ST. STEPHEN’S CATHOLIC SCHOOL PITTSWORTH
SCHOOL BOARD POLICIES BOOK

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WORKING TOGETHER FOR THE COMMON GOOD
At St Stephen’s Catholic School we believe that each of us needs other people, that none of us is self-sufficient. God spread our gifts around so we have to work together for the common good [1 Corinthians 12:7, 11]. The support of our school community in all our endeavours increases our ability to strive for success. When we work together, what we do becomes focussed on our vision as a whole.

APPRECIATION
St Stephen’s Catholic School Community instils in each of us, an understanding of appreciation. This occurs as a result of the encouragement and recognition we experience, of each person’s contribution towards the success of our school vision, and in response to it [Matt 5: 1-13, 7:12; McKinney, 1987]. It allows for responsible participation by all in an effort to accommodate valued relationships with each other [Hebrews 6:10; John 13:34-35; Luke 10:27; Starratt, 2004] and the environment.
Sacramental Preparation Support

Policy

Rationale
St Stephen’s Primary School, as part of the local faith community, exists to support the parents/guardians’ role as the primary educators of their children. The Sacramental Preparation Support Policy gives expression to an understanding of, and the need for, co-operation between the family, parish and school in preparing children for the initial reception of Sacraments.

Values
The St Stephen's Primary School Sacramental Preparation Support Policy gives expression to the values of responsibility, discipleship and justice.

Policy Statement
St Stephen's Primary School will support the family and the parish community’s efforts in the preparation of its students for the initial reception of the Sacraments of Reconciliation, Confirmation and First Eucharist.

Actions
As a result of this policy.
- Faith is primarily nurtured in the home
- Sacraments are celebrated within the context of the local church community
- Parents are supported in their role as the primary educators of the child

RESPECT
At St Stephen’s Catholic School we believe that every person should feel a sense of worth and be valued as a member of the community. Respect is demonstrated through appreciation, acceptance and celebration of differences, pride in one’s own behaviour and pride in our school. We believe that all members of the community should work together towards a common goal while being courteous and considerate of each other.
Jesus said, "In as much as you have done it to the least of my brothers, you have done it to me" [Matt 25:40].

CREATING OPPORTUNITIES
Creating Opportunities at St Stephen’s Catholic School means leadership, pride and motivation. It is allowing students and staff the opportunities to succeed through a positive and nurturing environment [Colossians 4:4-6]. It is giving everyone the responsibility for and ownership of their work and their environment. Through this members will increase their personal growth and in turn their self-esteem allowing them success in everyday opportunities [1 Samuel 18:14].
• The faith life of the parish community is enriched
• The faith and talents of community members are drawn upon
• Children are supported by many people in their faith journey
• The school, as an integral part of the parish, supports the efforts of the Church
• Families are encouraged to take responsibility for the Sacramental preparation of their children
• Parents have the choice of deciding the child’s readiness to receive the Sacraments.

Guidelines
• The school co-operates with the Parish priest and/or Sacramental Co-ordinator regarding arrangements for Sacramental Preparation
• The school supports the parish by implementing a sequential Religious Education program incorporating Sacraments with the emphasis on the knowledge component
• The school offers resource support for the Parish Sacramental Co-ordinator, parents and/or group leader
• The school offers practical support in the provision of meeting areas and secretarial assistance if required
• The school heightens awareness of the existence of the Sacramental Preparation Programme and encourages practical and prayerful support from the school community
• The school acknowledges this important aspect in the lives of its students and provides meaningful recognition

Date approved: 2008 .................................................. Review Date: 2012
Behaviour Management Policy

Rationale
This policy communicates our values and beliefs about the dignity, worth, rights and responsibilities of individuals within the school community and their ability to make choices about their own behaviour. This policy is relevant in times when the children are under the care and responsibility of the school.

Values
The St Stephen’s School Behaviour Management Policy gives expression to the following values: justice, respect, compassion, personal dignity, patience, peace, charity, co-operation, truth, empathy, reconciliation and forgiveness.

Policy Statement
All members of the St Stephen’s School community share a unified responsibility for the establishment and maintenance of a positive and life-giving school environment where the rights of all individuals are upheld and respected, responsibilities are accepted and fulfilled and in which students and staff can experience quality teaching and learning opportunities.

