



OUR LADY OF MERCY PRIMARY



Student Handbook

At Our Lady of Mercy, we all have the right to feel HAPPY and SAFE at school.



OUR LADY OF MERCY PRIMARY STUDENT ENGAGEMENT POLICY

Our Lady of Mercy Primary aims to:

- Provide a safe, happy and positive learning environment for students, staff and parents.
- Provide opportunities for students to develop, maintain and enjoy positive and respectful relationships.

STUDENT ENGAGEMENT OVERVIEW

RESPECT	PRIDE	SAFETY	CARE FOR THE ENVIRONMENT
<ul style="list-style-type: none">• Show respect for yourself and the feelings and rights of other children, staff and visitors.• Show respect for personal and school property.	<ul style="list-style-type: none">• Take pride in your work.• Wear your uniform with pride.• Take care of the environment – playground, nature area and sand pits.	<ul style="list-style-type: none">• Resolve conflicts without physical or verbal violence (keep hands and feet to yourself).• Use play equipment safely (teachers only in the shed).• Wear the school hat when outside during sport and play.	<ul style="list-style-type: none">• Pick up and put the rubbish in the bin.• Walk on the path and steps near the flowers.• Take care of trees, flowers and plants.

STUDENTS

RESPECT	SAFETY	ENVIRONMENT
<p>RESPECT (Inside)</p> <ul style="list-style-type: none"> • Complete morning routines and activities. • Inside voices – speak quietly and respectfully to each other. • Raise your hand to speak. • Stop, look and listen to the teacher. • Wait your turn to speak – only one person at a time. • Look at the person speaking. • Respect all classroom and personal equipment. • Do your best work, try hard! • Work together and help each other. • Leave personal valuables and toys at home unless requested by the teacher. <p>RESPECT (Outside)</p> <ul style="list-style-type: none"> • Keep in mind the Mercy Values in everything you do. • All play is friendly play. • Speak nicely to each other. • Listen to teacher instructions. • Eat your recess and lunch quietly, sitting down and using your best manners. • Share and care for all classroom sports equipment and help pack away the sport equipment. 	<p>SAFETY (Inside)</p> <ul style="list-style-type: none"> • Keep your hands and feet to yourself. • Line up and walk around the school quietly. • Use all classroom equipment in a safe and sensible manner. • Walk only in all indoor areas. <p>SAFETY(Outside)</p> <ul style="list-style-type: none"> • Keep safe, teachers and Year 6 Sport Ministry only in the sports sheds. • Be aware of your own and others personal space when moving around the school. • Maintain good personal hygiene (washing hands, using hand sanitizer). • Apply sunscreen (in appropriate months) and wear your hat at all times. • Walk on the paths, no running on the red bricks. • Stay behind the yellow lines before school. • Remain on school premises during school hours unless adult permission has been granted. • Not picking up dangerous items such as glass, needles and insects. • Listen to duty teachers and follow after school pick up procedures correctly. 	<p>CARE FOR THE ENVIRONMENT(Inside)</p> <ul style="list-style-type: none"> • Look after the classroom property. • Participate in classroom clean up. • Keep your tray, desk and school bag neat and tidy. • Pack away the games and equipment quietly and neatly. • Recycle paper into provided bins. • Respecting and looking after common areas such as toilets. <p>CARE FOR THE ENVIRONMENT (Outside)</p> <ul style="list-style-type: none"> • Respect plants, trees and garden around the school. • Pick up the rubbish and put it in the bin. • Respect our water sources. • Respecting and looking after common areas such as the undercover area and eating areas.

PARENTS

RESPECT	SAFETY	ENVIRONMENT
<ul style="list-style-type: none"> • Support school rules – every child has the right to feel safe and secure. • Treat others with consideration and respect the other person's point of view. 	<ul style="list-style-type: none"> • Acknowledge your child's inappropriate behaviour and talk to them about the correct/alternative behaviour. • Seek clarification about all school matters with your child's teacher as a first point of call. 	<ul style="list-style-type: none"> • Be prepared and encourage your child to organise lunch, Crunch and Sip, water bottle, Library Bag and to always be in the correct uniform.

