MESSAGE FROM THE PRINCIPAL

St Paul’s School is a place where:

• children, parents and teachers work together to make our school a safe and happy environment for everyone;
• each person is accepted for the person he or she is;
• nationalities make us culturally rich;
• learning is valued and gifts encouraged;
• listening, compassion and peace are nurtured.

At times, each of us experiences difficulties in the living of everyday life. Our school, our children, our families are no exception but it is the combined support and willingness of children, parents and teachers to work together to overcome these difficulties that help to make them easier to manage.

The acceptance of each individual person at St. Paul’s School makes it a special place in which to learn and grow.

There is a tremendous amount of school pride among the children and they deserve to be proud because it is primarily the children who make the school the wonderful place it is.

On behalf of the staff, parents and children of St. Paul’s School, I welcome you and extend a sincere invitation for you to be an active participant in our community. Your involvement and willingness to work in partnership with us will give you the opportunity to establish a meaningful relationship that will be of benefit to our children. Please accept our invitation.

Yours sincerely

Celestine Boundy
Principal
Vision Statement

St Paul’s School Woodridge is a welcoming and inclusive community that empowers all members of the community to contribute positively and make a difference to our world.

Our motto, To Grow Strong in the Faith, the Spirit and the Word, is deeply embedded in the daily life of our school.

**FAITH:** To build a life-long spiritual relationship between God and ourselves, based on our Catholic Faith that will permeate all aspects of our lives and living.

**SPIRIT:** With the guidance of the Holy Spirit, all members of the school community feel and demonstrate love, respect and acceptance of others.

**WORD:** To discover the teachings of Jesus so that the Gospel values of peace, love, truth and social and environmental justice are promoted.

Mission Statement

We aim to maintain and pursue Mary MacKillop’s mission of providing education for all, welcoming all and accepting each person.

We provide a place of learning in which flexible, reflective and future focused practices address the needs of our students and families.

We provide a nurturing and safe environment where there is mutual love and acceptance based on gospel values of respect, truth and compassion.
SCHOOL SCHEDULE

School Office Hours 8:00am — 3:30pm (Monday to Friday)

School Hours School commences at 8:35am each day
School concludes at 2:55pm each day

Morning Recess 10:45am to 11:15am

Lunch 1:15pm to 1:25pm – Supervised eating
1:25pm to 1:55pm – Play time

Term Dates for 2017
Term One Tuesday 24th January – Friday 31st March
Term Two Tuesday 18th April - Friday 23rd June
Term Three Monday 10th July - Friday 15th September
Term Four Tuesday 3rd October - Friday 1st December

Professional Development & Planning Day Monday 16th October

Public Holidays for 2017
Australia Day Thursday 26th January
Good Friday Friday 14th April
Easter Monday Monday 17th April
Anzac Day Tuesday 25th April
Labour Day Monday 1st May
Exhibition Holiday Monday 14th August
Queen’s Birthday Monday 2nd October

Our Weekly Newsletter
You will be kept informed of school and parish activities through our newsletter that is sent home each Wednesday. The eldest child in each family is responsible for taking the newsletter home. The newsletter may also be emailed to you.

School Assemblies
Our school assemblies are held each Thursday at 9am in the Undercover area. Parents are welcome to attend these assemblies.

Parish Mass Times
Weekday Masses Monday to Friday – 9am;
Weekend Masses Saturday-11:30am, 6pm (Vigil)
Sunday 7.30am and 9am
St Paul’s School was opened in 1969 by the Sisters of St Joseph with a total enrolment of 55 children. The Sisters of St Joseph played a big part in the development of the school and are fondly remembered by the people of Woodridge. Now, more than 50 years later, St Paul’s continues the Josephite tradition bringing education to the children of Woodridge, Kingston and the surrounding areas.

‘Grow Strong in The Faith, The Spirit, and The Word’ is St Paul’s motto. The religious identity and culture of the school are lived out further through our:

- religious education lessons
- class prayer
- prayer assemblies
- class mass/liturgies
- liturgical celebrations and feast days.