Actions
- All members of the school community should experience justice and equality.
- All members of the school community should be aware of their rights and responsibilities.
- The school should be characterised by an orderly, respectful, cohesive and happy teaching and learning environment.
- A consistent link between pastoral care, behaviour management and the curriculum should be evident.
- All members of the school community should be supported in the development of a positive and life-giving school environment.

Guidelines
- Rights and responsibilities of all members of the school community will be communicated.
- All members of the school community will endeavour to provide exemplary role models.
- A uniform approach to discipline, emphasising positive reinforcement, consistent and realistic expectations and appropriate consequences for behaviour choices will be implemented.
- Opportunities to develop responsible participation in decision-making will be encouraged.
- Self-esteem building opportunities will be afforded.
- Open communicative attitudes will be encouraged.
- The support and involvement of parents will be fostered.
- Professional support and advice may be accessed for difficult situations.
- Appropriate records will be maintained.
- The Director of Toowoomba Catholic Education Office may referred to for guidance and direction in cases where this policy is not being accepted and all other venues for improvement have failed.

Date approved: 2008

Review Date: 2012
Financial Management Policy

Rationale
St Stephen's Primary School, as part of the local faith community, exists to support the parents/guardians’ role as primary educators of their children. For this to happen, there needs to be adequate financial support and management. The Financial Management Policy gives expression to an understanding of, and the need for sound financial management through planning, budgeting principles and practices.

Values
The St Stephen's Primary School Financial Management Policy gives expression to the value of stewardship.

Policy Statement
St Stephen's Primary School will adopt appropriate financial management practices and procedures including planning, budgeting, auditing and reporting.

Actions
- The school can fully utilise available resources to achieve its objectives of satisfying the educational needs of the students
- The implementation of the policy will ensure proper accountability for all funds received and expended by the school
- The yearly budget will reflect the administration needs of the school and the priorities identified in the School Development Plan and the Annual Action Plan
- The school’s facilities and services are maintained and upgraded
- Financial management of the school’s affairs is in accordance with Diocesan Policies and Financial Management Guidelines
- Financial reports will allow for comparison of actual financial results with budget predictions.

Guidelines
- The Principal is responsible for the Financial Management of the school and reports to the Director of the Catholic Education Office, the School Board and the Parish Finance Committee
- The Principal will consider the needs of the members of the school community in arriving at the budget needs. The Principal will carry out a draft prioritisation of needs
- The Principal will be responsible for the preparation and monitoring of the annual operating budget and the long-term budget for buildings and capital facilities for approval by the Board
- The School Budget is finalised when it has been adopted by the School Board and Parish Finance Committee
- Budgeting and accounting principles and procedures listed in ‘Diocese of Toowoomba – Financial Management Guidelines for Systemic Funded Schools’ will be adopted
- The annual operation budget for the year will be prepared by the beginning of November of the previous year
- An auditor will conduct an audit of the school’s books of accounts in February each year.

Date approved: 2008 Review Date: 2012
Homework Policy

Rationale
St. Stephen’s Primary School, as part of the local faith community, exists to support the parents'/guardians’ role as the primary educators of their children. The Homework Policy gives expression to the importance of homework as part of each child’s education through revision and consolidation of school work. Furthermore, homework assists in development of sound study habits, self-discipline and research skills, which will have life-long benefits.

Values
St. Stephen’s Primary School Homework Policy gives expression to the values of responsibility, commitment, justice, respect, equality, learning and service.

Policy Statement
Homework is an integral part of the learning process and, as such, appropriate homework tasks will be set which are considerate of the needs of the student, educational objectives of the teacher and involvement of the parent.

Actions
- Students have an opportunity to develop responsibility and self-discipline and a sense of achievement in completing tasks with minimal supervision.
- Students have an opportunity to practise skills, undertake research and complete activities related to work taught at school.
- Teachers are able to set homework tasks, which give the students the opportunity to develop personal study habits.
- Parents have the opportunity to be involved in the education process gaining an understanding of their child’s progress and an awareness of schoolwork programmes.

