

# Parent Handbook



## **St Paul's**

# **Catholic Primary School**

## **WOODRIDGE**

Grow Strong in the Faith,  
the Spirit, the Word



I would like to acknowledge the Aboriginal and Torres Strait Islander peoples as the Custodians of this great land.

I would like to acknowledge and respect the elders both past and present.

I would like to acknowledge, recognise, and respect their culture heritage beliefs and ongoing relationship with this land.

As we search for a better understanding and respect for Aboriginal and Torres Strait Islander cultures, we can then move towards an enriched appreciation of Australia's cultural heritage.

This in turn is fundamental for leading towards the reconciliation and development of the overall Aboriginal and Torres Strait Cultural Identity.

*Text by Stephen Chadburn,  
ATSI Cultural Worker.*

*Murals by Uncle Reg and Missy Knox engaging all the  
children of St Paul's Catholic School 1999.*





# SCHOOL PRAYER

To our God who lives in our hearts we pray:

God of love, be with us.

God of peace, be with us.

God of joy, shine in us.

God of wisdom, guide us,

In all we think, say and do each day.

St Paul, pray for us.

St Mary Mackillop, pray for us.

Amen.

# MESSAGE FROM THE PRINCIPAL

Dear Parents/Carers,

St. Paul's Catholic Primary School takes immense pride in fostering a vibrant and inclusive community that embraces a diverse array of families within the Woodridge area. With open arms, we extend a warm and heartfelt invitation to you, encouraging active participation in our enriching community life.

Central to our educational ethos is the unwavering commitment to upholding and advancing the mission inspired by Mary MacKillop, a mission dedicated to providing quality education for all. In creating a nurturing and secure environment, we prioritise the celebration of each child's unique identity, fostering a sense of belonging and acceptance.

Recognising the rich tapestry of cultural backgrounds within our school, we are dedicated to supporting all learning needs, with a special emphasis on assisting families for whom English is an additional language. Our commitment to diversity is a cornerstone of our educational approach, ensuring that every child can flourish academically, socially, and emotionally.

Embedded in the fabric of our daily life at St. Paul's is our guiding motto: "Grow Strong in the Faith, the Spirit, and the Word." Emphasising the development of spiritual and ethical values.

At St. Paul's, we are dedicated to nurturing Safe, Respectful Learners. Our holistic educational approach equips children with the essential skills to become positive, active contributors to their immediate community and the broader world. We empower our students to thrive in an ever-evolving global landscape.

Join us on this incredible journey of growth, learning, and community building at St. Paul's Catholic Primary School, where every child is encouraged to flourish and shine.

Sincerely,

Helen Boyes



# St Paul's Catholic Primary School Woodridge



## 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

**First Break** 10:45am - 10:55am - Supervised Eating  
10:55am - 11:25am - Playtime

**Second Break** 1:25pm - 1:35pm - Supervised Eating  
1:35pm - 1:55pm - Playtime

## Term Dates for 2024

**Term One** Tuesday 23<sup>th</sup> January – Thursday 28<sup>st</sup> March

**Term Two** Monday 15<sup>th</sup> April – Friday 21<sup>st</sup> June

**Term Three** Monday 8<sup>th</sup> July – Friday 13<sup>th</sup> September

**Term Four** Tuesday 30<sup>th</sup> September – Friday 6<sup>st</sup> December

<b>Public Holidays for 2021</b>	Australia Day	Thursday 26 <sup>th</sup> January
	Good Friday	Friday 29 <sup>th</sup> March
	Easter Monday	Monday 1 <sup>st</sup> April
	Anzac Day	Thursday 25 <sup>th</sup> April
	Labour Day	Monday 6 <sup>th</sup> May
	Exhibition Holiday	Monday 14 <sup>th</sup> August
	King's Birthday	Monday 7 <sup>th</sup> October

## Fortnightly Newsletter

You will be kept informed of school and parish activities through our newsletter that is emailed home each second Wednesday. The link to the newsletter is emailed to you each week and is also accessible from the Parent Portal and School Website.