At St Paul’s we value the deep connection between school and parish. This is demonstrated when our Grades 4 to 6 attend, and lead a parish mass each term. Each term Preps to Year 3 are involved in a class liturgy.

St Paul’s school community identifies and aims to live by the social action teachings of the church. The need to act justly is a fundamental value which guides us each day. At St Paul’s we actively involve our students in supporting the following organisations!

- Caritas - Project Compassion Appeal
- St Vincent De Paul
- St Paul’s parish initiatives.

ST PAUL’S COMMUNITY PARTNERSHIP PROGRAM

Through our Community Partnership Program and our Community Hub we have been able to provide our students with the following:

- Weekly after school homework club for Prep to Year 6
- Twice weekly breakfast club
- One on one support for children requiring alternative education support through our student cultural worker
- After school sport
- Support for children making district and regional teams
- Language classes
- Support with outside agencies
- Cooking and Sewing classes
- Playgroup
- Pre-Prep Program.
St Paul’s Primary School promotes equity and excellence for each student. Our focus aims to empower each student to become autonomous thinkers and successful learners. We encourage confident and creative individuals to become active and informed citizens. We work towards students gaining the necessary attitudes, processes, skills and knowledge to meet their ever changing personal and social needs.

The curriculum covers the following Learning Areas:-

- Religious Education
- English
- Mathematics
- The Arts - (Music, Visual Arts, Media Arts, Drama, Dance)
- Health and Physical Education
- Technology
- Science
- Humanities and Social Science
- Cultural Literacy.

**Reporting**

Parents will receive a written report on their child’s progress at the end of each semester. Parents are also given the opportunity twice a year to have a formal Parent/Teacher meeting.
HOMEWORK

Policy
We at St Paul’s School strive to educate the whole child and provide a sound basis for life-long learning. We believe that regular homework should reinforce classroom learning and aid children in forming good study habits. Therefore homework is set at a level appropriate to the age and ability of the children.

Procedure

• Children are encouraged to develop homework routines with parental support. Mindful of the ‘busyness’ of family life teachers are encouraged to set homework on a weekly basis i.e. Monday to Thursday.
• If homework is incomplete parents are asked to notify the classroom teacher.
• Homework tasks should require little or no supervision or explanation and are designed to reinforce classroom work which is familiar and well practised by the children at school. Homework may include a variety of tasks e.g. reading, homework grids or projects.
• Lower primary children may require more supervision.
• Homework times vary according to the age and ability of the children. Suggested times would be: Year 1-2 - 45 min weekly; Year 3-5 - 1 hour weekly; Year 6 - 1 1/2 hours per week.
• If children have difficulty understanding or completing homework parents are requested to advise teachers so difficulties can be addressed.
OUR BELIEFS AND UNDERSTANDINGS ABOUT BEHAVIOUR AT ST PAUL’S

1) BEHAVIOUR IS A PROCESS OF LEARNING.
   • Behaviour needs to be taught regularly and sequentially.
   • Behaviour is learned at one’s own pace.

2) HOPE IS THE FOUNDATION OF CHANGE.
   • We believe in Helping Other Possibilities Emerge and trust in the powerful presence of God.
   • Educating children is God’s work.
   • We don’t have all the answers so we need to care and support each other in this process.
   • We believe in the value of humility.
   • Success builds success, therefore we value the “good times” and believe and rejoice in our successes however small.

3) BEHAVIOUR IS INFLUENCED.
   • Behaviour is strongly influenced by: home, culture, school, peers, society and own self.
   • Behaviour is influenced by the group and a sense of belonging.
   • People influence each other’s behaviour so modelling good behaviour is important to this process of learning.

