Liturgy procedures
- Outreach and community programs
- Formation of Mary MacKillop spirituality

Reference:

MMK Strategic Renewal Plan 2007 – 2001 pgs 5-6
Brisbane Catholic Education Religious Education Guidelines for the Religious Life of the School
MMK Website: www.marymackillop.qld.edu.au

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LEARNING AND TEACHING

Rationale

We value the provision of a quality faith based education in which each person is viewed as unique and encouraged to achieve their potential. We believe in developing a curriculum which is child-centred and challenging, providing opportunities for all students to participate within the school curriculum programs and to develop resources and facilities which effectively support all teaching and learning processes.

Policy

Mary MacKillop Catholic Parish Primary School will provide and promote learning and teaching that is both life-long and life-giving. We as a community are committed to the provision of a high quality, creative and holistic education for the students in our care, which is responsive to each student’s spiritual, intellectual, emotional and developmental needs and circumstances.

Protocols

- Vision for learning & teaching
- Literacy & numeracy plan
- Assessment & reporting procedures
- Exceptional quality learning and teaching
- Career education
- Social and pastoral education
- Middles Years of Schooling initiatives
- Education support and planning
- Resourcing and enhancement of the curriculum
- Inclusion protocols

Reference:

MMK Strategic Renewal Plan 2007 – 2001 pgs 7-9
Education Queensland Syllabus Documents & Religious Education Syllabus Document
MMK Website: www.marymackillop.qld.edu.au
STUDENT CARE

Rationale

We value an environment where children grow and develop as individuals, secure in their world. We believe that a safe and supportive environment is vital for students’ personal, developmental, behavioural and spiritual growth.

Policy

Mary MacKillop Catholic Parish Primary School is committed to the pastoral care of all students, providing a safe, supportive and nurturing learning environment.

Protocols

- Anti bullying program
- Behaviour support Plan
- Career education program
- Life Long Learning awards protocol
- Absentee protocol
- Sun Safety protocol
- Workplace Health and Safety (WHS) protocol
- Protective behaviours program
- Student protection protocol
- Nutrition program
- Extra Curricula Activities (ECA) program
- School leadership and leadership formation protocols
- Seasons program

Reference:

Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
STAFF CARE

Rationale

We value the provision of pastoral care for all staff members. We believe in the support, encouragement and care of staff to ensure and enable the staff’s sustainable commitment to providing quality learning and teaching, enhancing quality performance in areas of responsibility and nurturing relationships with students and each other.

Policy

Mary MacKillop Catholic Parish Primary School strives to provide quality pastoral, practical and professional care to staff.

Protocols

- Workplace Health and Safety (WHS) protocol
- Relief teacher handbooks
- Internet use agreement
- Induction program
- Brisbane Catholic Education (BCE) intranet
- Web Self Service (WSS)
- Leave handbook
- Staff meetings
- Professional learning opportunities
- Goal setting and reviews processes
- Social activities
- End of term reflection
- New staff induction
- Staff support by Parents & Friends group

Reference:

Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
Brisbane Catholic Education Website: www.bne.catholic.edu.au
RELATIONSHIPS

Rationale

We value a collaborative community that has a sense of belonging that respects partnerships with parents, the parish and wider community, and encourages positive perspectives and friendships. We believe in working towards a learning community that is caring, friendly, positive and fun.

Policy

Mary MacKillop Catholic Parish Primary School nurtures and values positive and productive relationships between the students, staff, parents, parish and the wider community.

Protocols

- Parents and Friends (P&F) constitution
- School Board constitution
- P&F model of operation
- Parent teacher night protocols
- Communication protocols
- Pastoral and outreach protocols
- Enrolment protocols
- Website and newsletter
- Buddy grouping
- Social functions
- Welcoming and belonging opportunities
- Mary MacKillop community spirit
- Volunteers induction program
- Support of school and parish by Parents & Friends group

Reference:
MMK Strategic Renewal Plan 2007 – 2001 pgs 14-16
Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
Brisbane Catholic Education Website: www.bne.catholic.edu.au
INFORMATION, COMMUNICATION AND LEARNING TECHNOLOGY (ICLT)

Rationale

We value a sound primary school education in which children achieve their potential. We believe in providing opportunities for all students to become confident, creative and productive users of information, communication and learning technologies and will integrate these technologies across Key Learning Areas (KLA) in the curriculum.

Policy

Mary MacKillop Catholic Parish Primary School will endeavour to provide and promote current and appropriate information, communication and learning technologies that meet students’ needs and are relevant in the contemporary learning and teaching environment.

Protocols

- ICLT plan
- Internet use agreement
- ICLT teaching & learning sequence
- Computers On Wheels (COW) protocol
- School website
- Technical support
- Technology levy
- Professional development
- Resourcing protocol

Reference:

Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
RESOURCING

Rationale
We believe that quality learning and teaching takes place when a school is well resourced and grounds and buildings provided meet the needs of the learning community. Through the renewal and strategic planning processes at our school, we seek to provide quality resourcing within available budgets to be able to implement programs to the best of our ability.

Policy
Mary MacKillop Catholic Parish Primary School seeks to provide adequate, relevant and appropriate resources, plant and buildings for the provision of quality holistic education to the children.

Protocols
- Fee collection protocol
- Annual budget
- Collection development protocol
- Resource centre guide
- Class budgets guidelines
- Fee schedule
- Extra Curricular Activities (ECA) protocol
- Staffing protocols
- Traffic management plan
- Grounds and building plans
- Maintenance plan
- Resourcing protocols
- Environmental sustainable practices
- Marketing plan
- Asset management
- Uniform Shop and Tuckshop protocols
- Volunteers protocol

Reference:
Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
RENEWAL

Rationale

We value continuous improvement through engagement with a clearly articulated strategic plan. We believe in committing to cycles of consultation, planning and review with all key stakeholders to ensure a culture of continuous improvement and quality assurance in every key dimension of school life.

Policy

Mary MacKillop Catholic Parish Primary School will ensure that renewal, quality assurance and strategic planning processes are conducted in regular cycles within the life of the school.

Protocols

- Annual action plan
- Annual achievements report
- Strategic renewal plan
- Internal 5 year validation process
- Internal school renewal budget
- 5 yearly external validation
- Reflection staff meeting
- Workplace Health and Safety (WHS) protocols
- Role reviews
- Finance and auditing protocol

Reference:

MMK Strategic Renewal Plan 2007 – 2001 pgs 22-23
Strategic Renewal Framework 2007-2011
MMK Website: www.marymackillop.qld.edu.au
Brisbane Catholic Education Website: www.bne.catholic.edu.au