## School Assemblies

Our school assemblies are held each Wednesday at 2:05pm in the Basketball court area. Parents are welcome to attend these assemblies.

<b>Parish Mass Times</b>	Weekday Masses	Monday to Friday – 9am
	Weekend Masses	Saturday 6pm (Vigil) Sunday 7.30am and 9am

# RELIGIOUS EDUCATION

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,
- 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
- Catholic Mission

# CURRICULUM

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
- Yugambeh

## 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 (that is, 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 that is familiar and well-practiced by the children at school. Homework may include a variety of tasks, for example, 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 and 2 – 45 min weekly; Year 3, 4 and 5 – 1 hour weekly; Year 6 – 1 and a half 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 (St Paul's Way).
- We need to be compassionate, just, consistent, and fair in dealing with children and their behaviour.
- 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*

## 7) ANTI-BULLYING POLICY

As part of its overarching Behaviour Learning Policy, St Paul's School seeks to provide an environment that is free from all forms of bullying and harassment. St Paul's school aims to be a happy, safe, harmonious teaching and learning environment.

How is this created?

- By making sure that everything I say and do shows **RESPECT** for myself, others and property.
- By making sure that everything I say and do keeps myself, others and property **SAFE**.
- By making sure that everything I say and do allows myself and others to **LEARN**.

*Proactive measures to prevent and address bullying concerns:*

By being committed to the care and welfare of its students, St Paul's aims to:

- Provide an environment which engenders respectful, safe and resilient behaviours
- Assist children to learn to be responsible for their own behavior
- Create a supportive environment in which students are able to report incidents of bullying.
- Ensure each person associated with the school community knows the procedures for reporting the occurrence of bullying
- Periodically monitor student perceptions of bullying
- Provide proactive training in resilience and bullying
- Explicit teaching and learning of "The St Paul's Way" (Matrix)
- Provide social skills training for all involved in bullying incidents





# MARY MACKILLOP LIBRARY AND RESOURCE CENTRE

## 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.
- Each week students may borrow:

Preps – 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.

**Teacher Librarian** – Brianna Gourley and Jacqui Hunter

**Library Assistant** – Mary McAnulty



# ST PAUL'S COMMUNITY HUB

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,
- Breakfast club – every weekday morning,
- After school sport,
- Language classes,
- Support with outside agencies,
- Cooking and sewing classes,
- Allied health support,
- Playgroup and Pre-Prep Program.



# STUDENT PROTECTION

**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 Helen Boyes (Principal)
- Mrs Rebecca Gyetvay (Guidance Counsellor)
- Mrs Diane Johnson (APRE)

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



# 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 Prep, a transfer form and a report from the previous 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 (for example, 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.
- 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 practice it. Parents must be willing to accept their role in the Sacramental Programs 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.
- Enrolment at St Paul's School will be offered to Catholic children first 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 program of the school. It will be pointed out to parents that students should participate fully in such programs, 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 will be assessed to determine their level of readiness.

## **ENROLMENT PROCEDURE**

1. Completed Enrolment Application Form to be accessed from the school website and completed online.
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.

# 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).

Please report student absences through the BCE Connect App or by phoning the school on 3208 2868. If your child has seen a medical practitioner a certificate will help explain the absence. It is essential that all absences are reported to the school. This ensures that both home and school know the whereabouts of the child for the day. You should also contact the school in advance if you know your child will be away.

## Late Arrivals

At times, we have had a number of students who regularly arrive 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. This means that they have to catch up. 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.

**Remember...** being half an hour late to school each day from Prep to Year 10 is the equivalent of missing a year and a half of school.

**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.

# FEE PAYMENT AND COLLECTION POLICY

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 Office. Government grants subsidise staffing costs in part. The balance comes from school fees, school levies and school fundraising.