4) RESPECT, SAFETY AND LEARNING ARE CENTRAL TO LIFE AT ST. PAUL’S
   • Expectations, boundaries and consequences should be clear, succinct and consistent.
   • Children need boundaries and knowledge of the consequences (refer Consistent Consequences Matrix).
   • We need to be compassionate, just, consistent and fair in dealing with children and their behaviour (refer to school rules, Behaviour Improvement Process).
   • We value speaking respectfully to the child so they can maintain their dignity.
   • We believe that children should be able to predict the behaviour of the adult who is dealing with them.
5) SELF AWARENESS

- Right behaviour needs to become an internalised skill.
- Behaviour reflects one’s beliefs and values.
- Changing my own behaviour/perceptions can influence a change in others.
- Behaviour is the interplay of thought, feeling and action.
- Behaviour meets needs in life. Knowledge and experience of language and behaviour registers is a resource to participate more successfully in society.
- We believe in the benefit of developing social emotional competencies such as resiliency, conflict resolution and anger management.

6) BEHAVIOUR IS OWNED AND SHARED BY ALL

- Behaviour learning involves the development of relationships, including a knowledge and rapport with students and family.
- We believe we should concentrate on the behaviour not the child.
- An individual makes choices and takes responsibility for their behaviour.
- We value family involvement in the shared process of learning together.

"Do all you can with means at your disposal and calmly leave the rest to GOD" (Mary MacKillop) 1891
ST PAUL’S LEARNING QUALITIES

Organised:
- I am ready to learn
- I have what I need

Reflective:
- I think about what I am learning
- I think about how I am learning

Wondering:
- I want to find out more
- I am excited to learn

Persistant:
- I keep trying
- I learn from my mistakes

Connected:
- I join in
- I support my classmates

“Learning how to learn is life’s most important skill.” Anonymous
UNIVERSAL SCHOOL RULES

✓ Right Place, Right Time, Right Way
   (No Hat, No Play; Walking around buildings; no going into out of bounds areas.)

✓ Hands and Feet to Self – Personal Space

✓ Follow Staff Instructions considerately
   (We do what the teacher says)

✓ Speak and Act Respectfully

✓ Have a Go, Try your Best

✓ Listen to Learn

✓ Respect All Property

I came that they may have life, and have it to the full! John 10:1-10
Catholic Education Archdiocese of Brisbane has been and continues to be strongly committed to student protection education and student protection processes.

Personal Safety education takes place within the context of a Catholic school community where the individual student is valued as a child of God. It is also widely acknowledged that parents/caregivers are ideally placed to teach children and adolescents the personal safety skills to enable them to cope in awkward, unsafe or dangerous situations.

Since 2002 when Brisbane Catholic Education launched the Feeling Safe Strategy in all schools, all staff have been receiving student protection in-service and posters have been displayed throughout every school providing students with easily recognisable and simple to implement protective reporting processes.

The information given to students via the posters has key ideas that are communicated to students. They are:

- We all have the right to feel safe all the time
- Nothing is so awful that we can’t talk about it with someone
- Students develop their own personal network of adults they trust
- Students are encouraged to talk to these people if they feel unsafe at school or away from school.
- The concept of persistence is stressed i.e. students are encouraged to keep talking until someone listens and something is done to help them feel safe again.

The involvement of parents/caregivers and other relevant community members is an important factor in achieving successful, co-operative personal safety education.

Parents/caregivers are encouraged to support these messages by communicating with their children and young people about these important issues. This collaboration ensures that schools and parents/caregivers are working in partnership to keep our children and young people safe from harm.

**Student Protection Contacts:**

Mrs Celestine Boundy (Principal)
Rebecca Gyetvay (Guidance Counsellor)
Cathie Caldwell (APRE)
Sr Geraldine Fitzgerald (Pastoral Care Worker)

For more information regarding student protection processes in Brisbane Catholic Education schools please contact your principal.
Lateness

At times, we have had a number of students who regularly turn up late to school. Unfortunately this is a situation that can have a negative effect on the education of not only those students who are late, but also the other students in the class.

What impact does being late have on the students?

Students who are late may miss vital instructions and information about what is happening, not to mention important learning situations. This means that they have to catch up somehow. It’s like being late for a movie and not being able to understand what’s happening because you’ve missed the beginning of the storyline.