Guidelines
- Homework tasks will be set for all year levels on a regular basis.
- General homework tasks will not be set for weekends or over holiday periods. This does not include assignment work, which is set to be completed over an extended period of time.
- Homework should be meaningful, purposeful and set with regard for the student’s individual abilities and needs. It should not place undue burden on the student or pressure on the home situation.
- Homework of an assignment or research nature must be preceded with skill development at school with expectations and steps in the preparation of the assignment being clearly defined.
- Class teachers are responsible for ensuring that they correct homework as soon as possible after the student has completed it.
- Student’s homework tasks are to be communicated in a written form.
- No untaught work should be set as homework. It should be revision, consolidation, completion or extension of work already taught in class.
- Students must accept a level of personal responsibility for homework materials, the completion of homework to an acceptable standard and the presentation at the required time for correction, commensurate with age, maturity and ability.
- Parents must insist on a regular time and provide a suitable place for homework to be completed.
• Parents should show an interest in their child’s homework through encouragement and supervision. They are not expected to complete or correct their child’s homework. Initialling homework is encouraged.

• Parents should contact the class teacher if the student is experiencing ongoing difficulties with homework completion.

• Where a student fails to complete or undertake set homework tasks and no written explanation is received from parents, then the student may be required to complete these tasks at the teacher’s discretion.

• The class teacher will notify parents if a student regularly fails to complete or present set homework tasks.

• Daily on-task time allocation for general homework tasks shall be:
  • Year 1 10-15 minutes
  • Years 2 & 3 15-25 minutes
  • Years 4 & 5 25-35 minutes
  • Years 6 & 7 35-45 minutes

Date Approved: 2009  Review Date: 2013
Anti-Bullying Policy

Rationale
The aim of this anti-bullying policy is to ensure that pupils at St Stephen’s School learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated.

This policy communicates our values and beliefs about the dignity, worth, rights and responsibilities of individuals within the school community. This policy is relevant in times when the children are under the care and responsibility of the school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)
- cyber bullying (Bullying which is carried out through an internet service such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short message services - SMS).

Values
The St Stephen’s Anti-Bullying Policy gives expression to the following values: justice, respect, compassion, personal dignity, patience, peace, charity, co-operation, truth, empathy, acceptance, reconciliation and forgiveness.

Policy Statement

All members of the St Stephen’s School community share a unified responsibility for the establishment and maintenance of a positive and life-giving school environment where the rights of all individuals are upheld and respected, responsibilities are accepted and fulfilled and in which students and staff can experience quality teaching and learning opportunities.

Guidelines

- St Stephen’s will be an inclusive environment where diversity is affirmed and individual differences are respected.
- All members of the school community will act in partnership to ensure the implementation of this policy.
- A consistent link between pastoral care, behaviour management and the curriculum will be maintained.
- A consistent approach to anti-bullying will reinforce the habits of Persistence, Confidence, Organisation and Getting Along, from the You Can Do It program.
- Professional support and advice may be accessed for difficult situations.
- Appropriate records will be maintained.
• The Director of Toowoomba Catholic Education Office may be referred to for guidance and direction in cases where this policy is not being accepted and all other avenues for improvement have failed.

Date Approved: 2009

Review Date: 2013
School Fees Policy

Rationale
St Stephen's Primary School, as part of the local faith community, exists to support the parents/guardians’ role as primary educators of their children. This School Fees Policy gives expression to an understanding of the purpose of, and the need for, financial support by parents/guardians in the way of School Fees.

Values
The St Stephen's Primary School Fees Policy gives expression to the following values: justice, respect, compassion, understanding, personal dignity, equity, commitment and community.

Policy Statement
Parents/guardians are expected to commit themselves to the payment of School Fees as set by the School Board

Consequences
- As members of the school community, parents/guardians are being true to their commitments to pay school fees
- Those parents/guardians who are experiencing economic hardship have the opportunity to make special arrangements with the Principal in consultation with the Parish Priest, or his representative. The expectation is that some contributions will be made.
- School Fees will be set having regard both for the needs of the school and the socio-economic situation of the school community
- The School will be able to maintain and develop the quality of educational opportunity and resources offered to its students.