School Fee Schedule 2024					
	One Child	Two Children	Three Children	Four Children	Five Children
Tuition Fees	\$952.00	\$1,428.00	\$1,760.00	\$1,952.00	\$1,952.00
Capital Levy (per family)	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00
Resource Levy	\$100.00	\$200.00	\$300.00	\$400.00	\$500.00
Swimming Levy	\$85.00	\$170.00	\$255.00	\$340.00	\$425.00
Excursion Levy	\$80.00	\$160.00	\$240.00	\$320.00	\$400.00
IT Levy	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00
<b>TOTAL (per Year)</b>	<b>\$1,439.00</b>	<b>\$2,210.00</b>	<b>\$2,837.00</b>	<b>\$3,324.00</b>	<b>\$3,619.00</b>
<b>Total (per Term)</b>	<b>\$359.75</b>	<b>\$552.50</b>	<b>\$709.25</b>	<b>\$831.00</b>	<b>\$904.75</b>

## 2024 Stationery Orders

Parents/caregivers are asked to make a discounted monetary payment to cover all stationery requirements for the 2024 school year. Parents no longer need to buy stationery packs themselves. The full amount will be included on Term 1 School Fee statements and is requested to be paid in Term 1 via EFTPOS or cash at the school office. Please note that one Prep shirt is included for the Prep classes. The Year 6 Senior Shirt is also included in this charge. ***This charge is in addition to the School Fees for 2024.***

Year level amounts and inclusions are listed below:

- Prep (\$80) Stationery items and Prep T Shirt
- Year 1 (\$80) Stationery items
- Year 2 (\$80) Stationery items
- Year 3 (\$80) Stationery items
- Year 4 (\$80) Stationery items
- Year 5 (\$80) Stationery items
- Year 6 (\$100) Stationery items and Senior Shirt

**Camp Year 6** – This is an additional charge of \$200.00 for each Year 6 student and will be charged on Term 1 Fee statement.

The fees and levies collected at St Paul's School are 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 term, 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 held in term 3 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.**

- A discount of 5% off the full annual Tuition fee is available if paid in advance by week 4 of the school year.

## Methods of Payment

Payments 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 – A 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 shown on the original account.

## Payment Difficulties

Sometimes, for very good reasons that are usually out of your 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 able to offer some assistance such as 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. Concession 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, as well as housing costs (for example, rent or mortgage).



## Overdue accounts

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 a 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 (for example, weekly, direct debit) 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.

# SCHOOL UNIFORM

## BOYS

### Summer

Gold polo shirt  
Navy shorts  
White socks  
Black shoes – joggers / sandals  
Navy legionnaire or broad brim hat



### Winter

Gold polo shirt  
Navy shorts/trousers/track suit pants  
Navy jumper or windcheater  
White socks  
Black shoes – joggers / sandals  
Navy legionnaire or broad brim hat



## GIRLS

### Summer

Gold polo shirt  
Navy shorts/skirt/culottes  
White socks  
Black shoes – joggers / sandals  
Navy legionnaire or broad brim hat

### Winter

Gold polo shirt  
Navy shorts/skirt/culottes/slacks/track suit pants  
Navy jumper or windcheater  
White socks  
Black shoes – joggers / sandals  
Navy legionnaire or broad brim hat

## Suppliers

Our P&F run a uniform shop out of our Tuckshop.

Alternately school uniform clothing can be found at Kmart, Best and Less, Target and Big W.

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 are not permitted.

## Jewellery

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

- A wristwatch,
- Body piercing – ears only – studs/sleepers in pierced ears (*maximum of 2*),
- A chain with a religious symbol on it – small in size and must be worn inside shirt.

# GENERAL INFORMATION

## 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. 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.

## 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**

**CARPARK WILL BE CLOSED AT**

**2:30pm – 3:15pm**

## MEDICATION

In line with current BCE policy, we can 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),
- A Medical Management Plan (as required).

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 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.