Students can feel unsettled, disorganised and unhappy for the rest of the day and it can take them some time to complete and understand the work that they have missed. Understanding that there are important expectations about arriving on time is vital preparation for readiness to deal with the real world later in life.

How does it affect the other students in the class?

Students who are late have an unsettling effect on the rest of the class. Often teachers will need to repeat instructions, go over information or stop teaching a concept in order to settle a student who has arrived late. These interruptions are disruptive to the whole class. Students who arrive late often have things that need to be done prior to them joining the class which cause even further disruption. Sometimes students have to wait to get the teacher’s attention and important issues can be forgotten.

How does student lateness cause difficulties for the teacher?

The teacher has a certain amount of material and activities to cover each lesson. Also organisational issues are usually dealt with at the beginning of the day.

Teachers can become increasingly frustrated when late students continually and repeatedly interrupt their planned routines, as they have to stop teaching to deal with the issues involved.

We are all human. Cars can break down an unexpected situation can occur. We know the family morning routines are not always straightforward. If you are experiencing problems, please speak to us, as we may be able to offer suggestions to help.

We are happy to accept that students will be late on the odd occasion because of unforeseen circumstances. However, arriving late on a regular basis is not acceptable.

Remember

Being half an hour late to school each day from prep to Year 10 adds up to missing the equivalent of one year and one and a half terms of school.
Student Attendance

It is important for all students to be at school every day. When deciding whether to keep your child home from school, please consider the following:

A child should be at school unless:

- The child is too sick to leave the house.
- The child has an infectious disease like measles, chickenpox
- The child has an injury preventing safe movement around the school
- The child is going on a family holiday that cannot be arranged during school holidays. This must be arranged with the principal in advance.
- The principal is provided with any genuine and acceptable reason preventing the child’s attendance.
- A medical or dental appointment could not be made out of school hours (wherever possible, appointments should be made out of school hours).

Phone school on 3208 2868 if child is absent. If your child has seen a medical practitioner a certificate will help explain the absence.

You should also contact the school in advance if you know your child will be away.

Reporting an absence from school

It is essential that a phone call to the school office on the morning of the absence be made. This ensures that both home and school know the whereabouts of the child for the day. If children are to be taken out of school for any length of time e.g. holiday, hospitalisation, both the Principal and class teacher need to be notified as soon as possible.

Remember

If students miss the basic skills in the early years of schooling they often experience learning difficulties later on.

There is a direct link between attendance and achievement.

It has been shown that poor patterns of attendance in the early years can lead to poor patterns of attendance throughout the school years.

Poor attendance makes it difficult for students to form positive friendships with their peers.
After School Care
The Logan City PCYC operates a before and after school care program at Logan City PCYC. This program offers a drop off and pick up service to and from St Paul’s School, Woodridge.

Before School Care
6:30am - 8:30am
(Breakfast provided)

After School Care
3:00pm - 6:00pm
(Afternoon tea provided)

For further details call Logan City PCYC on 3208 7341 or visit http://www.loganpcyc.org.au/oshc.htm

Leaving the school grounds
Children must be accompanied by an adult when leaving the grounds in school hours. If a caregiver not known to the school staff is going to collect a child during school hours parents need to notify the school beforehand by phone or note that another nominated person will be calling and signing out the child.

The procedure for collection of a child is

1. Parent or nominated caregiver goes to the office.
2. At the office the parent or caregiver identifies himself or herself to the office staff and signs a Permission to Leave Register.
3. Office staff will phone the child’s teacher and ask them to send the child to the office.

Lost Property
Parents, please name all items of school clothing. Named items of clothing, when handed in to lost property, can easily be returned to the rightful owners.

Parents and Friends Association
The P and F holds monthly meetings on the 3rd Wednesday of each month at 6pm. Families usually share a meal before the meeting. The Annual General Meeting at which the committee is elected is held in February. New and existing families are encouraged to attend.
School Lunches
We encourage healthy eating. Your child is at school for a whole day and their bodies need to be nourished by a healthy lunch. You could send cheese, fruit, a sandwich or yoghurt. We encourage the children to drink water during the day, particularly in hot weather. Please do not send chips, chocolates, soft drink or lollies to school.