<ul style="list-style-type: none"> • Maintain confidentiality at all times, especially as parent helpers. (Code of Conduct). • Support classroom homework assignments and correct use of the school diary/ reading log. • Be supportive of the staff and their professional decision making and expectations. • Sign think sheets/ red cards and complete absent notes. Make sure these are returned to the class teacher the next day. • Avoid seeking information from other parents who are not aware of the truth/results of incidents which have occurred inside and outside the classroom. 	<ul style="list-style-type: none"> • Be mindful of drive through and pick up areas to ensure student safety. • Update emergency contact details and medical information for your child. • Contact the school office if child is absent or late. • Contact the school office if you will be late to pick up child. 	<ul style="list-style-type: none"> • Have a procedure in place with your child to be at school by 8.30am and collected promptly by 3.10pm at the latest.
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STAFF		
RESPECT	SAFETY	ENVIRONMENT
<ul style="list-style-type: none"> • Treat others with consideration and respect the other person's point of view. • Maintain a high level of confidentiality when speaking to/or with parents. (Code of Conduct). • Be accountable and role model your own words and actions. • Seek support through the appropriate channels. 	<ul style="list-style-type: none"> • Support every child to feel safe and secure. • Be in the appropriate area for duty wearing your vest. • Record any playground incidences on SEQTA (Behaviour, Medical and Pastoral). 	<ul style="list-style-type: none"> • Ensure students are working, playing and learning in a safe learning environment free of any hazards.

MANAGEMENT OF UNFAIR OR UNSAFE PRACTISE:

Please remember to acknowledge both children if there is an altercation – check for injuries, hurt feelings and prompting the children to say 'sorry')

OUTDOOR STRATEGIES (WHEN DEALING WITH INAPPROPRIATE ACTIONS):

Please remember to Follow school's behaviour management policy (Restorative Justice Discipline)

- Think Sheets
- Red Cards
- Visit to Assistant Principal/Principal



OUR LADY OF MERCY PRIMARY SYSTEM FOR STUDENTS (COMPLAINTS)

I'm not feeling safe...
I've got a problem...
I've got a complaint...
I've got a suggestion...

What should I do...?



Sounds like you need to talk to someone. There are lots of people you can talk to.

Any of the people below can help. Talk to the people you feel most comfortable with.

All students at Our Lady of Mercy always have the right to feel SAFE and HAPPY at school! These are the people you can talk to if you feel unsafe or have a problem, suggestion or complaint.

YOUR CLASSROOM TEACHER



Your classroom teacher is responsible for making sure you are safe and happy and learning at school. You can always talk to them

OTHER TEACHERS YOU GET ALONG WITH



Sometimes you may not want to talk to your classroom teacher. Find another teacher you trust and get along with and talk to them.

ASSISTANT PRINCIPAL



Mr Payne is always around if you need to talk to someone. He loves listening to what kids have to say and can offer help.

PRINCIPAL



Mr Jago is in charge of everything that happens at Our Lady of Mercy, so he is always happy to talk to you about any problems you have.



Student Code of Conduct Statements

Modified by the Year 5 and 6 students at OLOM (2018)

1. You can act safely and competently.

Always treat others, as you would like to be treated. Be sensible in all that you do and say. Think first!

2. You give priority to students' safety and well-being in all your behaviour and decision-making.

We all think before acting. We all try to make good decisions and choices by telling the truth and respecting each other in the classroom and in the playground.

3. You act in accordance with the values of the Gospel and defined in the Code of Ethical Conduct.

We live like Jesus did and spread the Word of the Gospel by respecting and loving others. We remember to use the gifts from our Sacraments in everyday life.

4. You conduct yourself in accordance to laws, agreements, policies and standards relevant to your relationship with the school community.

Do not break the rules of the school community (School, classroom, playground rules and iPad rules). We need to respect and take care of all school equipment.

5. You respect the dignity, culture, values and beliefs of each member of the school community.

We respect everyone and treat everyone with fairness and kindness. We acknowledge everyone's differences.

6. You treat personal information about members of the school community as private and confidential.

If someone tells you something personal, treat that information as if it was your own. Do not tell anyone else. It is very important to remember to keep your own personal information safe online.

7. You give impartial, honest and accurate information about the education, safety and well-being of students.

Teachers tell parents how their child is going in the classroom. They talk about their child's work and about how they are going with their friends. They tell parents when their children are sick or hurt.

8. You support all members of the school community in making informed decisions about students.

We all need to understand that parents and teachers have skills and information about their children, so we need to listen to them. Parents teach their children as well as teachers do, and we should trust and listen to parents and teachers. Children have the right to speak to parents and teachers about decisions, if they are worried and about how they feel.

9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.

We should all be respectful of each other and respect each other's emotions and physical appearances. We should trust each other and be trustworthy.

10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.

Be kind and trustworthy to all. Go to church and volunteer to help by doing altar serving or readings. Listen to your parents, teachers and the Parish Priest.

11. You act reflectively and ethically.

You always do the right thing and you are respectful of other people, no matter who they are.

12. You allow students to have a voice in their education, safety and well-being.

Students should feel comfortable about talking to teachers about anything and should feel safe at school.