[illegible]

## 50th Anniversary Tile Mosaic

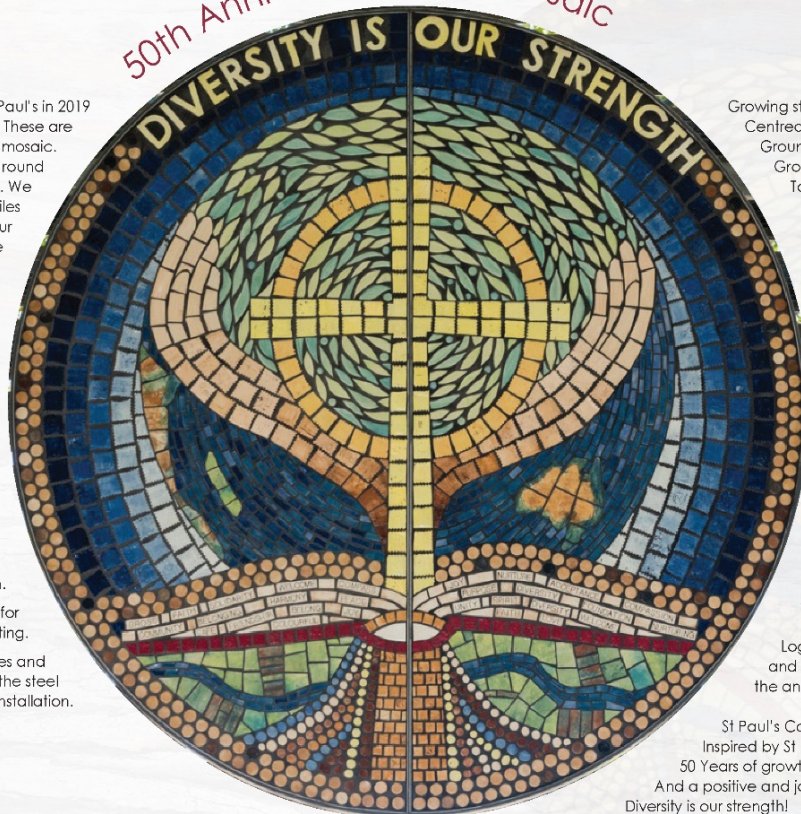
All 315 enrolled students at St Paul's in 2019 created a tile for the mosaic. These are the round tiles found in the mosaic. Students also coloured these round tiles to match their skin colour. We began making the square tiles in 2017 not knowing what our mosaic would look like. The completed mosaic is a symbol of us, our history, our present and our future and it will sit above us and watch over us as we create the next 50 years of life at St Paul's.

The students, staff and families of St Paul's School sincerely thank Brisbane Catholic Education for its support in making this 50th Anniversary Tile Mosaic come to life.

Thank you to artist Stephanie-Outridge Field for the design and tile preparation.

Thank you to Dean Miscamble for all tiling work and grouting.

Thank you to Anthony Davies and the team at HSF Metalwork for the steel framing and mosaic installation.



Growing strong in the Faith  
Centred in Christ through the unity of the Celtic Cross  
Grounded like the strong roots of a tree  
Grounded in our deep Aboriginal and Torres Strait Islander history.

Growing strong in the Spirit  
The people who make up the community shown in the skin tone faces of the children learning side by side.  
The spirit of diversity and welcome.

Growing strong in the Word  
The book, the Good News of Christ, made up of staff words of reflection. It is open, guiding our learning and work sharing the message of peace.

The tree of life, growing, reaching out into the world.  
The hands of stewardship, of care for the Earth and care for each other growing up and out into the world.  
The Earth, our home surrounded by the atmosphere of infinite potential.  
Australia, our home the place where we live, learn, grow.

Logan river and scrubby creek and the tall trees of Woodridge, the ancient land of Juggera and Yugumbeh.

St Paul's Catholic Primary School Woodridge  
Inspired by St Paul and St Mary MacKillop  
50 Years of growth  
And a positive and joyous future awaits  
Diversity is our strength!

**3 St Paul's Drive, PO Box 672,**

**Woodridge, QLD 4114**

**Ph: (07) 3208-2868**

**Email: [pwoodridge@bne.catholic.edu.au](mailto:pwoodridge@bne.catholic.edu.au)**

**Website: [www.stpaulswoodridge.qld.edu.au](http://www.stpaulswoodridge.qld.edu.au)**