Student Pastoral Support
Our School Pastoral Worker welcomes and supports each child during their time at St Paul’s School. Children/Parents/Families can make contact at any time to arrange a meeting.

Summer Storms
Often these storms occur as school is closing (2.55 p.m.). We encourage parents to respond to any storm warning by collecting children early on these days. Children will not be dismissed from the classrooms in the midst of a thunder storm. The end of the day dismissal bell will be rung as soon as the storm has passed over.

Wet Weather Protection
To keep our children dry during the wet season, we recommend the use of a plastic poncho or raincoat. Umbrellas are unsuitable and a safety risk.

Car parking
All parents are asked to observe this No Parking Regulation even when the gates are not closed. Failure to observe this regulation places our children at risk.

Our “Pick Up, Drop Off Zone” is on Talganda Street and further off street parking is available on Burrigan Street. Children enter the school via gates at the side of the oval.

NO PARKING IN SCHOOL GROUNDS
8:00am - 9.00am
2.00pm - 3.15pm
MONDAY - FRIDAY
MEDICATION

In line with current BCE policy, we are able to assist students in the administration of medications in cases where a medical practitioner necessitates the use of the medication.

As such, we are unable to administer Panadol or any other “over the counter” medication unless it has been prescribed by a doctor.

Prescription Medications:
Where a medication has been prescribed by a doctor, and the child is well enough to attend school but requires this medication during school hours, parents/carers need to provide:

A Student Medication Request Form.
Medication in the original packaging with the prescription label attached (as this shows the doctor’s instructions).
An Asthma Management Plan (for students with Asthma only).
Without these, the school is not permitted to give your child the necessary medication.
All medication must be handed into the office in the morning and collected from the office after school. No medication should be kept in a student’s pocket, bag or desk or anywhere else, unless specific permission has been given, in writing, by the Principal.

Other Health Conditions:
If your child has any health conditions, regardless of whether or not medication is needed, you may be required to provide, or work with us to create a Health Management Plan to better assist us in monitoring your child’s wellbeing while at school.
ENROLMENTS

VALUES:
Witness Community, Faith, Openness, Commitment, Equity and Justice.

POLICY:
Whilst the purpose of the Catholic School is to nurture children in the Catholic Faith, we will be open to the enrolment of non-Catholic students whilst safeguarding the Catholicity of the school.

ENROLMENT POLICY
• For children seeking placement in year levels other than Year One, a transfer form and a report from the previously attended school will be necessary.
• All children seeking enrolment at school (including children baptised in St Paul’s Parish) must supply the school with certificates of birth and baptism. Other relevant documentation e.g. health records, guidance records, must also be presented.
• St Paul’s School currently caters for students with special needs with the provision of a Support Teacher Inclusive Education. An Inclusion Teacher supports learning needs for students with Autistic Spectrum Disorder or Intellectual Impairment.
• Enrolment of any student with diagnosed and/or potential special learning needs will follow the Brisbane Catholic Education Enrolment of Student with Special Needs application process.
• Parents are encouraged to accept prime responsibility for faith development of their children and should give their children every opportunity and encouragement to practise it. Parents must be willing to accept their role in the Sacramental Programmes and express a willingness to support the School/Parish in its policies.
• Children transferring from St Paul’s School to another school are not guaranteed re-enrolment at a future date. If a request for re-enrolment is made, then the normal enrolment procedures will be followed.
• Enrolment cannot be offered once the classes have reached the acceptable number. The maximum size of each class group will be 35 children with a normal working level of 30 children for Years 4 – 7. For Years PREP – 3 it is recommended that class level size be 25 children, with the maximum level being 30. Exceptional circumstances will always exist, and in some instances, re-negotiation of this maximum level may be needed.
• Enrolment within St Paul’s School will be offered firstly to Catholic children then to others whose faith and commitment would support the ethos of the Catholic School.