Guidelines
- School Fees will be set by the School Board
- School Fee accounts will be sent out at the beginning of each month, February to November inclusive, with the expectation that they will be paid by the end of the month
- Arrangements can be made with the Principal to pay on a weekly, fortnightly, monthly, term or annual basis
- Parents/guardians who have difficulty meeting school fees are asked to discuss the matter with the Principal to make special arrangements. These arrangements will be reviewed on a half-yearly basis or when circumstances change
- Special arrangements will be treated with confidentiality
- For those parents/guardians who do not pay and who have not made special arrangements with the Principal, the collection of School Fees will be conducted as follows:
  1. Accounts rendered will be highlighted
  2. Where an account is more than one month overdue, the Principal will send a letter to the parents/guardians reminding them of their commitment to payment of School Fees and an invitation to discuss the matter
  3. A second letter, signed by the Principal, will be sent seeking payment of the account if there has been no response to the first letter within 14 days
4. Where an account is 2 months overdue a third letter signed by the Principal and the Parish Priest, or his representative, will be sent seeking payment of the account and offering an appointment for a discussion on the matter.
Uniform Policy

Rationale
St. Stephen’s Primary, as part of the local faith community, exists to support the parents'/guardians’ role as the primary educators of their children. The School Uniform Policy gives expression to the role that pride in personal appearance takes in the child’s education.

Values
St. Stephen’s Primary School Uniform Policy gives expression to the values of inclusion, justice, dignity, responsibility, community, respect, equality, self-esteem and self-discipline.

Policy Statement
As a member of St. Stephen’s Primary School community, it is expected that each student will wear the regulation school uniform, as endorsed by the School Board.

Consequences
- By wearing a uniform, the students will be recognised as a member of St. Stephen’s School, and promote a positive image within the wider community.
- Students have the opportunity to develop self-esteem, responsibility, respect and self-discipline by wearing the school uniform.
- Wearing of the school uniform will foster equality and social justice

Guidelines
- Students are expected to wear the correct school uniform as endorsed by the School Board and published in the School Handbook.
- The school uniform should be appropriate for the climate, activities undertaken and available at reasonable cost.
- The school uniform should be consistent with the ethos of the school.
- The transition from summer to winter uniform and vice versa should be at the discretion of the Principal.
- Staff members may request students to wear the correct uniform where there are frequent and unexplained deviations from correct uniform usage and then communicate in writing with parents/guardians if correct uniform is still not being worn.
- Parents/guardians will notify the school when their child is unable to wear the correct uniform.
- Proposed changes to school uniform with associated reasons should be notified to the Principal who will refer the matter to the School Board should there be sufficient evidence for the proposal.
- The School Board will decide if an investigation into a uniform selection or change should proceed.
- The process of uniform selection and change will be managed by the School Board through the establishment of a uniform sub-committee consisting of: the Principal as co-ordinator; one Parents and Friends Executive representative; one staff representative; and three parent representatives, to be selected at an open meeting convened by the Board.
Buildings and Grounds Policy

Rationale
This Buildings and Grounds Policy highlights the importance of maintaining the optimum condition of the school’s facilities so as to maximize their utility, viability and safety and to emphasize the importance of pride in appearance of a student’s surroundings.

Values
The Policy gives expression to the values of stewardship, responsibility and self-esteem.

Policy Statement
St. Stephen’s Primary School will maintain the standard of repair of the buildings and grounds at the highest condition and level of safety that the financial and physical resources permit.

Consequences
As a consequence of this policy:

- A high standard of maintenance of the school’s facilities will enable the students and staff to maximize the educational opportunities that the school can provide in a safe environment.
- Buildings and grounds in good condition will promote a positive image within the school and wider community.
- Thorough planning for short and long term expenditure will be required.
- A Building and Grounds Committee (the Committee) will be formed to draft a Buildings and Grounds Strategic Plan (the Plan).
- The Committee will comprise the Principal, members of the Parish, members of the School Board and other members of the school community as required.
- The Plan will be reviewed periodically by the Committee and be consistent with the instructions of the Catholic Education Office and policies of the Diocese of Toowoomba, St. Stephen’s Parish and the School Board.
- Workplace Health and Safety Issues will be paramount in all decisions undertaken.