• For non-Catholic students, discussion will take place with parents concerning formal faith education and the liturgical programme of the school. It will be pointed out to parents that students should participate fully in such programmes, but that their own religious tradition will be respected.

• Enrolment of a non-Catholic in a Catholic primary school does not in any way ensure a place for that child in any Catholic secondary school.

• All children, before entering PREP or, if new Year One, will be assessed to determine their level of readiness.

ENROLMENT PROCEDURE

1. Completed Enrolment Application Form to be lodged at School Office.
2. Principal conducts an interview with Parent/s and child.
3. A Confirmation of Enrolment Form is forwarded to parent/s.
4. Appointment for assessment of child is arranged if necessary.
5. Orientation for new enrolments.
St Paul’s School is part of the Brisbane Catholic Education System. The system supports each school in the archdiocese in a variety of ways. One of the most significant is related to staffing. Teaching and support staff are located within our schools, based at supporting schools or at our Catholic Education Centre. Government grants subsidise staffing costs in part. The balance comes from school fees, school levies and school fundraising.

### Tuition Fees 2017

<table>
<thead>
<tr>
<th></th>
<th>One Child</th>
<th>Two Children</th>
<th>Three Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>$800.00</td>
<td>$1,010.00</td>
<td>$1,010.00</td>
</tr>
<tr>
<td>Capital Levy</td>
<td>$160.00</td>
<td>$160.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>Resource Levy</td>
<td>$110.00</td>
<td>$220.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Swimming Levy</td>
<td>$90.00</td>
<td>$180.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>Excursion Levy</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Total (Per Month)</td>
<td>$121.00</td>
<td>$167.00</td>
<td>$192.00</td>
</tr>
<tr>
<td>Total (Per Year)</td>
<td>$1,210.00</td>
<td>$1,670.00</td>
<td>$1,920.00</td>
</tr>
</tbody>
</table>

The fees and levies collected at St Paul’s School are used for the following purposes, which are essential in providing a high quality of education for your child/children:

- provide teaching, administrative and ground staff
- provide essential resources, materials, facilities and equipment
- maintain buildings, grounds and other facilities.

### Issuing of accounts

School fees are issued at the commencement of each month, usually in the first week. The statement will show the following:

- **Single Child Fee or Family Fee** – which is the tuition fee, charged to educate your child/children.
- **Capital Levy** – used to maintain or provide new buildings and ground enhancements.
- **Excursion Levy** – used to fund class/school excursions.
- **Resource Levy** – which is used to purchase educational resources.
- **Swimming Levy** – covers the cost of our Swimming Program which is usually held in term 4 of each year.

Parents are asked to pay the account by the due date shown on the account. Please see the following page for the options available to you should you not be able to pay your account by the due date.

### Methods of payment

Payment may be made by cash (always pay in person and obtain a receipt) or Eftpos. For your added convenience Direct Debit, BPAY and CentrePay facilities are available.
Reminder notices
An Account Rendered – Reminder Notice is forwarded for accounts that are unpaid after the due date. Should accounts continue to remain outstanding, a member of the Administration Team will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay. Our normal procedure is to apportion the payment made against all fees and levies (including Building Fund Levy) shown on the original account.

Payment difficulties
Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the School as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

Concessions
In cases of financial hardship the School will consider offering a concession on Tuition and Building Fund Fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as housing costs eg rent or mortgage. Concessions will be reviewed at the commencement of term three (3) when you will be sent a letter asking if your circumstances have changed.

Overdue accounts
It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the School as soon as possible. We will then be in a position to assist you.

On occasions people fail to pay their account, do not respond to reminder notices and do not contact the School to make alternate arrangements. In these instances the School is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the School’s control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

Further information
Should you require further information, please feel free to contact the School during office hours 8:00am – 3:30pm Monday to Friday.
FEE CONCESSIONS

Policy and Procedure

1. Families wishing to apply for fee concession should do so on the form “Application for Concession Fees” obtainable from the school office.

2. Parent/s or guardian/s requesting a fee concession must provide evidence of gross income, and housing costs. Payslips and Centrelink statements are acceptable evidence of income. Rental receipts, bank society statement and rate notice as evidence of housing costs.

3. Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.

4. Parent/s or guardian/s will be notified by letter and will be requested to contact the school to sign an “Adjusted Financial Arrangements” form.

5. If there is a perceived problem on the part of either party, an interview will take place.

6. The application and/or interview process is aimed at determining a just and equitable fee which is within the family’s ability to pay.

7. Once a fee concession is granted, it is essential this commitment is honoured in full and on time. If family circumstances change the school must be informed.

8. Concessions are granted for the current school year. A new application is to be submitted each year.

9. The school is willing to arrange a different method of payment e.g. weekly, direct debit etc, if this is a help to the individual family.

10. Unless prior arrangements have been made, the school expects that agreed fees be paid by the due date. If there is a problem with meeting this deadline, a letter of explanation should be sent to the Principal.
Welcome to the Library

All students are encouraged to borrow from our library and the following information outlines our borrowing procedures:

- Each student needs a library bag to protect the books and borrowing is not allowed without a bag. Library bags can be purchased for $2.00 each from the library.

- Students will visit the library to borrow once a week with their class.

- Students may borrow each week:
  - Prep - Year 1: 1 book
  - Years 2-3: 1-2 books
  - Years 4-6: 2-4 books

- Each student needs to return his/her library book before another book may be borrowed.

- Students are responsible for the books they borrow. Any damaged or lost books must be paid for or replaced.

- Please keep books in a safe place at home. Please help your child find and return their library books on their Library Day.

- Share the books with your children and let them tell you about the pictures.

- Encourage your child to borrow books and read.

Trish Beard
TEACHER-LIBRARIAN

Linda Lawer
LIBRARY ASSISTANT

Please fill out this bottom portion and bring to the library for registration.

Full Name of Student: ____________________________

Year: _____________  Class: ________________

Would you like to purchase a library bag from our library?  
☐ Yes  ☐ No  Library bags are $2.00 each. Thank you.
SCHOOL UNIFORM

BOYS
Summer
- Gold polo shirt
- Navy shorts
- White socks
- black shoes / sandals / joggers / sandshoes
- Navy legionnaire or broad brim hat

Winter
- Gold polo shirt
- Navy shorts / trousers
- Jumper - Navy
- Windcheater - Navy
- Sloppy Joe - Navy
- Tracksuit - Navy
- Navy legionnaire or broad brim hat

GIRLS
Summer
- Gold polo shirt
- Navy shorts / skirt / culottes
- White socks
- Black shoes / sandals / joggers / sandshoes
- Navy legionnaire or broad brim hat

Winter
- Gold polo shirt
- Navy shorts / skirt / culottes / slacks
- Jumper - Navy
- Windcheater - Navy
- Sloppy Joe - Navy
- Tracksuit - Navy
- Navy legionnaire or broad brim hat
SUPPLIERS

Our P & F run a uniform shop out of our Tuckshop. Opening time for 2017 to be advised. Alternately school uniform clothing can generally be found at Kmart, Best and Less, Target and Big W. There does appear to be more stock in these shops at the beginning of each school year and less as the year proceeds.

- Navy Legionnaire hats are available for purchase for $5.00 from the school office.

Uniform guidelines

- Hats are to be worn at all times during outdoor activities.
- Sunscreen may be applied at home before your child leaves for school.
- Uniforms should be clean, tidy and in good repair.
- Hair should be clean and tidy. Hair longer than collar length must be tied with a yellow or navy ribbon.
- Extreme hairstyles which draw attention through cut, colour, added products etc are not permitted.

Jewellery

The following items are the only jewellery to be worn with the school uniform.

- a wrist watch
- body piercing – ears only – studs / sleepers in pierced ears (maximum of 2 only).
- a chain with a religious symbol on it – small in size and must be worn inside shirt.