Guidelines
- Rights and responsibilities of all members of the school community will be communicated.
- All members of the school community will endeavour to provide exemplary role models.
- A uniform approach to discipline, emphasising positive reinforcement, consistent and realistic expectations and appropriate consequences for behaviour choices will be implemented.
- Opportunities to develop responsible participation in decision-making will be encouraged.
- Self-esteem building opportunities will be afforded.
- Open communicative attitudes will be encouraged.
- The support and involvement of parents will be fostered.
- Professional support and advice may be accessed for difficult situations.
- Appropriate records will be maintained.
- The Director of Toowoomba Catholic Education Office may be referred to for guidance and direction in cases where this policy is not being accepted and all other venues for improvement have failed.
Occupational Health, Safety and Welfare Policy

Rationale

Dignity, safety and well being of people are central to the Church’s teaching. St Stephen’s Primary School acknowledges this and recognizes that it is obligated under the Queensland Workplace Health and Safety Act 1995 to ensure the health and safety of each of its workers at work. Additionally, it is obligated to ensure other persons are not exposed to risks to their health and safety arising out of the conduct of St Stephen’s Primary School business or undertaking.

The purpose of this policy is to assist in developing, promoting and maintaining a safe and healthy working environment, and to provide a basis on which a sound occupational health and safety management system (OHSMS) is built. Through such properly established and implemented systems, students, staff, contractors, and other persons with a legal right to be on St Stephen’s Primary School premises, will comply with the requirements of the Queensland Workplace Health and Safety Act 1995.

Definition

Occupational health and safety management system (OHSMS). That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy, and so managing the risks associated with the business of the organisation.

AS/NZS 4801 – 2001

Values

Care and concern for the health, safety and welfare of people using St Stephen’s Primary School facilities.

Policy Statement

St Stephen's Primary School will ensure the health, safety and welfare of all employees, students, and other persons who are legally present on school premises, and develop, promote, and maintain a safe and healthy working environment in which the risk of injury or illness for persons coming on to the premises is minimised.

To achieve these aims St Stephen's Primary School will develop and implement an OHSMS based on preventive risk management principles. St Stephen's Primary School is committed to both improving safety culture and continuous improvement of health and safety programs. As part of OHSMS implementation, responsibilities and accountability of the various personnel will be clearly defined, consultative mechanisms established, measurable objectives and targets set, and adequate training provided in collaboration with the Toowoomba Catholic Education Office. St Stephen's Primary School will endeavour to adequately resource OHSMS implementation through a budget allocation integrated with other management functions. Monitoring and review of OHS issues will be undertaken through an annual audit, using an electronic audit tool.

Consequences

- Compliance with all workplace health and safety statutory requirements, Queensland Codes of Practice, Advisory Standards, and relevant Australian Standards as a minimum
- Quality OHSMS implementation
• Improved OHS outcomes including a safer and healthier environment, and an improved safety culture.
• Health and safety performance data collection and analysis
• The health and safety policy being available as required to regulatory authorities suppliers, contactors customers and those visiting the school/college.
• Various moral, ethical and legal obligations met.
PURCHASING POLICY FOR OH&S

Purpose
Care of people and concern for their welfare are integral to the fabric of Catholic education. St Stephen's Primary School is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on diocesan school premises. In keeping with this commitment the purchasing policy shall:

- establish procedures consistent with OH&S Legislation and ensure that health and safety is considered prior to the decision to purchase resources.
- verify correct deliveries of goods, equipment, materials and substances.
- reduce the likelihood of injury arising from the purchase of resources.

Policy Statement
St Stephen's Primary School acknowledges that the dignity, safety and well being of people are central to the Church’s teaching. St Stephen's Primary School also recognises that it is responsible and accountable for ensuring the health, safety and welfare of students, employees, volunteers and other people who provide services to the school.

To meet the obligations set out in the Qld OHS Act and the social and moral commitments of the Toowoomba Catholic Education Office, St Stephen's Primary School will provide a safe and healthy work environment through an effective Risk Management System which identifies, assesses, controls and minimizes hazards and conditions which do or have the potential to cause injury or illness through the purchase of goods, materials, equipment and substances.

Consequences
Before any goods, materials, equipment or substances are purchased, received and/or installed, the Principal (or a person acting in the capacity of the Principal is responsible for:

- Ensuring that appropriate consultation with relevant groups (eg. OH&S Representatives/Committee/involved employees) takes place.
- Ensuring that all potential hazards associated with the purchase are identified and evaluated prior to purchase and that there is no risk to staff, students and visitors.
- Ensuring that the goods, materials, equipment and substances conform to all relevant Australian Standards, codes and guidelines.
- Ensuring that the purchased goods, materials, equipment and substances are used for their designated purpose.
- Ensuring that safer alternatives of goods, materials, equipment and substances are used if available.
- Ensuring that any relevant Safe Operating Procedure documents have been supplied or prepared for goods, materials, equipment and substances.
- Ensuring that relevant Material Safety Data Sheets have been supplied with or prepared for goods, materials, equipment and substances.
- Ensuring that the appropriate training is conducted in the installation and safe use of goods, materials, equipments and substances to all employees and new employees.
- Ensuring there is adequate supervision in the safe use of goods, material, equipment and substances.
- Informing employees and visitors who bring goods, materials, equipment and substances on to school premises, not purchased or approved in accordance with this policy, that they may be deemed negligent should the goods, materials, equipment and substances be assessed to have a potential detrimental effect on another person/s.
- Keeping a register of the purchased goods, materials, equipment and substances.

Date Implemented: 2007
Review Date: 2011
Sun Smart Policy

Rationale
Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer if therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind, St Stephen’s Primary School realises the need to protect children’s skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Values
The St Stephen’s Primary School Sun Smart Policy gives expression to the following values: justice, respect, personal dignity and co-operation.

Policy Statement
All members of the St Stephen’s Primary School community share responsibility for the establishment and maintenance of a positive and life-giving school environment where Sun Smart behaviours are encouraged and modelled by all.

Consequences
As a consequence of this policy St Stephen’s Primary School will:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- Provide an environment that support Sun Smart practices.
- Create an awareness of the need to reschedule work commitments and outdoor activities to (delete: support Sun Smart practices. Include: by limiting times to outside of 10am and 3pm.)
- Inform parents of the Sun Smart policy when they enrol their child
- Include the Sun Smart policy statement in the school prospectus
- Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees.
- Incorporate education programs that focus on skin cancer prevention into the school curriculum
- Encourage all teachers and staff to act as positive role models for children in all aspects of Sun Smart behaviour.
- Seek ongoing support from parents and the school for the Sun Smart policy and its implementation through newsletters, parent meetings, etc.
- Ensure that all students and staff wear hats that protect the face, neck and ears and SPC 30+ broad spectrum, water-resistant sunscreen, when involved in outdoor activities.
- Ensure students without adequate sun protection use shaded or covered areas at recess and lunch times
• Review the school dress code to conform to the Queensland Cancer Fund Sun Smart clothing guidelines.
• Have two shorter lunch breaks
• Ensure that adequate shade is provided at sporting carnivals and other outdoor events.
• Review the Sun Smart policy annually
Information and Communication Technology Policy

Rationale
Information and Communication Technology influence and develop a wide range of school activities, overall culture of the school and relationships with the wider community. St. Stephen’s Primary School has a duty to help learners shape the future in a socially just and life enhancing way.

Values
The development of the beliefs and values of Catholic Education can be assisted by the provision and appropriate use of Information and Communication Technology. Essential to these beliefs and values are equity of access within and between school communities, authentic decision making regarding the nature and extent of information available, and the need for integrity in the sourcing and ownership of information.

Policy Statement
St. Stephen’s School will provide appropriate and equitable access to, and use of, Information and Communication Technology.

Consequences
- St. Stephen’s School will develop an Information and Communication Technology plan.
- Staff will undertake an accreditation process in Minimum Standards for Teachers – Learning Technology as developed by the Toowoomba Catholic Education Office. Teachers will undertake continuing professional development in Information and Communication Technology and its integration across the curriculum.
- Computer hardware and software will be compatible to facilitate appropriate communication and transfer of data.
- Annual budgets will provide for an equitable and appropriate allowance for the implementation of the Information and Communication Technology Policy.